



University of Alberta  
Collaborative BScN Program  
Grande Prairie Regional College  
Keyano College  
Red Deer College  
University of Alberta

Department of Nursing Education & Health Studies

# STUDENT HANDBOOK

2021-2022 Academic Year – YEAR 4



Welcome Students:

On behalf of the faculty and staff of the Department of Nursing Education and Health Studies, it is with pleasure that I welcome you to Grande Prairie Regional College and to the University of Alberta Collaborative BScN Program.

Nursing is a challenging and very rewarding profession. The role of the faculty is to assist you in further developing your knowledge and skills as a nurse. Please do not hesitate in seeking our help when it is needed.

This handbook has been prepared for your information regarding specific details of the University of Alberta Collaborative Bachelor of Science in Nursing Program with Grande Prairie Regional College. PLEASE READ IT CAREFULLY.

We wish you success in your studies at Grande Prairie Regional College and in your future nursing career.

**Joan Jacobson, RN, BScN, MN**  
Chair/Instructor,  
Department of Nursing Education & Health Studies

**PLEASE NOTE – THIS HANDBOOK IS FOR INFORMATION ONLY. STUDENTS MUST ADHERE TO THE U OF A STUDENT HANDBOOK IN YEAR 4.**

## OVERVIEW OF PROGRAM

Grande Prairie Regional College has been in collaboration with the University of Alberta and other partners (Red Deer College, Keyano College) to offer baccalaureate education for nurses since 1995.

Students in each program register and pay fees to Grande Prairie Regional College for Years 1, 2, and 3 of the four-year degree program. Students register with and pay fees to the University of Alberta (U of A) for nursing courses in Year 4 of the four-year degree program. Students attend all four years at Grande Prairie Regional College. Students register with and pay fees to Grande Prairie Regional College for non-nursing courses in the four-year degree program.

Students will be eligible to apply for participation in the Accelerated Option (12-14 students). Students apply early in Year 3 for this program based on Year 2 marks. This group of students will complete two courses in the spring and summer and the final two courses in fall thereby completing the BScN by December of that year. Information regarding how to apply will be provided to students in Year 3 in the fall term.

At the successful completion of your studies, the BScN degree will be granted by the University of Alberta.

## ADVISORS

Upon admission, students will be assigned a student advisor who is a faculty member in the department. Your academic advisor for the program can assist you with planning and/or changes. Some of the issues that may come up include concerns about admission, readmission, transfer credit, course management, program planning, graduation status, application to Year 4 or any items related to your program of study. Students will be directed to their assigned advisor if they have questions about their program of study. Application and registration to Year 4, courses and graduation status questions should be directed to Kathy Weber, Department Assistant.

**Students are reminded to check their College email on a regular basis as important information from the Department and their Advisor will be provided. Generally, NO information is sent by Canada Post or to student's personal email.**

## GENERAL INFORMATION

### 2021-2022 GPRC Calendar

- The best source of information regarding the Collaborative BScN program is found within the 2021-2022 Grande Prairie Regional College Calendar that describes the program and progression criteria. The calendar is on the GPRC website and is continually updated.
- Grande Prairie Regional College regulations and policies, academic schedule, deadlines, course descriptions and prerequisite requirements are located on the College website [www.gprc.ab.ca](http://www.gprc.ab.ca)
- University of Alberta Calendars are located on line at [www.ualberta.ca](http://www.ualberta.ca)
- The most current, accurate information is on the website.

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## Awards

Refer to the awards information available in the Registrar's Office or on the GPRC website:  
<https://www.gprc.ab.ca/services/financialaid/>

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## Exams

Please see the GPRC policy on examinations: <http://www.gprc.ab.ca/about/administration/policies/>

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## Communication

### Student Mail

Student mail will be placed in student mailboxes outside of the H225 lab. The bulletin board in this area is used for posting notices of interest to students. Please check regularly for any correspondence and messages.

### Student E-mail

Each student has access to College email and students are encouraged to check it regularly for important messages. All College related information will be sent to the College email address NOT students' personal email or Canada Post.

### Guidelines for On Line Social Networking Etiquette

The use of online networking services such as, but not limited to, Facebook, Snapchat, Instagram, Twitter, internet messaging, blogs, wikis, MyClass discussion boards, and texting with instructors and/or students, are subject to the professional and ethical responsibilities outlined in the:

- Canadian Nurses Association. (2008). *Code of ethics for Registered Nurses*  
[http://nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/PracticeStandards\\_Jan2013.pdf](http://nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Standards/PracticeStandards_Jan2013.pdf)
- College and Association of Registered Nurses of Alberta. (2005). *Nursing Practice Standards*  
[http://nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/Social\\_Media\\_Guidelines.pdf](http://nurses.ab.ca/content/dam/carna/pdfs/DocumentList/Guidelines/Social_Media_Guidelines.pdf)
- Grande Prairie Regional College. (2010). *Online social networking policy* available at  
<http://www.gprc.ab.ca/about/administration/policies/>

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## Late Assignment Policy

Please see your course outline or syllabus for specifics regarding late assignments.

## CLINICAL RELATED INFORMATION

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### Nametags

Students are provided with GPRC Photo ID that will serve as the official means of identification in all clinical areas. Photo ID cards will be available to students during Orientation week. All students are required to wear Photo ID in the clinical setting, whether this occurs in an agency or in a community/home environment, including the time used at the clinical setting for patient research. Lost Photo ID cards should be promptly reported to the Registrar's Office (H103), and there will be a cost for replacement.

Certain clinical sites will require their own Photo ID. Your clinical instructor will make you aware of these requirements prior to entering the clinical area.

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### **Immunizations & CPR-BLS Certification**

You are responsible for ensuring that all immunization requirements are met and remain current throughout your nursing program. Students who do not complete immunization requirements may be refused admission to the clinical setting or the next year of the program. Students must bring their immunization records to the Nursing office - H206 on the due dates set each year by the Department. Immunizations must meet U of A criteria for transfer into Year 4.

A Cardio-Pulmonary Resuscitation certificate for Health Care Providers (CPR-BLS from Heart and Stroke) must be valid and maintained throughout the program. Students failing to maintain current CPR-BLS certification will not be allowed into clinical areas. Students must bring their signed CPR-BLS cards to the Nursing Office (H206) annually to update your file. CPR-BLS must be recertified each year.

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### **Clinical Extra Costs**

There may be additional costs incurred during clinical that are the responsibility of the student. These costs may include gas for your vehicle, maintenance, out of town rental costs, meals, etc.

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### **Out of City Practicum Placements**

All students will be required to be placed in practicum sites outside of Grande Prairie at some time during the program. Cost of arrangements for transportation and accommodations will be the responsibility of the student.

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### **Professional Appearance and Dress Code**

Nursing students must be professionally dressed in the clinical and laboratory setting for their safety, client/patient safety and identification of the students. Students must adhere to the dress code policy of the clinical agency. Students are responsible for having a nursing uniform, stethoscope, scissors, watch and penlight.

**For students in all four years of nursing,** the following uniform stipulations apply:

- Black uniform pants.
- Red uniform shirt with the GPRC/U of A logo purchased at the GPRC Bookstore.

Additional Dress Stipulations:

- No hats
- T-shirts under the uniform must be grey, white, or black with no visible markings.
- Warm up jackets must be grey, white, or black with no hood.
- Undergarments must not be visible.

- Closed toe, closed heel, flat heeled, practical shoes must be worn. Nursing or running shoes are acceptable. Footwear in laboratory/simulation rooms must be acceptable as above.
- Socks or stockings must be worn at all times.
- Shoulder length or longer hair must be pulled back from face.
- Good personal hygiene and cleanliness is essential.
  - Any open sores or wounds must be covered.
  - Facial hair that is neatly trimmed or clean shaven is permitted. N95 mask must seal with facial hair,
  - Fingernails must be clean and kept short. Artificial nails, nail polish and nail enhancements are not permitted.
  - Scented products (ie: perfume, cologne, lotions, deodorants and powders) are not permitted.
  - Make up may be worn in moderation.
- Tattoos that portray any images of drugs, nudity or racism must be covered.
- The only jewellery to be worn is a pair of small stud earrings, a serviceable watch with second hand, and a plain wedding band. Facial piercings must be removed or replaced with a clear piercing.

#### **Additional Guidelines for Nursing Labs, Lab Drop-Ins and Simulation Settings:**

- Nursing uniforms or white lab coats over clothes to be worn.
- Nursing uniforms may be any color or print. Uniforms must be clean, neat and suitable length.
- Footwear in laboratory/simulation rooms must be suitable.

#### **Police Information Check (PIC) Process**

Students are required to have a clear, current PIC. Your PIC must be provided to the main office (H206) on the due dates set by the Department and to agencies upon request.

1. Submit the original PIC from the student (may be mailed in or hand delivered in a separate envelope). No faxes or email copies of PIC will be accepted.
2. The office staff record that the PIC has been received by the Nursing Department and is then submitted to the Clinical Placement Coordinator for review.
3. The Clinical Placement Coordinator will review the PIC and then copy it and place copy in a sealed envelope on student file in the Nursing Dept. If the PIC is clear, the original will be returned in a sealed envelope and be available for the student to pick up at any time. The Clinical Placement Coordinator will notify the student that the original PIC is ready for pick up in the main nursing office. The student will be asked to sign that they have received the original PIC.
4. If the PIC is NOT clear, the Clinical Placement Coordinator will contact the student to initiate Risk Assessment by Alberta Health Services (AHS).

- Student will collect supporting police information
  - Student will complete (with Clinical Placement Coordinator's assistance) AHS Student Security Screening Intake form
  - Student will submit Original PIC, supporting police documentation and Student Security Screening Intake form to AHS Risk Assessment Team
5. AHS will advise the Clinical Placement Coordinator of Risk Assessment decision – The Clinical Placement Coordinator will advise the student of decision using appropriate form letter in a sealed envelope either by mail or by placing in student file in Nursing Office, for pick up by student.
6. The student will be required to recover original documents submitted to AHS for review from the AHS Student Strategies Office.

*Revised: February 13/2014*

### **Nursing Supplies**

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Each student is responsible for having the required: uniforms, textbooks, scissors, watch with second hand, stethoscope, and penlight. Most items will be available at the College Bookstore or at local drugstores. **All students will be required to wear specific scrubs in the clinical setting. These scrubs can be purchased at the College Bookstore.**

### **Clinical Absences**

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Students are expected to attend classes and clinical experiences according to the dates published in the academic calendar, including orientation. Orientation is an essential component ensuring students are prepared to provide safe, competent care to clients and their families in the clinical setting. Students are expected to be available for final evaluations during exam week.

**Absence from any part of the clinical experience including labs, orientation, clinical, and seminars will jeopardize overall clinical performance, and a student's ability to achieve a passing grade in the clinical setting.** Such absences also compromise other students' learning experiences.

If, for any reasons beyond the student's control, he/she is unable to attend orientation (i.e. death in the family, or severe illness) an alternative with the clinical tutor must be negotiated. Students must develop a learning plan to facilitate how they are going to prepare for clinical and account for the labs/orientation that they have missed. This learning plan must be completed prior to the first clinical day and will be ongoing throughout the clinical experience.

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## PROGRESSION CRITERIA

### Academic Performance

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A grade of C- is the minimum passing grade for any nursing course with the exceptions of NS1500, MI1330, ST1510, PY1040, EN1201, PZ1515 and the electives. In order to progress to the winter term of Year 1 of the Bachelor of Science in Nursing Program, students must maintain a minimum GPA of 1.0 with no failing prerequisite courses (ST1510, PY1040, NS1500, MI1330) in the fall term. Students are then required to maintain a cumulative GPA of 2.0 to continue in the basic nursing program, to transfer to the University of Alberta, and to graduate. For additional information please see the 2021-2022 GPRC Calendar section on Academic Regulations, as well as the Academic Progression Criteria on the Bachelor of Science in Nursing - Collaborative Degree Program Webpage.

\*Non-nursing courses:

MI1330	PZ1515	NS1500
PY1040	EN1201	ST1510
Electives (4)		

Electives must be successfully completed by the end of Year 3.

Courses being transferred in from other institutions must have a C- or higher to transfer back to GPRC.

Students who withdraw or fail twice from a required nursing course will be withdrawn from the program and ineligible for readmission.

*\*\*Note: It is always wise to check with the Program Advisor when choosing electives to ensure they transfer to the U of A.*



**GRADING CRITERIA:**

GRADING CONVERSION CHART			
ALPHA GRADE	PERCENTAGE CONVERSION (%)	4-POINT EQUIVALENT	DESCRIPTOR
A+	90 - 100	4.0	Excellent
A	85 - 89.9	4.0	
A-	80 - 84.9	3.7	Very Good First Class Standing
B+	77 - 79.9	3.3	
B	73 - 76.9	3.0	Good
B-	70 - 72.0	2.7	
C+	67 - 69.9	2.3	Satisfactory
C	63 - 66.9	2.0	
C-	60 - 62.9	1.7	
D+	55 - 59.9	1.3	Poor
D	50 - 54.9	1.0	Minimal Pass
F	0 - 49.9	0.0	Failure
WF	0	0.0	Fail Withdrawal after the deadline

**READMISSION CRITERIA**

Please see the 2021-2022 U of A website on Re-admission or contact Kathy Weber, Department Assistant.

**TRANSFERRING COURSES FROM OTHER INSTITUTIONS**

Advanced credit may be granted for courses completed at another institution. If you are applying for advanced credit, you will need to request original copies of all academic transcripts be sent to GPRC. You may also need to provide course outlines for all courses in which credit is sought or calendar descriptions if course outlines are not available. Only courses in which you have achieved a grade of C- or higher will be considered for advanced credit.

**\*\*Note: The University of Alberta does NOT normally accept students for transfer at their site. Students should plan to spend all four years at the site in which they have been admitted to in Year one of the program. All collaborative sites admit students for transfer on an "assessment per student basis" and retain the right to refuse any student transfer.**

## REQUIREMENTS FOR TRANSFER TO YEAR 4 – U OF A

For information regarding academic performance at the University of Alberta, please refer to University of Alberta 2021-2022 calendar (available on their website at [www.ualberta.ca](http://www.ualberta.ca)). Requirements for transfer to Year 4 to University of Alberta: students must have successfully completed ALL of Years 1, 2 and 3 courses and maintained a Grade Point Average of 2.0 for admission.

Electives must be completed by the end of Year 3.

Students completing Year 3 apply to the University of Alberta for admission to fourth year. Admission to fourth year and registration at the University of Alberta is contingent upon satisfactory academic standing in the first three years of the program (passing grades in all previous courses with a minimum cumulative GPA of 2.0 on the 4.0 scale). If these conditions are met, students will be granted block transfer for work completed at the College. University of Alberta passing criteria apply to year 4 nursing courses.

Students attend Year 4 at the GPRC campus and attend Convocation at GPRC with their BScN Degree from the University of Alberta.

**\*\*Note:** It is always wise to check with a Program Advisor when choosing electives to ensure they transfer to the U of A.

### **Opportunity to Repeat a Course**

The opportunity to repeat a course will be at the discretion of the Student Academic Review Committee.

If a student's decision is to accept the opportunity to repeat a course, application must be made to the College through the Office of the Registrar in sufficient time to be considered for the course.

### **Faculty Guidelines for Dealing with Students**

Please refer to the Grande Prairie Regional College website regarding Student Academic Grievances and Student Misconduct <http://www.gprc.ab.ca/about/administration/policies/>

**IMPORTANT TELEPHONE NUMBERS**

(subject to change)

**General Office**

General Office Phone Number	780.539.2750	H206
General Office Fax Number	780.539.2751	

**Administration**

Dr. Carly McLeod (Interim Dean) School of Health, Wellness & Career Studies	780.539.2790	E317
Joan Jacobson – Chairperson Department of Nursing Education & Health Studies	780.539.2752	H208

**Coordinators**

Michelle Wallace (Clinical Placement)	780.539.2755	H212
Lana Bennett (Lab)	780.539.2984	H218

**Support Staff**

Kathy Weber (Department Assistant)	780.539.2753	H207
Wanda Moen (Administrative Assistant to the Dean)	780.539.2986	F306

**BASIC BScN PROGRAM for 2021-2022****YEAR I (34 credits) 2018/2019****Term 1 (15 credits)**

NS 1500 (6-0-0) 15 weeks 6 credits

MI 1330 (3-0-0) 15 weeks 3 credits

ST 1510 (3-0-2) 15 weeks 3 credits

PY 1040 (3-0-0) 15 weeks 3 credits or  
Behavioural Science Elective UT 3 credits**Term 2 (16 credits)**

NS 1410 (3-0-0) 15 weeks 3 credits

PZ 1515 (3-0-0) 15 weeks 3 credits

NS 1035 (3-3-2) 15 weeks 6 credits

NS 1055 (3-0-3) 15 weeks 4 credits

**Term 3 (3 credits)**EN 1201 (3-0-0) 3 credits or

Junior UT English 3 credits

**YEAR II (33 credits) 2019/2020****Term 1 (18 credits)**

NS 2015 (0-5.5-0) 7 weeks 3 credits

NS 2025 (0-0-28c) 7 weeks 6 credits

NS 2150 (6-0-0) 15 weeks 3 credits

NS 3010 (6-0-0) 15 weeks 3 credits

Elective UT student's choice 3 credits

**Term 2 (15 credits)**

NS 2055 (4-8-4) 7 weeks 6 credits

NS 2060 (0-0-32c) 7 weeks 6 credits

Elective UT student's choice 3 credits

**YEAR III (30 credits) 2020/2021****Term 1 (15 credits)**NS 3070 (4-8-6) 7 weeks 6 credits  
(either term)NS 3080 (0-0-32c) 7 weeks 6 credits  
(either term)

Elective UT student's choice 3 credits

**Term 2 (15 credits)**NS 3090 (3-6-3) 7 weeks 6 credits  
(either term)NS 3100 (0-0-24c) 7 weeks 6 credits  
(either term)

Elective UT student's choice 3 credits

*All courses in Years 1, 2 and 3 must be completed to be eligible for progression to Year 4 and registration with the University of Alberta*

**YEAR IV (27 credits) 2021/2022****Term 1 (15 credits)**

NURS 407 (4-8-6) 7 weeks 6 credits

NURS 408 (0-0-32c) 7 weeks 6 credits

NURS 409 (0-6-0) 7 weeks 3 credits

**Term 2 (12 credits)**

NURS 494 (0-7-3) 4 weeks 3 credits

NURS 495 (0-1-34c) 10 weeks 9 credits

Students will be registered in NURS 407, NURS 408, NURS 409, NURS 494, and NURS 495 with the University of Alberta in fourth year. These courses are delivered on campus at Grande Prairie Regional College.