
BACHELOR OF SCIENCE IN NURSING

HANDBOOK



WELCOME TO NORTHWESTERN POLYTECHNIC

Northwestern Polytechnic Acknowledgment

Land Acknowledgment

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Métis, and Inuit people. We are grateful to work, live and learn on the traditional territory of **Duncan's First Nation**, **Horse Lake First Nation** and **Sturgeon Lake Cree Nation**, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to **walk together in friendship**, where we will encourage and promote positive change for present and future generations.



Grande Prairie Campus



Fairview Campus



Grande Prairie Regional Hospital, Health Education Centre

Welcome Message

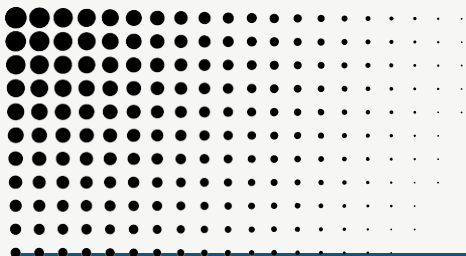
On behalf of the staff and faculty of the Department of Nursing Education and Health Studies, it is with pleasure that I welcome you to Northwestern Polytechnic (NWP), and the University of Alberta Collaborative BScN Program.

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 NWP.

PLEASE READ IT CAREFULLY.

We wish you success in your studies at NWP and in your future nursing career.



Joan Jacobson RN, BScN, MN

Chairperson/Instructor

Department Nursing Education & Health Studies

General Information

Overview

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

Students in each program register and pay fees to NWP 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 NWP. Students register with and pay fees to NWP for non-nursing courses in the four-year degree program.

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

All classes and labs will be held at the NWP Health Education Centre, located on the second level of the Grande Prairie Regional Hospital (GPRH). Additional classes and/or electives will be on NWP main campus.

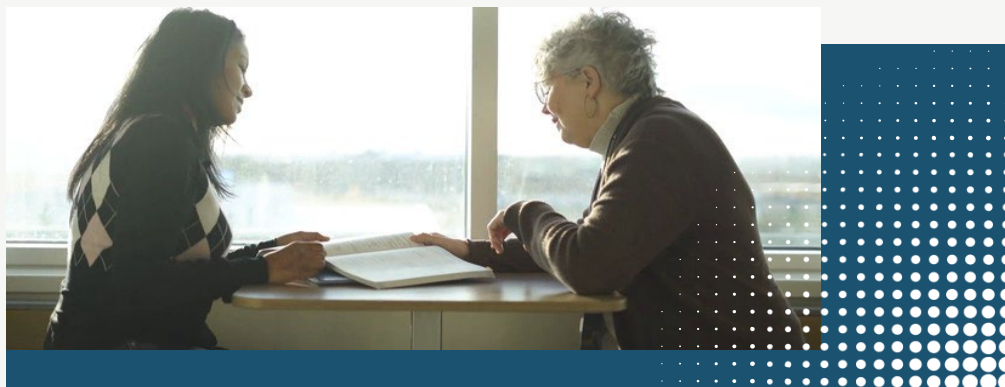
Advisors

Upon admission, students will be assigned an academic advisor through Student Services. 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 or any items related to your program of study. You can contact an advisor at studentinfo@nwpolytech.ca and at <https://www.nwpolytech.ca/services/advising/>

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

Academic Calendar

The most current and accurate source of information regarding the Bachelor of Science in Nursing is found within the NWP Academic Calendar that describes the program and progression criteria. The calendar is on the NWP website and is continually updated. NWP regulations and policies, academic schedule, deadlines, course descriptions and prerequisite requirements are also located on the Polytechnic website www.nwpolytech.ca. The University of Alberta Calendar is located at www.ualberta.ca for the 4th year students.



Awards

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

Student Mental Health & Wellness

Please see the NWP Mental Health Services Page
https://www.nwpolytech.ca/services/mental_health/index.html

Additional Supports

For additional student supports please see the link below
<https://www.nwpolytech.ca/students/>

Exams

Please see the NWP policy on examinations
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37>

Online Social Networking

Any post that contains confidential information about client(s), including images or client health information to any platform or website is strictly forbidden, even if identifiers have been removed. Reposting information not originally created by the student is also not permitted. Likewise, references to clients or images of agencies require written permission or consent from all concerned parties prior to their creation. Please see the next page for further information.

Student Email

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

Email Etiquette

Students are expected to demonstrate professional and respectful communication with faculty instructors and staff. Please see the additional document for further information on email etiquette.

Guidelines for Online Social Networking Etiquette

The use of online networking services such as, but not limited to, Facebook, Tik Tok, Instagram, Snapchat, 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 (2017)

Code of ethics for Registered Nurses

https://hl-prod-ca-oc-download.s3-ca-central-1.amazonaws.com/CNA/2f975e7e-4a40-45ca-863c-5ebf0a138d5e/UploadedImages/documents/Code_of_Ethics_2017_Edition_Secure_Interactive.pdf



College of Registered Nurses of Alberta (2013)

Practice standards for Regulated Members

<https://www.nurses.ab.ca/media/ztap24ri/practice-standards-for-regulated-members-2013.pdf>



College of Registered Nurses of Alberta (2021)

Social media and e-professionalism: Guideline for nurses

<https://www.nurses.ab.ca/media/d4efz2fx/social-media-and-e-professionalism-guidelines-for-nurses-mar-2021.pdf>



Northwestern Polytechnic (2010)

Online social networking policy.

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=187>



Northwestern Polytechnic (2022)

Student Rights and Responsibilities policy

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

Late Assignment Policy

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

Parking/Transportation at GPRH for NWP students

The NWP parking lot is located on 109 Avenue as indicated by the blue star in the image below.

Only one parking pass is required for parking at the Main Campus and the HEC Parking Lot. NWP Security will monitor the lot to ensure valid parking passes are in place. There are no powered stalls available.

Please use the Honk Mobile App or go online to purchase your parking pass.

<https://www.nwpolytech.ca/services/parking/>



The City of GP transit routes & schedules can be found here <https://cityofgp.com/roads-transportation/public-transit/routes-schedules> for transportation between NWP and GPRH.

NWP Health Education Centre Level 2 and 3

All classroom, labs and simulation rooms are located on level 2 of the Health Education Centre at the Grande Prairie Regional Hospital. Reception, Clinical Placement Coordinator, and all faculty workspaces are located on level 3.

Doors to this area will be open 8:00 am – 4:00 pm Monday - Friday.

The GPRH site map can be found here:


<https://www.albertahealthservices.ca/assets/hospitals/gprh/gprh-site-map.pdf>

NWP and AHS ID Card Access


If you haven't done so already, please download the NWP App and submit your photo for your NWP ID card. This photo will also be utilized for your AHS ID card that you will need for your clinical placements. You need to have your NWP ID card to be issued an AHS ID card. You will receive your ID cards during the first week of classes. Please ensure you are following the photo submission guidelines as outlined under the student ID cards tab here <https://nwpolytech.ca/students/orientation/index.html>


****Please ensure this is done before Orientation!**


Step 1


 **Take a photo of yourself**


Take a photo of yourself using the guideline pictures below. Your photo must meet these guidelines!



Good quality! Eyes open, hair back, neutral expression, plain background. ✓


Facing camera straight on with proper exposure. ✓


Eyes are visible with no glare on lenses. ✓


Too far away ✗


Tilted head/camera ✗


Face is too bright, deep shadows, background is not plain. ✗



Clinical Related Information

Nametags / ID Badge

Students are provided with an NWP Photo ID that will serve as the official means of identification in all clinical areas along with an Alberta Health Services (AHS) Photo ID/swipe card. All students are required to wear their Photo ID in the clinical setting, whether this occurs in an agency or in a community/home environment, including during the time used at the clinical setting for patient research.

Lost Photo ID cards should be promptly reported to the Main Administrative desk at the Health Education Centre, and there may 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.

Immunizations & CPR-BLS Certification

Students 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 submit their immunizations to checklist@NWPolytechnic.ca on the due dates set each year by the Department. A Cardio-Pulmonary Resuscitation certificate for Health Care Providers (CPR-BLS) 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 submit their documents to checklist@NWP.ab.ca on the due dates set each year by the Department to update your file. CPR-BLS must be recertified annually and be issued by the Heart and Stroke Foundation. No other certificate will be accepted.

BScN students are strongly encouraged to be immunized against COVID-19. While NWP does not currently require this immunization, Alberta Health Services, or other third-party clinical sites, may require students to be fully immunized. Without the required site immunizations being complete, NWP cannot guarantee clinical placement. Without clinical placement, completion of the BScN program may not be possible.

Police Information Check (PIC) Process

Students are required to have a clear, current PIC with vulnerable sector check. Your PIC must be provided to the Nursing office (HEC 3rd floor) on the due dates set each year by the Department and to agencies upon request.

Clinical 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.

Out of City Placements

Students may 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.

Clinical Absences

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 in 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 orientation, labs, clinical, and seminars compromise the students' learning experiences and will jeopardize overall clinical performance, and a student's ability to achieve a passing grade in the clinical setting.

If, for any reasons beyond the student's control, they are unable to attend orientation (i.e., death in the family, or severe illness) an alternative with the clinical instructor 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.

Additional Questions

For questions about clinical placements please contact:

Dawn Haayer (*Clinical Placement Coordinator*) at dhaayer@nwpolytech.ca

For any other administrative questions please contact:

Carolyn Burton (*Administrative Assistant to the Dean*) at cburton@nwpolytech.ca



Dress Code Policy

Professional Appearance, Dress Code and Nursing Supplies

Students must be professionally dressed in the clinical and laboratory settings. This allows students to be easily identifiable to clients and staff and is needed for both student and client safety. Students are responsible for having a scrub uniform (detailed below), scissors, watch with second hand, penlight, stethoscope, and NWP nametag/setting issued identification.

Students must also adhere to the dress code policy of the clinical agency which they are attending, Hospital issued scrubs are only to be worn in areas that give specific permission for students to wear them. Hospital issued scrubs are to be promptly returned to the hospital department.

Students are **NOT** to wear scrubs in the classroom setting, nor are students employed in a clinical setting permitted to wear used/unwashed scrubs from work to any instructional setting. Scrubs are to be clean and fresh for everyone's comfort and safety.

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

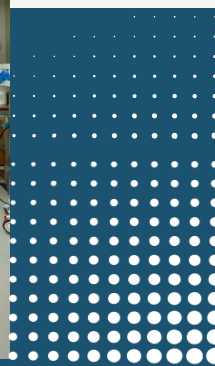
- Black Uniform Scrub Pants.
- Blue Uniform Shirt with the NWP Logo purchased at the NWP Bookstore.
- Please Ensure that you Purchase the Correct Program Embroidery

Additional Dress Stipulations

- No Hats.
- T-Shirts under the uniform must be grey, white, or black with no visible markings.
- Undergarments must not be visible.
- Footwear worn in the clinical **and** laboratory settings must be close-toed and close-heeled with non-slip soles and be flat heeled. Shoes must be clean and in good condition. Nursing or running shoes are acceptable.
- Socks or stockings must always be worn.
- Shoulder length or longer hair must be pulled back from face and secured.
- Good personal hygiene and cleanliness is essential, as per list below
 - 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 (i.e., 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 jewelry to be worn is a pair of small stud earrings, a serviceable watch with second hand, and a plain wedding band. Minimal jewelry is encouraged. You may be asked to remove jewelry if it poses a risk to safety, infection control, or professional image

For Nursing Labs, Drop-Ins & Simulations

Scrub uniforms may be any colour or print (within lab setting). All stipulations as stated above must be followed. There will be absolutely no food or drink (other than covered water) permitted in the labs



Professional Conduct, Communication

Professional Conduct (Classroom, Clinical, Laboratory and Simulation Settings):

Students are expected to recognize their own limitations and knowledge gaps and to take responsibility for ensuring their continued competency and learning as it relates to nursing practice, ethical behaviour, and safety of nursing practice. Students are expected to demonstrate respectful, professional conduct in all instructional settings.

Academic Line of Communication:

Any student who has a concern regarding a grade, treatment in class or other topic should first bring the concern to the appropriate instructor. Students should expect their concerns to be addressed promptly per the Student Rights and Responsibilities policy. Communication with the next person in the line of communication is needed only after the prior contact does not lead to resolution. The communication line of contact is as follows:

Course Instructor → Course Lead (If Applicable) → Chairperson → Dean

Students are expected to follow this line of communication and to resolve concerns that may arise in any instructional setting.

Please review the **Northwestern Polytechnic Student Rights & Responsibilities:**

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

Progression Criteria

Academic Progression Criteria

A grade of C+ is the minimum passing grade for the following courses:

NS1500, NS1205, NS1160, NS1250, MI1330, NS2200, NS2160. A grade of C- is the minimum passing grade for all other Nursing courses in the program. For promotion from year to year in the program and for graduation, students must have successfully completed all the required Nursing and Non-Nursing courses of the previous year.

In order to progress to the Winter term of Year 1 of the BScN program, students must successfully meet the minimum passing grades for each course in Fall term. To progress to Year 2, students must successfully meet the minimal passing grades for all courses of Year 1. To progress to Year 3, students must successfully meet the minimal passing grades for all courses of Year 2.

A student with a GPA of 1.69 or lower must withdraw from the Nursing program. Readmission to program is subject to departmental review.

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

Students completing Year 3 apply to the University of Alberta for admission to Year 4. Admission to Year 4 and registration at the University of Alberta is contingent upon satisfactory academic standing in the first three years of the program. Satisfactory academic standing is 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 Polytechnic. The University expects that electives and required courses in the support disciplines be completed in the recommended order. These courses require a minimum passing grade of C- for transfer approval.

NOTE: Students applying to the University of Alberta for admission outside of the block transfer are at the discretion of the University of Alberta for specific course transferability.

Clinical Progression Criteria

Students must complete theory and practice components of nursing courses to receive credit. Students who have not received a pass in the clinical or laboratory portion of a nursing course are not given credit for the course and must repeat both the clinical and non-clinical portions of the course. The clinical component, explained in the course outline, must be completed for credit to be granted.

Absences of two or more days from the clinical site may result in the instructor being unable to evaluate the student's clinical performance. If clinical performance cannot be evaluated, a failing grade may be assigned in the course. Whenever a student's clinical performance is considered marginal in a nursing course, the student's total academic and clinical performance in the program is reviewed and considered in determining continuation in the program.

An instructor, in consultation with the Chair, may immediately deny assignment of a student to, may withdraw a student from, or vary the terms or conditions or a site of a practicum/clinical placement, if the instructor has reasonable grounds to believe that this is necessary to protect public interest.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

Readmission Criteria

Please refer to the NWP Academic Calendar section on our website or contact the Department.

Transferring Courses from Other Institutions

Advanced credit may be granted for courses completed at another institution. There is a fee for this service and advanced credit will not be awarded until students pay the fee. If you are applying for advanced credit, you will need to request original copies of all academic transcripts be sent to NWP. 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 with the exception of transferring courses equivalent to **NS1500, NS1205, NS1160, NS1240, NS1250, MI1330, NS2200 and NS2160** where a C+ is required.

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 calendar (available on their website at 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 by the date set out by the U of A.

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 Polytechnic. University of Alberta passing criteria apply to year 4 nursing courses.

Students attend Year 4 at the GPRH campus and attend Convocation at NWP 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 Polytechnic through the Office of the Registrar in sufficient time to be considered for the course.

Academic Grievances & Misconduct

Please refer to the Northwestern Polytechnic website regarding Student Academic Grievances and Student Misconduct contained within the Student Rights and Responsibilities policy.
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

Collaborative BScN Program Curriculum

(Total Credits = 122)

Year 1 (35 credits)

Term 1 (19 credits)

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

NS 1205 (2-0-2) 15 weeks 4 credits

NS 2220 (3-0-0) 15 weeks 3 credits

UT Jr. English 3 credits

Term 2 (16 credits)

NS 1160 (3-0-0) 15 weeks 3 credits

NS 1240 (3-0-0) 15 weeks 3 credits

NS 1250 (2-0-3) 15 weeks 4 credits

NS 2005 (3-0-0) 15 weeks 3 credits

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

Term 3 (3 credits)

Open UT Elective 3 credits (any term)

Year 2 (33 credits)

Term 1 (12 credits)

NS 2200 (3-0-0) 15 weeks 3 credits

NS 2210 (1-0-2-16c) 13 weeks 6 credits

NS 2160A (3-0-0) 15 weeks continues

NS 2115 (3-0-0) 15 weeks 3 credits

Term 2 (18 credits)

NS 2160B (3-0-0) 15 weeks 6 credits

NS 3110 (3-0-0) 15 weeks 3 credits

NS 2240 (3-0-0) 15 weeks 3 credits

NS 2250 (1-0-2-16c) 13 weeks 6 credits

Term 3 (3 credits)

Open UT Elective 3 credits

Year 3 (30 credits)

Term 1 (15 credits)

NS 3230 (3-0-2-24c) 6 weeks 6 credits *Either Term*

NS 3210 (1-0-2-24c) 6 weeks 6 credits

NS 3005 (3-0-0) 15 weeks 3 credits

Term 2 (15 credits)

NS 3270 (3-0-3-24c) 6 weeks 6 credits *Either Term*

NS 3250 (3-0-2-32c) 6 weeks 6 credits

NS 4005 (3-0-0) 15 weeks 3 credits

Year 4 (24 credits)

Term 1 (15 credits)

NURS 422 (3-0-0) 15 weeks 3 credits *Either Term*

NURS 425 (2-0-0-12.8c) 15 weeks 6 credits
(2hrs/day X 2weeks plus clinical) *Either Term*

INTD 420 (3-0-0) 15 weeks 3 credits *Either Term*

Term 2 (15 credits)

NURS 485 (2-0-1-27c) 13 weeks 12 credits *Either Term*

Students will be registered in **NURS 422**, **NURS 425**, **INTD 420**, and **NURS 485** with the University of Alberta in fourth year. These courses are delivered on campus at Northwestern Polytechnic, Health Education Centre, Grande Prairie Regional Hospital.