



# BSN Program Practice Placement Requirements | Standard

All students admitted into the Nursing program at UBC Okanagan must comply with Program Requirement Policies as per the [UBC Okanagan University Academic Calendar](#). The purpose of this Standard is to provide students with additional information in relation to the Practice Placement Requirements on admission and throughout the program.

**All admitted students must submit evidence of having met the following program requirements outlined in PART 1 and PART 2.**

**Part 1:** Outlines requirements for students entering Year 1 of the BSN Program at UBC Okanagan. The deadline for the requirements will be specified in the advising letter which will be sent out to applicants prior to the start of the program.

**Part 2:** Outlines the requirements for students after initial entry into the program and throughout the BSN Program at UBC Okanagan. The deadline for the requirements will be specified in an annual advising letter which will be sent out to students prior to the start of each academic year.

## PART 1: Requirements Prior to Commencement Practice Placements

The purpose of Part 1 of this Standard is to provide students with the program requirements prior to commencement of any practice placements.

**Students who fail to meet all of these requirements will not be able to commence practice courses and will be required to withdraw from the BSN Program.**

All admitted students must submit, on the due date specified in the School of Nursing Information Package, provide evidence of having met the all of the following five program requirements:

### 1. Current Certification in First Aid and CPR

Students are to submit a copy of the following certifications. Students are advised to retain the original documentation for their records. These certifications are:

- Minimum requirement of Cardiopulmonary Resuscitation (CPR) Level C with automated external defibrillator (AED) (within 6 months of starting the program).
- Current certification in Occupational First Aid Level 1 or Standard First Aid (within 2 years of the start of program).

### 2. Criminal Record Check (CRC)

The BC Ministry of Justice Criminal Record Check provides clearance for students admitted into the program to work with children and vulnerable populations.

1. A CRC is required for all students entering the BSN Program. The CRC is completed through the **BC Ministry of Justice**, not the R.C.M.P.
2. Students will need to apply for the criminal record check prior to commencing the program in September.
3. Instructions will be provided to the students in their Information Package.
4. Applicants who have a criminal record may be denied admission or have their offer of admission revoked.
5. Applicants who have a criminal record and are seeking a pardon are advised to contact the Solicitor General of BC six months before the start of classes as it can be a lengthy process.
6. The CRC is valid for a period of 5 years.
7. Students who leave the program for an extended absence (greater than one year) will need to complete a new CRC.



### 3. Mandatory Education Modules

All nursing students are required to complete the following online learning modules prior to the commencement of the program. Students are required to complete the Student Practice Education Core Orientation (SPECO) modules from the [PHSA Learning Hub](#). Once the SPECO modules are completed, the participant will be able to download and print proof of completion through the Learning Hub website under “My Training History”. Students should retain the record of completion, and will be required to show proof to the School of Nursing. Students will also submit the “Online Student and School Educator Health Authority Orientation Checklist”, which will be provided in the Information Package.

All Year 1 students will also be required to complete the mandatory Provincial Violence Prevention Classroom (PVPC) training. This 8-hour in class module will be offered during Semester 1. Training will be provided by Paladin Security, which will incur students a cost of \$50 each (subject to change at the discretion of Paladin Security). Dates will be made available outside of class times for students to register into. Students who can provide proof of having previously completed the PVPC training will not be required to repeat the training. Any student that cannot provide proof of PVPC training will be required to repeat this training to obtain proof of certification. PVPC training will remain valid for the duration of the program, unless local health authority requirements change.

### 4. UBC Alumni Email Address

Upon entering the BSN program, students are required to use a UBC Alumni Email account for all program related email correspondence. To initiate a UBC Alumni Email account, go to the following link and follow the instructions: <https://id.ubc.ca/>. It is recommended that you select the email format [firstname.lastname@alumni.ubc.ca](#). You will have the option to select either the email forwarding service or a UBC hosted mailbox. You can review the features of each of these at [Student and Alumni Email FAQ](#).

Once you have created your email address, update the Student Service Centre (SSC) with your UBC alumni email address. You will be required to regularly monitor this email address as it will be used for all BSN program related communications.

### 5. Immunization Health Record\*\*

Students are required to provide their Immunization/Health Record providing evidence of British Columbia Health Authorities Required Immunizations. The immunization health record \*\* is to be printed by the student and then completed with a Health Care Provider such as a physician, travel clinic nurse or a public health nurse. Applicants are advised that **British Columbia health authorities** require all individuals working in health care, including students, to follow **provincial and BC health agencies' immunization policies and guidelines**.

Nursing students are at risk of exposure to communicable diseases because of their contact with patients or material from patients with infections, both diagnosed and undiagnosed. Maintenance of immunity against vaccine-preventable diseases is an integral part of a health care facility's occupational health program. Optimal immunization for health care students will not only safeguard their own health but may also protect patients from becoming infected by a nursing student. Students should be aware that failing to be immunized, as required, may restrict a student's educational opportunity to fulfill requirements for graduation and subsequent practice as a nurse.

**\*\*Contact the Associate or Assistant Director for a copy of the Immunization Record.**



## PART 2: Ongoing Requirements During the BSN Program

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All students admitted into the BSN program at UBC Okanagan must comply with Program Requirement Policies as per the [UBC Okanagan University Academic Calendar](#). The purpose of Part 2 of this Standard is to provide students with the ongoing program requirements during the BSN program.

**Students who fail to meet these requirements will not be able to commence practice courses and will be required to withdraw from the BSN Program.**

All students must submit, on the due date specified in the annual Information Package, evidence of having met the following five program requirements:

### 1. Criminal Record Check (CRC)

All students are required to sign and submit a Statutory Declaration annually at the commencement of year of the program. This document will be provided in the annual Information Package.

Throughout the BSN program, students are required to declare:

1. They are a person of good character.
2. Have not been convicted of any offence that would constitute unprofessional conduct.
3. Have not been charged or convicted of any criminal offense since completion of their original criminal record check.

Students who have been charged or convicted with any criminal offence should report this to the Director of the School of Nursing. The School of Nursing will seek legal counsel for guidance.

Note: Students who leave the program for an extended absence (greater than one year) will need to complete a new CRC.

### 2. Mandatory Education Modules

All nursing students are required to complete online learning modules prior to the commencement of each program year. A list of the required modules will be provided in the annual Information Package. Students are required to retain proof of completion, and will need to show proof of completion to the School of Nursing. Students will also complete and submit the **“Online Student and School Educator Health Authority Orientation Checklist”** provided in the Information Package.

### 3. Fit Testing

All students registered in the BSN program are part of the School of Nursing’s Respiratory Fit Test Program. Students are required to be fit-tested for an N95 Respirator Mask depending on their practice placement location. This is required prior to students entering the designated practice settings. Students will be required to submit proof of fit test to their practice teacher.

The UBCO SON Respiratory Fit Testing Program is completed by an outside agency. Dates and Instructions for booking your appointment will be provided by the School of Nursing.



## 4. Immunization Health Record

Students are required to abide by British Columbia's Influenza Prevention Policy: <http://www.bccdc.ca/health-professionals/clinical-resources/immunization/influenza-prevention-policy>

This policy requires all healthcare workers, including students, to either receive the influenza vaccine or wear a mask, while in patient care areas for the duration of the influenza season as declared by the health authority. Students are required to obtain a record of proof of their influenza vaccination each year. This record of proof will need to be provided to the School of Nursing and/or facility/agency.

## 5. Current Certification in BLS or CPR HCP

Between the second and third year of the program, or between Semester 4 and 5, students are required to obtain re-certification in Cardiopulmonary Resuscitation (CPR) Health Care Provider (HCP) or the equivalent course Basic Life Support (BLS). The School of Nursing requires all students to ensure certification remains valid for the duration of program. The School of Nursing requires nursing students to re-certify in CPR every two years, or sooner as dictated by the validation period of the certification. Students will be required to submit a photocopy or scanned copy of the certificate prior to the commencement of Year 3, and should retain the original documentation for their records.