



BSN Academic Regulation | Procedure

Suitability Review

Purpose

The purpose of this document is to outline the procedures and guiding principles to be followed when a student's egregious or persistent infractions of the **Academic Professional Regulations** warrant a Suitability Review to assess a student's suitability for the study or practice of Nursing, as set out in the [Academic Regulations for the BSN programs in the Academic Calendar](#) ⁽¹⁾.

⁽¹⁾ Academic Professional Regulation: Suitability for the Study or Practice of Nursing

Although satisfactory academic performance is a prerequisite to advancement in the program, it is not the sole criterion in considering the suitability of a student for promotion or graduation.

Where persistent or egregious infractions of the Academic Professional Regulations occur, the Director of the School of Nursing may request a Suitability Review to assess a student's suitability for the study or practice of Nursing. A student will be considered unsuitable for the study or practice of Nursing where the student's participation in the study or practice of Nursing would have a significant impact on the protection of the public, the effective operation of the School of Nursing, or public confidence in the Nursing profession or the School of Nursing.

The School of Nursing reserves the right at any time to require a student to withdraw from the School or to impose other remedial measures (e.g. repeat a course, complete a professional module) if the student is found not to be suitable for the study or practice of Nursing following a Suitability Review.

Principles

1. Every reasonable effort is made throughout the course of a Nursing student's education at the University of British Columbia (UBC) Okanagan to support their learning and development as a safe, competent, ethical, and professional student practitioner in accordance with the standards and competencies of the Nursing profession in British Columbia (BC).
2. In keeping with UBC's policies, the School of Nursing (SON) is committed to providing collegial, safe and respectful working and learning environments for all members of the University community. The University does not condone and will not tolerate acts of discrimination and harassment.
3. When conducting a suitability review, the right of the public to receive safe care, competent, ethical, professional care is paramount.

Procedure

1. If a teacher or Team Leader believes that an egregious infraction or persistent infractions of the Academic Professional Regulations has occurred, that person should inform the Assistant or Associate Director of the SON

of this belief and the basis for it as soon as possible. The Assistant/Associate or Director ^(2, 3) must then determine whether there have been egregious or persistent infractions of the Academic Professional Regulations.

- a. If the Assistant/Associate Director determines that there have not been egregious or persistent infractions of the Academic Professional Regulations, the Assistant/Associate Director will inform the teacher or Team Leader who made the report of this. The Assistant/Associate Director may also provide guidance to the teacher or Team Leader as to the need for a learning contract and/or unprofessional conduct form. A copy of any learning contract and/or unprofessional conduct form will be placed in the student's file.
- b. If the Assistant/Associate Director determines that the conduct constitutes egregious or persistent infractions of the Academic Professional Regulations, then the Assistant/Associate Director may decide to:
 - i. resolve the conduct through supportive and/or remedial action. In this case, the Assistant/Associate Director will inform the teacher or Team Leader who made the report. The Assistant/Associate Director may also provide guidance to the teacher or Team Leader as to the need for a learning contract and/or unprofessional conduct form. A copy of any learning contract and/or unprofessional conduct form will be placed in the student's file; or
 - ii. submit a written referral of the matter to the Director of the SON for the Director to decide whether to send the student for a suitability review. The written referral should include a summary of the Assistant/Associate Director's reasons for concluding that a suitability review may be warranted.

2. Upon receiving a referral from the Assistant/Associate Director ^(2, 3), the Director will decide whether or not to send the student for a suitability review.

- a. If the Director decides not to send the student for a suitability review, they may provide guidance to undertake the actions in 1a or 1bi above.

^(2.) Both the Assistant/Associate Director and Director may seek further information to inform their decision making such as:

- *consulting with the teacher or Team Leader who originally brought the concern forward;*
- *meeting with the student;*
- *retrieving information from the student's file;*
- *consulting with the Dean; and/or*
- *gathering additional information from the SON, other university departments, health agencies and/or professional organizations (e.g., policies, procedures, written course material).*

⁽³⁾ Before deciding to send the student for a suitability review, the Director will ensure that the student understands the allegations against them and has had an opportunity to respond to them.

- b. If the Director decides to send the student for a suitability review:
 - i. the Director will inform the Dean that a review of the student's suitability is being conducted and submit a written request to the Chair of the Admissions and Progressions Committee (Chair) asking the Chair to strike a committee of three faculty members ⁽⁴⁾ to conduct a suitability review of the student (Committee);

⁽⁴⁾ *Members of the committee must declare any conflict of interest, or circumstance-giving rise to a reasonable perception of a conflict of interest. The Chair must not appoint any member to the committee that has made such a declaration.*

- ii. The Sub-Committee will schedule a date for the suitability review and inform the Director of the same. If possible, the date for the suitability review should be within **fourteen (14) business days** of when the Chair received the Committee's written request;
- iii. The Director will notify the student in writing that:
 1. a Committee will be conducting a formal review of the student's suitability for the study or practice of Nursing on the scheduled date; and
 2. the student may provide the Committee with a written response and any other information or records that the student would like the Committee to consider ⁽⁵⁾. The student's response and other information are due to the Committee **two (2) business days** before the scheduled date of the suitability review.
- c. Notify ⁽⁵⁾ the student in writing (a copy of which will be placed in the student's file) that a formal review of his or her suitability for the study or practice of Nursing is being conducted and inform the student that the student may submit to the committee, within **fourteen (14) days** their response and any information that the student would like to submit for the committee's consideration.

⁽⁵⁾ *The notification to the student must also include the following:*

- *a copy or link to the relevant policies; and*
- *the information that the Director relied upon in deciding to send the student for a suitability review.*

A copy of the notification will be placed on the student's file.

3. The Committee's suitability review will include the following:
 - a. Each Committee member will independently review:
 - i. the written referral provided by the Assistant/Associate Director to the Director; and
 - ii. the written response and any other information or records provided by the student.
 - b. Following their independent reviews, the Committee will meet to discuss the student's suitability.
 - c. The Committee will produce a written recommendation, with reasons, on the student's suitability for the study or practice of Nursing. This recommendation must outline the Committee's assessment of the student's suitability for the study or practice of Nursing in relation to:
 - i. the minimum expectations for a student at their program level for performance of professional competencies and standards;
 - ii. any remediation conducted with the student to date and outcomes of those remedial actions; and
 - iii. the requirement to protect the public from preventable harm in the provision of student nurse care.

- d. The Committee will provide a copy of the written recommendation to the Chair and the Chair will forward the written recommendation to the Director and the Dean.
4. Within **seven (7) business days** of when the Dean receives the written recommendation from the Chair, the Dean will make a final decision as to whether the student is suitable for the study or practice of Nursing. Once the Dean makes their decision, the Dean will provide their decision to the student in writing. Copies of the decision will also be provided to the Chair, the Director, the Assistant/Associate Director, and the teacher or Team Leader who made the initial report. Additionally, a copy will also be placed in the student's file.

Appeal Process

If the Dean decides that the student is unsuitable for the study or practice of Nursing, the student may appeal the Dean's decision to the Senate Committee on Appeals of Standing and Discipline. The student must inform the Registrar, care of Enrolment Services, of their intention to appeal in writing **within fourteen (14) days** of when they receive the Dean's decision.

Readmission Following a Determination of Unsuitability

No student may be admitted to the School of Nursing following a determination that the student is unsuitable for the study or practice of Nursing, **except where both** of the following conditions have been met.

1. At least 24 months ⁽⁶⁾ have passed since the student was determined to be unsuitable for the study or practice of Nursing.
2. The approval of the Dean has been obtained. The process to obtain the Dean's approval is as follows:
 - a. The student must obtain a letter of support for admission from the Director of the School of Nursing prior to seeking the approval of the Dean of the Faculty of Health and Social Development.
 - b. The Director, after receiving a request for a letter of support for readmission from a student, will review the basis for the original finding of unsuitability as well as the student's present circumstances.
 - c. After the Director completes the above review, the Director will provide a letter of support or non-support for readmission to the Dean of Faculty of Health and Social Development. A copy of the letter must be provided to the student.
 - d. The Dean will make the final decision as to the admissibility of the student.

⁽⁶⁾ If student is admitted after 24 months of non-study in the UBC Okanagan BSN Degree Program, the student will be required to be admitted to year one of the program and will be required to complete all BSN Degree nursing course requirements regardless of previous credits completed.