

Faculty of Health Disciplines
Centre for Nursing & Health Studies

Post LPN BN Professional Practice (Clinical) Preparation

Please ensure you read the following information completely, prior to planning for registration in professional practice courses, to ensure that you understand and are prepared to meet all the pre-requisites.

Students are responsible for meeting all deadlines: completing pre-requisite courses, submitting pre-requisite clinical placement documentation, reviewing Alberta Health Services (AHS) and other clinical placement agency modules, and for registering in professional practice courses prior to the deadline.

Program Plans:

Program Plans, updated through DegreeWorks, must be current and indicate the term in which students plan to take each professional practice course. The completed program plans are the first criterion to determine eligibility for all professional practice courses. **Please ensure that your Program Plan indicates your professional practice course preference requests one year in advance** to ensure we meet clinical agency placement deadlines. Also, program plans are for ensuring that courses are completed in the appropriate order, with attention to pre-requisite requirements. An approved program plan indicates the earliest term that students are eligible to request a clinical, **not a guarantee** when students will attend.

Student Email Address: All students **must** setup their AU email accounts and update their AU student profile. This is both a program requirement and AHS requirement for clinical and IT access. All program related communication will only be sent to AU email addresses. For steps on how to create your AU email account, please refer to the “Student AU Email Process” document located in the Clinical Placement Preparation Moodle Course.

Placement Process:

All clinical placements are arranged through Athabasca University’s Post LPN BN Program’s Clinical Coordination team. **Students are not authorized to contact clinical agencies directly**, as we are governed by Student Placement Agreements with clinical agencies that stipulate clinical placement requests are to be completed only by the educational institution on the student’s behalf. All placement requests for NURS 401, 437 and 441 in Alberta are submitted only through an electronic system. Only one request, per student, at a time, can be entered into the system. If a request is declined, only then do we enter another choice. The process is the same for NURS



441 in other provinces. All Student Placement Agreements have consistent messaging around this process.

There are NO GUARANTEES that students will receive clinical placements in the term, location, dates or clinical agency of their choice. Clinical placements are limited due to agency capacity.

The following guidelines **collectively** determine students' priority for clinical placement confirmation:

- Ready for a clinical course in the previous term but no placement was available
- Completion date of pre-requisite courses
- Program completion end-date
- Submission of all pre-requisite clinical documentation to the drop boxes by the deadline.

Students will be notified of clinical placement confirmation after we receive a majority of approvals from clinical agencies. **This notification of placement confirmation will not be done until the end of the month prior to the registration deadline.** For example, if you plan to enroll in a professional practice course for the Spring/Summer term, with the registration deadline of April 10th, notifications will be sent at the end of March until the registration deadline. Please do not email asking about placement confirmation during this time. It is very time consuming to be responding to so many emails that take valuable time away from organizing the next term.

Pre-requisite Courses for Professional Practice Courses:

When planning your program, be sure and check each course syllabus for the necessary course pre-requisites. In order to receive approval to register, **final grades** in all pre-requisite courses **must be processed (showing on transcripts)** by the following (in order to meet clinical agency request deadlines/release dates):

- Winter term – September 10th
- Spring/Summer term – January 10th
- Fall term – May 10th

Pre-requisite Clinical Placement Documentation:

The Pre-requisite Clinical Placement Documentation that **must be submitted for NURS 401, NURS 437 and NURS 441** is listed below and must be uploaded to the appropriate Clinical Placement Preparation Moodle term. (Note: Students are not required to submit Pre-requisite Clinical Placement Documentation for NURS 435).



Deadlines to submit pre-requisite clinical placement documentation are:

- Winter term – November 10th
- Spring/Summer term – March 10th
- Fall term – July 10th

It is a student's responsibility to be attentive to this documentation. We are managing clinical placements for hundreds of students each term and cannot send reminders. As we work through the submissions they will show as "marked" if they meet the requirements or returned for additional follow-up with instructions. Again, please refrain from emailing to ask whether we have checked documents, or to tell us that you have submitted/resubmitted specific documents. This allows us to focus on getting through the process in a timely manner.

Please pay attention to the instructions found in the text boxes after clicking the following links:

- **Immunizations:** Copies of records and/or bloodwork indicating immunity against the following (further information is also available in the Alberta Health Services Standard for Immunization of Post-Secondary Health Care Students and Students in Other High-Risk Occupational Programs, the Public Health Agency of Canada and the National Advisory Committee on Immunizations websites). Please note that agencies may not accept students if immunizations are not completed and they also reserve the right to cancel placements and/or end the experience prior to completion should an outbreak occur.
 - dTap - **at least one dose after age 18 followed by Td boosters every 10 years
 - MMR – 2 documented doses for healthcare workers, regardless of year of birth; **Rubella immunity is a legislated requirement in Alberta
 - Hepatitis B
 - Varicella
 - Influenza - **Seasonal and Annual (submit separately to the Influenza Vaccine drop box)
 - TB skin test/chest x-ray after starting the LPN-BN program and dated within 5 years of the first clinical course.

It may take several months to secure appointments with health care providers so please plan accordingly.

- **Active Practice Registration with CLPNA:** Annual and dated in the current year of clinical. **For Winter placements only**, we accept submissions until the end of December, once you have renewed your license. Active registration is still



required for students who complete the final NURS 441 course in Winter term outside Alberta. This is a program requirement.

- ❑ **Police Information Check with Vulnerable Sector Screening:** Must be dated within 90 days prior to first clinical term start date; valid for the remainder of the program as long as continually enrolled.
- ❑ **Network Questionnaire for IT Access:** Complete before first clinical in Alberta and update if changes in AHS/Covenant employment.
- ❑ **Health Care Provider CPR:** Current with expiration outside of clinical dates. If the card will expire during the specific clinical dates it is your responsibility to renew prior to that expiry date, and submit new card to the drop box.
- ❑ **N95 Respiratory Mask Fit Results:** Current with expiration outside of clinical dates (every 2 years) or within expiry date on card; whichever comes first.
- ❑ **Alberta Health Services Confidentiality Agreement:** Dated in the current year.
- ❑ **HSPnet Consent Form:** Prior to first clinical course and valid for the duration of the program as long as continually enrolled.
- ❑ **Athabasca University Photo ID:** Sticker must indicate current year during clinical. To renew your ID contact: Enrolment Services at: registrar.athabascau.ca/enrolment/records/idcards.php or email: idrequest@athabascau.ca
- ❑ **Athabasca University Student Oath of Confidentiality:** Dated in the current year.

There will be no exceptions to meeting the course and documentation prerequisites. Students will be removed from consideration if there are any outstanding requirements after the dates listed above (exception: CLPNA License for Winter term). Students must then submit a new Program Plan for the following term. There is also no guarantee that meeting the deadlines will mean that students will secure placements for that particular term. The Post LPN BN Program has more students requesting clinical placements each term than there is capacity through Alberta Health Services and out of province facilities.



Pre-requisite AHS and Other Modules:

Students must complete the appropriate modules as assigned for each professional practice course and clinical placement location.

About the Professional Practice Courses:

These courses are paced, meaning they are offered 3 times per year, over the 4 month term. **Only 1 clinical course can be taken per semester.**

- January – April (Winter)
- May – August (Spring/Summer)
- September – December (Fall)

NURS 401 – Professional Practice with Adults Experiencing Health Alterations

- 4 week consecutive, instructor-led clinical in an acute care medical, surgical or medical/surgical combined unit
- Offered in Calgary and Edmonton area.

NURS 435 - Professional Practice in Community Mental Health Nursing

- Paced, online instructor-led course
- Pre-requisite clinical documents are not required for this course.

NURS 437 – Professional Practice in Family Health Promotion

- 4 week consecutive, preceptored clinical in a community-focused setting
- Offered in Calgary, Edmonton or surrounding rural areas
- Most sites require you to have your own vehicle for the duration of each clinical day, whether placed within or outside the city
- Driving distance to the clinical placement agency from your residence is typically under 125km

NURS 441 – Consolidated Professional Practice

- The course starts on the first of the month and the clinical portion starts 2 – 3 weeks later.
- The required number of practice hours are 370 hours (equivalent to 10 weeks of 8hr shifts), preceptored by a Registered Nurse. We do our best to try and arrange this clinical according to students' clinical placement suggestions.
- Students are required to submit a completed *NURS441 Clinical Request Form* via the drop box in the NURS 441 Clinical Placements Course for the term they plan to enroll. **This must be done at least 4 months prior to the term they are planning on registering in NURS 441.** As mentioned above, the placement process guidelines stipulate that students not contact management, clinical educators or staff to request their own placements.