



UNIVERSITY OF
SASKATCHEWAN

College of Nursing

MN-NP PROGRAM
Handbook

2010 Edition

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Preface

Welcome to the College of Nursing Graduate Program!

The purpose of the College of Nursing Graduate Program Handbook is to acquaint you with the specific policies and procedures of the Master of Nursing/ Primary Health Care – Nurse Practitioner Program and to assist students and faculty as they move through the master's program. If you have any questions, or require further information, please contact myself at any time (lynette.stamler@usask.ca).

We hope that your graduate program in the College of Nursing will be as successful and stress-free as possible.

A handwritten signature in cursive script, reading "Lynnette L. Stamler".

Lynnette Leeseberg Stamler, RN, PhD
Assistant Dean, Graduate Studies, Continuing Nursing Education and Information Technology

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GENERAL INFORMATION FOR ALL MASTER OF NURSING STUDENTS

This College of Nursing handbook is intended as a supplement to information published by the College of Graduate Studies & Research on the web (http://www.usask.ca/cgsr/current_students)

Your Personal Access to Web Services (PAWS)

When you are admitted to the University of Saskatchewan, you are automatically given a Network Services ID or NSID. This is usually 3 letters (from your name) and 3 random numbers (example – tlm159). This NSID allows you access to PAWS, an online portal to email, calendars, “my courses”, “my files” and PAWS groups. You can also access registration, transcripts, grades, course home pages, library tools and financial information (online pay stubs).

All university announcements are sent through your PAWS email as well as any security and/or safety announcements.

If you are new to campus or it's been some time since you've been a student, you will need to contact ITS (966-4817) for your NSID and a temporary password. You would then go to the following website - <https://paws.usask.ca> and log in. You then change the password to something you can easily remember.

The Graduate program for the College of Nursing will send all notices, emails, files to your PAWS account only. You may wish to have your current email accounts retrieve your PAWS emails – however, you can also retrieve up to five email accounts (information on how to set this option is available at <http://www.usask.ca/its/services/paws>).

A Nursing Graduate Student Group has been set up on your PAWS account. As much as possible, all notices, emails and files will be uploaded to this site so you can access at your convenience.

File Storage on PAWS

Graduate Students have 5,000 mb of storage on their PAWS account. The official explanations are on http://www.usask.ca/its/services/file_storage/ind_storage/ but basically it's a “Cabinet” on your Paws account. You can then access your files from anywhere that you can log onto PAWS. This service is great as these files are automatically backed up every night. Of course, you could save on your home computer - but it is suggested that you should also considering backing your information up daily to this cabinet. It never hurts to have multiple places to store backup files. Students on campus have had computers stolen, destroyed, lost – with all their thesis or program information – this is an extra option to “off-site” store information other than your home computer.

Copy Cards

There are currently 39 copying machines located in most colleges and libraries across campus. Students can purchase Copy Cards (with declining balances) at Copy Central, The Information Centre, XL Design and Reproductions or from Value Adder machines – more information and locations are available at the following website <http://ussu.usask.ca/copycentral/index.shtml>. There is no student access to the Xerox machines located in Ellis Hall or St. Andrews College

Required Documentation

MN-NP students need to submit early proof of their SRNA registration. Please submit a copy of your

registration card by December 1st of each year to the Graduate Program support person. You can do so by scanning and emailing the jpg to grad.nursing@usask.ca or by faxing to 966-6703 – attention Graduate Program. If you are from another province, you will need to show proof of current up to date registration in your province.

You will also need to show proof of your current CPR status before you begin your clinicals.

Registration for Graduate Courses

Courses are delivered to students from all over the province. Classes are videoconferenced to both Regina and Prince Albert, or available through asynchronous distance delivery using Web-Exed (personal computer based web-videoconferencing). Registration for all courses have been adjusted to reflect the different ways in which students access their courses. When a student registers for a class, the student will need to choose the course section number that reflects either on-campus, off-campus (Regina) or from another destination

Students are responsible for the correctness of their registration. Student Enrollment & Services Registration information states (<http://students.usask.ca/academic/registration/responsibility/>) “By registering, the student agrees to be bound by the regulations of the University. Registration results in a financial obligation and a responsibility for adhering to the academic and financial deadlines. The student should be aware that academic and financial deadlines are not the same. Please review dates regarding academic and financial deadlines.

Schedules for courses are available online at: <http://www.usask.ca/nursing/programs/masters/courses.php>.

Students are required to register every term – or register as Maintenance of Registration (MSTA) – from the time the first course is taken until all graduate degree requirements have been completed. (<http://www.usask.ca/cgsr/downloads/PnP.pdf> Section 4.1.1, p. 26). There are 3 terms per Calendar year: September to December, January to April and May to August.

2010-2011 Timetable - MN-NP

Term 1

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30				NURS 883 – 01/21 Web - (84824/87428)	
12:00-1:00					NURS 990 - 01/21 Videoconference/Web - (82759/86964)
1:30 – 4:30				NURS 881 – 01/21 (Web) - (86981/87426)	NURS 884 - 01/21 Web/Lab - (84697/87704)

Required first term	GSR 960 (86150)				
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Term 2

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30		NURS 885 – 02/22 Web - (27203/27804)			
12:00-1:00	NURS 990 02/22 Videoconference/Web - (22581/27311)				
1:30 – 4:30	NURS 879– 02/22 Lab/Web - (27318/28086)	NURS 886 – 02/22 Web - (25187/27805)			

Term 3

	Monday	Tuesday	Wednesday	Thursday	Friday
	NURS 877 (first time – 41499)	NURS 877 (subsequent – 41500)	NURS 877	NURS 877	NURS 877

Term 4

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-11:30				NURS 892 – 01/21 Videoconference - (87953/87954)	
12:00-1:00					NURS 990 - 01/21 Videoconference/Web – (82759/86984)
1:30 – 4:30				NURS 888 – 01/21 Web- (87955/88188)	

Term 5

	Monday	Tuesday	Wednesday	Thursday	Friday
	NURS 878 (tba)	NURS 878	NURS 878	NURS 878	NURS 878

Registration Details

1. The numbers 01 or 21 - indicate a student attending class at the Saskatoon site of the U of S. The numbers 02 or 22 – indicate a student is attending at a sister site in Regina and P.A. (off campus)
2. Method of delivery is noted in second line. Online classes – please note - date and information is given by faculty teaching online class prior to start of term. Always consult your PAWs academic tab for room numbers, times/dates, and/or faculty teaching the course
3. The Course Registration Number (CRN) is in brackets. . If you enter the CRN listed – it will register you in the correct section for on or off campus fees. This saves late add fees also if incorrectly registered. Always consult your PAWs academic tab for room numbers, times/dates, and/or faculty teaching the course

4. If you are unsure of the correct CRN for 887 – please contact the graduate program assistant. The first time registration has fees associated while the subsequent registrations do not have fees.
5. Course-based students are required to take the NURS 993 as the capstone to their program and is to be done at the end of your program in the term prior to your graduation. The CRNs are: Term 2 – 27771, Term 3 - 40871. It is not normally offered in Term 1

Additional Notes

1. In the **first term** of a program, all Nursing graduate students are **required** to take GSR 960 (Ethics – University Expectations).
2. Taking NURS 892 and your graduate level STATS course concurrently will ensure greater success. A list of courses accepted for the STATS requirement is available from grad.nursing@usask.ca
3. Requirements for the degree can be found at <http://www.usask.ca/nursing/programs/masters/courses/>

Nursing 990

Nursing 990 is the departmental graduate seminar and is a College of Graduate Studies and Research requirement. Attendance is required for 2 academic terms (if successful – CR will be entered twice).

- While you are strongly encouraged to attend all the 990 Graduate seminars, the minimum attendance requirement is 75 % of the term's offering.
- For example - if 13 seminars were offered per term, the minimum attendance would be 9.
- Attendance will be taken and credit given only if the minimum amount has been met. If you are not able to attend the 75% minimum, you will be required to register in the next fall and/or winter term until 2 fully credited terms have been completed.

Other College of Graduate Studies and Research Courses

The College of Graduate Studies and Research offers several credit and non -credit courses for graduate students. Of particular interest to PhD students (master's students will be admitted if there is space) wanting to enter academia is GSR989: Introduction to University Teaching. In this two semester course the students explore and develop their teaching skills.

For further information on this and other GSR courses, please see the College of Graduate Studies and Research web site. (<http://www.usask.ca/cgsr>)

Ethics Courses (College of Graduate Studies and Research)

All graduate students at the University of Saskatchewan are required to complete on-line Ethics courses. There are three courses, a general course, a course in ethics with animal research, and a course in ethics with research with humans. There is no tuition associated with these courses and registration is done through PAWS.

The CRNs are: GSR 960 is 86150 (Introduction to Ethics & Integrity)

GSR 961 is 86151 (Ethics and Integrity in Human Research)

GSR 962 is 86152 (Ethics and Integrity in Animal Research)

All graduate students at the University of Saskatchewan are required to take GSR960 – Ethics and Integrity (previously GSR985) in the first term of registration in their program. PHC-NP students are not required to take GSR961 or GSR 962, but may do so. These courses will appear on the student's transcript.

The Graduate Programs Support person will monitor registration in the required course(s). Students are reminded that they are ultimately responsible for correct registration in a timely manner.

Academic Honesty

Students are required to review the university's guidelines concerning academic dishonesty. Students are expected to maintain complete honesty in all academic work, presenting only that which is your own work in tests or assignments. The guidelines are available at

http://www.usask.ca/honesty/pdf/dishonesty_info_sheet.pdf



Writing IT RIGHT

WHAT IS ACADEMIC HONESTY?

The **Guidelines for Academic Conduct** from University of Saskatchewan Council give the following description of honest behaviour at the university:

Honesty and integrity are expected in class participation, examinations, assignments, patient care and other academic work.

Perform your own work unless specifically instructed otherwise.

Use your own work to complete assignments and exams.

Cite the source when quoting or paraphrasing someone else's work.

Follow examination rules.

Discuss with your professor if you are using the same material for assignments in two different courses.

Be truthful on all university forms.

Discuss with your professor if you have any questions about whether sources require citation.

Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

WHAT IS ACADEMIC DISHONESTY?

"Academic Dishonesty" is what the university calls cheating. Types of cheating are listed in the **Student Academic Dishonesty Rules of the University of Saskatchewan Council**. These rules were approved by University Council on September 16, 1999, with latest revisions approved February, 2005.

When a professor believes a student has cheated, the Rules list two procedures which can be followed. **Rule One "Informal Procedures"** are the procedures followed when a professor feels that a student has cheated inadvertently or without intending to do wrong. This can be handled between the professor and the student with a discussion and a warning. The Informal procedure could result in the requirement that the student revise and resubmit an assignment before the professor will grade it.

Rule Two "Formal Allegations of Academic Dishonesty" are the procedures followed when a professor feels that the cheating requires a penalty, perhaps ranging from a mark of zero in an assignment up to being expelled from the university. The Rule Two procedures require that the student have a hearing. If the student is judged guilty of the offense, a penalty will be applied. The student may appeal.

These are summaries of the complete rules and procedures. The Academic Dishonesty Rules are available from the Office of the University Secretary (room 212 College Building) or from department and college offices or from student association offices or on the web.

FOR MORE INFORMATION:

Guidelines for Academic Conduct:

www.usask.ca/university_council/reports/archives/guide_conduct.shtml

Academic Honesty Website

www.usask.ca/honesty/

Student Academic Dishonesty Rules

www.usask.ca/university_council/reports/09-27-99.shtml

Student Appeals and Discipline information

www.usask.ca/university_secretary/studentappeals.shtml

DEFINITIONS OF ACADEMIC DISHONESTY

(from Student Academic Dishonesty Rules of the University of Saskatchewan Council)

The following constitute academic dishonesty which may be the subject-matter of an allegation under Rule 2:

- (a) Providing false or misleading information or documentation to gain admission to the University or any University program;
- (b) Theft of lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;
- (c) Using work done in one course in fulfillment of the requirements of another course unless approval is obtained from the instructor involved;
- (d) Passing off the work of someone else as one's own;
- (e) The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
- (f) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
- (g) Alteration or fabrication of research data or results;
- (h) Fabrication or invention of sources;
- (i) Failure to observe any stated rule with regard to the procedure used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;
- (j) Altering answers on a returned examination;

(k) When prohibited, removing an examination from the examination room;

(l) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;

(m) Possessing or using notes or other sources of information or devices in an examination not permitted by the course instructor;

(n) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;

(o) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;

(p) Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;

(q) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;

(r) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;

(s) Preventing others from fair and equal access to University facilities;

(t) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

(u) Knowingly assisting another person engaged in actions that amount to academic dishonesty;

(v) Plagiarism: the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

There is an onus on every student to become informed as to what does or does not constitute plagiarism. Ignorance of applicable standards of ethical writing is not an acceptable excuse. The critical consideration is the impression created in the mind of the others, not the subjective intent of the student. This determination involves an objective evaluation of the manuscript. No intent to deceive is required to establish plagiarism.

Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

Examples of plagiarism are:

- (i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].
- (ii) The verbatim use of oral or written material without adequate attribution.
- (iii) The paraphrasing of oral or written material of other persons without adequate attribution.



Office of the University Secretary

212 College Building, 107 Administration Place
University of Saskatchewan, Saskatoon, SK S7N 5A2 • Telephone: (306) 966-4632 Fax: (306) 966-4530
http://www.usask.ca/university_secretary/



INTEGRITY

defined

Integrity is expected of all students in their academic work –class participation, examinations, assignments, research, practica – and in their non-academic interactions and activities as well.

What academic integrity means for students

Perform your own work unless specifically instructed otherwise. Check with your instructor about whether collaboration or assistance from others is permitted.

Use your own work to complete assignments and exams.

Cite the source when quoting or paraphrasing someone else's work. Discuss with your professor if you have any questions about whether sources require citation.

Follow examination rules.

Discuss with your professor if you are using the same material for assignments in two different courses.

Be truthful on all university forms.

Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

Integrity in non-academic activities

Misconduct that disrupts the activities of the university or harms the legitimate interests of the university community could be the cause for non-academic disciplinary action.

GUIDING PRINCIPLES

The university documents that lay out our rules and procedures are the **Student Academic Misconduct Regulations** (University Council) and the **Standard of Student Conduct in Non-Academic Matters** (University Senate). Both documents are based on the same Guiding Principles:

- Freedom of Expression
- Commitment to Non-violence
- Security and Safety
- Mutual Respect and Diversity
- Commitment to Justice and Fairness
- Integrity

ACADEMIC MISCONDUCT PROCEDURES

“Academic Misconduct” is the term the University uses to describe cheating. Types of cheating are listed in the **Student Academic Misconduct Regulations** of University Council. There is an onus on every student to become informed about academic misconduct.

When an instructor believes a student is guilty of academic misconduct, the following procedures are used:

Informal procedure:

Sometimes misconduct is the result of carelessness, misunderstanding of the rules, or miscommunication. In such cases, the instructor may discuss the matter with the student informally.

If the student concedes the misconduct, the instructor has the authority to impose one or more of the following penalties:

- reduce the grade on the assignment or exam, to as low as zero
- require the student to rewrite the assignment or exam

A penalty imposed by an instructor is not reported to the student's college and does not become part of the student's record.

A student who disagrees with the allegation of cheating or with the penalty imposed may request a formal hearing.

Formal procedure:

For more serious misconduct, or in cases where the student disputes the allegation or the penalty, a college hearing board will hear the matter. Procedures for hearings are described in the Regulations.

The hearing board has the authority to impose one or more of the following penalties:

- reprimand or censure the student
- reduce the grade on the assignment, exam, or entire course, to as low as zero
- require the student to rewrite the assignment or exam
- require the student to submit an essay or a presentation on academic misconduct
- suspend or expel the student
- postpone, deny or revoke the student degree, diploma or certificate

A penalty imposed by a Hearing Board is reported to the student's college and to the university, and becomes part of the student's record. A finding of misconduct in research funded by an external agency is reported to that agency.

Further appeal of a hearing board decision or penalty is permitted only on grounds of unfair procedure or new evidence.

FOR MORE INFORMATION

Integrity and Student Conduct website: www.usask.ca/university_secretary/honesty/

Date: Effective January 1, 2010

Academic Misconduct Defined

The following constitute academic misconduct that may be the subject-matter of an allegation under the **Student Academic Misconduct Regulations:**

- (a) Providing false or misleading information or documentation to gain admission to the university or any university program;
- (b) Theft of lecture notes, research work, computer files, or other academic or research materials prepared by another student or an instructor or staff member;
- (c) Using work done in one course in fulfillment of any requirement of another course unless approval is obtained from the instructor by whom the material is being evaluated;
- (d) Presenting the work of someone else as one's own;
- (e) The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
- (f) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
- (g) Violation of the university's policy on misconduct in scholarly work as outlined at www.usask.ca/university_secretary/policies/research/8_25.php
- (h) Fabrication or invention of sources;
- (i) Failure to observe any stated rule with regard to the procedure used in an examination (or an activity undertaken for academic credit) where such a failure could result in the student gaining relatively greater credit;

- (j) Altering answers on a returned examination;
- (k) When prohibited, removing an examination from the examination room;
- (l) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;
- (m) Possessing or using notes or other sources of information or devices not permitted by the course instructor in an examination;
- (n) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;
- (o) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
- (p) Failing to observe the terms of any agreement not to disclose the contents of an examination;
- (q) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;
- (r) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
- (s) Preventing others from fair and equal access to University facilities or resources, including library resources ;

(t) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

(u) Knowingly assisting another person engaged in actions that amount to academic misconduct;

(v) **Plagiarism:** the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

Adequate attribution is required.

What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

Examples of plagiarism are:

(i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].

(ii) The verbatim use of oral or written material without adequate attribution.

(iii) The paraphrasing of oral or written material of other persons without adequate attribution

(w) Unprofessional conduct or behaviours that occur in academic or clinical settings or other work placements, or that are related to the student's area of professional practice.



Office of the University Secretary

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http://www.usask.ca/university_secretary/

Transfer Credits

Up to six credit units of graduate work may be transferred to your program or taken elsewhere. This is usually done through the Saskatchewan University Graduate Agreement (University of Regina classes only) or the Western Canadian Deans Agreement (all other universities in western Canada). The Graduate support person can send you copies of either form for you to complete and submit.

If you transfer previously completed coursework into your program, please be advised that your program is deemed to have begun *at the time you took the course*. For example, if you took graduate statistics in 2006, and wanted to transfer that course into your program which began in 2007, your five year time limit would begin in 2006, not 2007.

Library Services - Saskatoon

The University of Saskatchewan Library will play an important role in your research and academic career. Take the time to become familiar with its resources and services. Please note that any journal article or book not held at U of S that you require can always be borrowed on your behalf from another library, and that there is no charge for this service. Vicky Duncan (vicky.duncan@usask.ca , 966-6023) is the Nursing Liaison for the Health Science Library. She will be happy to assist you with your research questions, or to help develop your search strategy for your literature review. You are strongly encouraged to make an appointment with her to take advantage of this service

Suggested Groups for Library Orientation of Masters/PhD Nursing Students in August

Group One (less experienced)

U of S Library Website

1. Orientation and Login
2. Health Sciences Library Page
3. Bookmarking Pages
4. Subject Pages

CINAHL

1. Database Coverage
2. Importance of Subject Headings
3. Searching by keyword
4. Combining Terms
5. Limiting a Search
6. Creating a Personal Account and Saving Searches

Medline

1. Database Coverage
2. Searching with Subject Headings
3. Combining Terms
4. Limiting a Search
5. Creating a Personal Account and Saving Searches

Cochrane Database

1. Database Coverage
2. Search Strategies

Dissertations and Theses Database

1. Database Coverage
2. Search Strategies

RefWorks

1. Introduction
2. Importing References from CINAHL
3. Importing References from Medline
4. Adding References Manually
5. Using Write'n Cite to automatically insert references and create a bibliography

Group Two (more experienced)

E-Books

1. Introduction and coverage

CINAHL

1. Review importance of Subject Headings
2. Reviewing combining searches, and limiting them
3. Creating a Personal Account and Saving Searches

Medline

1. Review importance of Subject Headings
2. Reviewing combining searches, and limiting them
3. Creating a Personal Account and Saving Searches

Cochrane Database

1. Database Coverage
2. Search Strategies

Dissertations and Theses Database

1. Database Coverage
2. Search Strategies

Web of Science

1. Database Coverage
2. Search Strategies

RSS Feeds

1. Introduction

RefWorks

1. Introduction
2. Importing References from CINAHL
3. Importing References from Medline
4. Adding References Manually
5. Using Write'n Cite to automatically insert references and create a bibliography

Library Access - Regina

U of S Masters of Nursing students are welcome to use the University of Regina library facilities, books, computers, etc on site; including booking the rooms for groups discussion within the library. If you do not have a U of R student number, you can apply to get a "public" library card (about \$25/year). If you are alumni of the U of R or have taken courses in the past at the university, you are then eligible for alumni library cards. You can get most of what you need via the U of S library online (abstracts and full text articles) but please feel free to ask the reference librarian for assistance on items that U of R may have (and the U of S may not). At present, the U of R library contact person is Charles Phelps. Another possible contact would be Dr. George Maslany, Chief Librarian, if needed.

Publications From Graduate Work

It is strongly encouraged that students publish course work and project work in consultation with teachers/advisors. The student and the faculty member should discuss early in the process the extent of the faculty member's contributions, and authorship on the paper or presentation.

Graduate Student Contact Information

Each year, with the permission of the students, we publish a list of graduate students and contact information. This is available only to graduate students and faculty. Please help keep this list updated by notifying the Graduate Program Support of any changes. Students need to ensure that changes are made to your University of Saskatchewan personal information using your PAWS account.

Graduating from the Master of Nursing Program

At the end of your program, you will need to complete an online application to graduate. This is available at <http://students.usask.ca/convocation>. This is the responsibility of the student and the system does not allow us to add students after the March 31 (Spring) or August 31 (Fall) deadlines.

All information about the ceremony will be sent out through your PAWS email account only. You will also be asked to order tickets through PAWS as well. Information about the ceremonies is available at the above web address.

INFORMATION SPECIFIC TO THE PHC-NP OPTION

Advisors

All course-based students are assigned an advisor at the beginning of their program. The advisor assists with planning, and is a resource for academic issues. The Assistant Dean, Graduate Studies, CNE and IT also serves as a resource. Students may partner with other faculty as they develop publishable paper topics, or work with faculty on research projects. Graduate faculty and their interests are included at the end of this document.

Practicum Planning

There are two practicum courses within the NP program. NURS 877 - Practicum I: Advanced Nursing Practice in Primary Health Care, consists of a MINIMUM of 480 hours clinical time. This is to be completed in one term during Spring and Summer session. Course material will focus on common medical conditions and health concerns of adults (men and women) and older adults, although students will care for other clients as well as part of the primary health care experience. Students will be placed in a maximum of three clinic placements for this course (one month each of full time hours) throughout the province of Saskatchewan. Additionally each student will have interprofessional experiences in labour and delivery, physiotherapy and pharmacy..

The second practicum course, NURS 889 - Practicum II: Advanced Nursing Practice with Vulnerable Populations consists of a **MINIMUM of 240 hours** clinical time. Course material will focus on the health of children, community health program development, and emergency services, although again, students will care for a variety of clients within the practice settings. Students will be placed in a minimum of two settings for this course.

It is to your advantage to begin plans for your practica with your advisor and/or the Assistant Dean **at least two terms BEFORE** you anticipate beginning your clinical. Travel and housing arrangements and costs during clinical practica are the responsibility of the student.

You will find forms attached outlining practicum information and a request for clinical placement. Please read all of the documentation surrounding practicum planning and the deadline for submission of practicum placement requests. If placements cannot be confirmed in time to allow student to complete the required number of hours – the student may need to defer their course until the next offering.

Responsibilities during Practica

Student responsibilities are outlined in the various course syllabi and in the preceptorship manual that will be given to students during their practicum orientation. Students will complete various assignments (including examinations) in addition to the care they provide in the practice setting.

PRIMARY HEALTH CARE NURSE PRACTITIONER PROGRAM (PHC-NP) PRACTICA CLINICAL PLACEMENTS

NURS 877/887 Practicum I: Advanced Nursing Practice in Primary Health Care:

The student will provide direct care in selected primary health care settings. Students will have the opportunity to demonstrate primary health care skills and advanced practice clinical judgment. Scholarly activities in this clinical practicum will be designed so that the student will gain experience in consultation, education, integration of theory, research and clinical knowledge related to the goals of multidisciplinary health services and systems.

NURS889/878 Practicum II: Advanced Nursing Practice with Vulnerable Populations:

Students will have the opportunity to demonstrate primary health care skills and advanced practice clinical judgment with a selected vulnerable population. Scholarly activities in this clinical practicum will be designed so that the student will gain experience in consultation, education, integration of theory, research and clinical knowledge related to the goals of multidisciplinary health services and systems.

Practicum I (Spring/Summer Session Term I & II) requires three 160 hours practicum placements in three separate practicum sites. The required number of practicum hours for this course is a **MINIMUM of 480 practicum hours**. Practicum II (Fall/Winter Term II) requires one clinical placement in a primary care setting (MINIMUM 160 hours) and one clinical placement in an emergency services setting (MINIMUM 80 hours). The combined required number of practicum hours for this course is a **MINIMUM of 240 practicum hours**. Placements are preceptored – each student will follow the schedule of assigned preceptor(s).

All students are expected to have at least one placement outside a major centre in Saskatchewan (i.e., in a location other than Saskatoon, Regina, PA, or North Battleford) and at least one placement in northern Saskatchewan. Possible exceptions:

- (1) Have dependent children (*attach copy of children's birth certificate*).
- (2) Have a medical condition requiring frequent health provider follow-up (*attach physician note*).

Accommodating for exceptions may require changes to the length of the students program and additional costs for the student.

****Students are responsible for transportation and housing (and any associated costs) during the practica.** Some health regions and northern settings may offer inexpensive or free accommodation for health science students.

Placement Guidelines - *Please read carefully.*

All placements will be arranged by the College of Nursing clinical placement coordinators. Please do NOT contact the agencies to negotiate/arrange placements without prior approval from the placement coordinator. Each placement depends on availability of space and preceptors, as determined by the clinical agency. Students may ultimately be placed in any location in Saskatchewan in order to gain the required clinical experience to fulfill course requirements. Out of province placements will only be negotiated in exceptional circumstances – please contact the clinical placement coordinator at your site to discuss.

Clinical Placement Coordinator - *Joanne Gartner*

(*phone: 966-6265; fax: 966-6703; joanne.gartner@usask.ca*)

INSTRUCTIONS FOR COMPLETING THE PLACEMENT PREFERENCE FORM

1. Make an appointment to meet with the faculty advisor and the Clinical Placement Coordinator.
2. Complete Personal Information section.
3. Fill in placement preferences for both courses.
4. List any additional information to explain preferences/exceptions in space provided on form.

NURSE PRACTITIONER PRACTICA PLACEMENT PREFERENCE FORM

Student Name (please print): _____ **USask email:** _____

Telephone numbers: (Home) _____ (cell) _____ (other) _____

Program Site: Saskatoon _____ Regina _____

Other (state town/province) _____

Reminders:

- Practicum I requires three 160 hours practicum placements in three separate practicum sites. The required number of practicum hours for this course is a **MINIMUM of 480 practicum hours**.
 - Students are responsible for their own housing and transportation during the practica.
 - All students are expected to have at least one placement outside a major centre in Saskatchewan (i.e., in a location other than Saskatoon, Regina, Prince Albert, Moose Jaw, or North Battleford) and at least one placement in northern Saskatchewan. See placement guidelines for details and exceptions.
 - Each Geographic Region must be different. If 'Exception' is selected, please list exception in space provided below and provide documentation for exception.
-

NURS 877/887 Practicum I: Advanced Nursing Practice in Primary Health Care

Urban/Rural Placements:

Identify 3 choices for your placements: Facility 1: * _____

Facility 2: * _____

Facility 3: * _____

Northern/Rural Placement:

Identify 3 choices for your placements: Facility 1: * _____

Facility 2: * _____

Facility 3: * _____

Interdisciplinary Placement Experiences:

Identify possible placements:

Facility 1: * _____

(Physio/Pharmacy/Labor & Delivery - Facility 2: * _____

the College has facilities that we can
access for these experiences as well)

Facility 3: * _____

Please provide any additional Information regarding placement preferences for **NURS 877/887**

Student Signature: _____ **Date submitted:** _____

Submit form to the clinical placement coordinator for the NP Program

Deadline for submission: January 30th for Practicum I.

NURSE PRACTITIONER PRACTICA PLACEMENT PREFERENCE FORM

Student Name (please print): _____ **USask email:** _____

Telephone numbers: (Home) _____ (cell) _____ (other) _____

Program Site: Saskatoon ___ Regina ___ Other (state town/province) _____

Reminders:

- Practicum II requires one clinical placement in a primary care setting (MINIMUM 160 hours) and one clinical placement in an emergency services setting (MINIMUM 80 hours). The combined required number of practicum hours for this course is a **MINIMUM of 240 practicum hours**.
 - Students are responsible for their own housing and transportation during the practica.
 - All students are expected to have at least one placement outside a major centre in Saskatchewan (i.e., in a location other than Saskatoon, Regina, PA, or North Battleford) and at least one placement in northern Saskatchewan. See placement guidelines for details and exceptions.
 - Each Geographic Region must be different. If 'Exception' is selected, please list exception in space provided below and provide documentation for exception..
-

NURS889/878 Practicum II: Advanced Nursing Practice with Vulnerable Populations

Primary Health Care Placement:

Identify 3 choices for your placement:

Facility 1: * _____

Facility 2: * _____

Facility 3: * _____

Emergency Placement:

Identify 3 choices for your placement:

Facility 1: * _____

Facility 2: * _____

Facility 3: * _____

Please provide any additional Information regarding placement preferences for NURS889/878

Student Signature: _____ **Date submitted:** _____

Submit form to the clinical placement coordinator for the NP Program

Deadline for submission: September 30th for Practicum II.

Typhon Clinical Log

An online clinical log program is an important element of your clinical practice within the Nurse Practitioner Program. Every clinical experience that is a course requirement will need to be logged as clinical time in this program. The program is easy to use and discussed in the program orientation. The program allows both students and faculty to track their progress and explore practicum placements to broaden their experiences with providing primary health care across all age groups. A copy of a blank case log data sheet is included



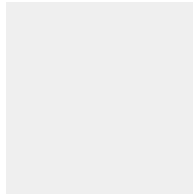
Data Entry Login

Facility Number:

User Login:

User Password:

[Forgot login or password?](#)



Case #:

Date of Service:

▶ = REQUIRED FIELD

Student Information

- ▶ Semester: _____
- ▶ Course: _____
- ▶ Preceptor: _____
- ▶ Clinical Site: _____
 Rural Visit
 Underserved Area/Population

Patient Demographics (ignore if Group Encounter)

- ▶ Age: _____ yrs/mos/wks/days
 Pre-Term (Premie) Child?
- Gestational Age (at birth): _____ weeks
 Prenatal visit? Enter fetus age: _____ wks
- ▶ Gender: M / F / T

Clinical Information

- ▶ Time with Patient: _____ minutes
- Consult with Preceptor: _____ minutes
- ▶ Type of Decision-Making: _____
 Straightforward
 Low complexity
 Moderate complexity
 High complexity
- ▶ Student Participation: _____
 Observation only
 Less than shared
 Shared (50-50)
 Primary (>50%)
- ▶ Reason for Visit: _____
- ▶ Chief Complaint: _____
- ▶ Encounter #: _____
- ▶ Type of H & P: _____
 Problem Focused
 Expanded Prob. Focused
 Detailed
 Comprehensive

Social Problems Addressed

- | | |
|--|--|
| <input type="checkbox"/> Abused Child/Adult | <input type="checkbox"/> Nutrition/Exercise |
| <input type="checkbox"/> Caretaking/Parenting | <input type="checkbox"/> Palliative/End of Life Care |
| <input type="checkbox"/> Education/Language | <input type="checkbox"/> Prevention |
| <input type="checkbox"/> Emotional | <input type="checkbox"/> Role Change |
| <input type="checkbox"/> Grief | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Growth & Development | <input type="checkbox"/> Sanitation/Hygiene |
| <input type="checkbox"/> Housing/Residence | <input type="checkbox"/> Sexuality |
| <input type="checkbox"/> Income/Economic | <input type="checkbox"/> Social Contact/Isolation |
| <input type="checkbox"/> Interpersonal Relationships | <input type="checkbox"/> Spiritual Issues |
| <input type="checkbox"/> Issues w/Comm. Resources | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Neglected Child/Adult | |

Diagnosis/ICD Codes

- | | |
|------------|----------|
| ▶ #1 _____ | #5 _____ |
| #2 _____ | #6 _____ |
| #3 _____ | #7 _____ |
| #4 _____ | #8 _____ |

Procedures/CPT Codes

- | | |
|----------|-----------|
| #1 _____ | #7 _____ |
| #2 _____ | #8 _____ |
| #3 _____ | #9 _____ |
| #4 _____ | #10 _____ |
| #5 _____ | #11 _____ |
| #6 _____ | #12 _____ |

Birth & Delivery

Use ICD codes for pregnancy history & complications.
Use CPT codes for labs, anesthesia & mode of delivery.

Infant Gender: M / F / O

Birth Weight: _____ grams

Apgar Scores: 1 min: _____ 5 min: _____

Newborn Procedures

- Deep suctioning
- Endotracheal suctioning
- Bag and mask
- Intubation for ventilation
- Full CPR
- Other: _____

Newborn Complications

- Meconium aspiration
- Congenital anomalies
- Birth trauma/injury
- NICU Admit: _____
- Clinically apparent seizures
- Other: _____

Maternal Problems <24 hrs Postpartum

- Hemorrhage
- Temperature >100.4°F
- Hypertension (onset postpartum)
- Hematoma
- Other: _____

Medications

OTC Drugs taken regularly: _____

R_x currently prescribed: _____

New/Refilled R_x This Visit: _____

Types of New/Refilled

R_x This Visit

- Analgesic & Antipyretic:
- Cardiology:
- Dermatology:
- Endocrinology:
- ENT:
- GI Agents:
- Gynecology:
- Hematology/Oncology:
- Infectious Diseases:
- Neurology:
- Ophthalmology:
- Psychiatric:
- Pulmonary:
- Rheumatology:
- Urology:
- Vaccines:
- Wound Management:
- Miscellaneous:

Compliance Issues

with Medications

- Caretaker failure
- Complexity/demands of treatment
- Denial of need
- Disappearance of symptoms
- Disbelief in benefits/efficacy
- Fear of addiction
- Financial concerns
- Forgetfulness
- Knowledge deficit
- Physical disability
- Pregnancy
- Psychiatric diagnosis
- Religious reasons
- Other/side effects: _____

Other Questions About This Encounter

- ▶ Ethnicity: _____
- ▶ Referral: _____

- Interpreter used
- SRNA RN(NP) Comp. Cat. I (1-4)
- SRNA RN(NP) Comp. Cat. I (5 & 6)
- SRNA RN(NP) Comp. Cat. I (7 & 8)
- SRNA RN(NP) Comp. Cat. II (1-3)
- SRNA RN(NP) Comp. Cat. II (4)
- SRNA RN(NP) Comp. Cat. II (5- 9)
- SRNA RN(NP) Comp. Cat. III (1)
- SRNA RN(NP) Comp. Cat. III (2-5)

- ___ SRNA RN(NP) Comp. Cat. III (6)
- ___ SRNA RN(NP) Comp. Cat. III (7- 9)
- ___ SRNA RN(NP) Comp. Cat. IV (1)
- ___ SRNA RN(NP) Comp. Cat. IV (2-5)
- ___ SRNA RN(NP) Comp. Cat. IV (6-9)
- ___ SRNA RN(NP) Comp. Cat. IV (10-13)

Clinical Notes:

PDAs

Personal data assistants or PDA's are required equipment for the NP program. Many PDA resources, such as drug and laboratory programs, are available as a free download through the Health Sciences Library (Lexicomp software). These resources will become invaluable as you progress through the courses and practicum experiences. Hardware requirements and additional information can be found on the College of Nursing web page under PDA's in Nursing. Further information will be provided by the faculty.

Resources

A good stethoscope is necessary for clinical and lab based skill practice. A pediatric stethoscope is also recommended.

Computer Equipment

Many courses are available through computer technology, and use online sites for additional information – a computer is necessary to access online course material.

Post Graduate Degree Specialty Certificate – Nurse Practitioner

You must complete all 7 **Bolded** classes before taking any practicum course

NURS 879 – Advanced Health Assessment and Diagnostic Reasoning II
NURS 881 – Pathophysiology-Pharmacotherapy for Advanced Nursing Practice I
NURS 883 – Theory for Advanced Nursing Practice Roles & Primary Health Care.
NURS 884 – Advanced Health Assessment and Diagnostic Reasoning I
NURS 885 – Nursing Therapeutics I: Individual to Community
NURS 886 – Pathophysiology-Pharmacotherapy for Advanced Nursing Practice II
NURS 887 – Practicum I: Advanced Practice Nursing in Primary Health Care
NURS 888 – Nursing Therapeutics II: Advanced Management
NURS 889 – Practicum II: Advanced Nursing Practice with Vulnerable Populations
GSR 960 (if not completed with MN)

NP Faculty - Research foci are listed at <http://www.usask.ca/nursing/people/>

Faculty	Email	Phone
Mary Ellen Andrews , RN, MN, PhD	me.andrews@usask.ca	966-8523
Lalita Bharadwaj , BSc, MSc, PhD	lalita.bharadwaj@usask.ca	966-1490
Glenn Donnelly , RN,ENC(c),BScN, MN, PhD	glenn.donnelly@usask.ca	798-1083
Donna Goodridge , RN, PhD, CHPCN (c)	donna.goodridge@usask.ca	966-1478
Tony Tung	Tony.tung@usask.ca	966-2808



UNIVERSITY OF SASKATCHEWAN

College of Nursing

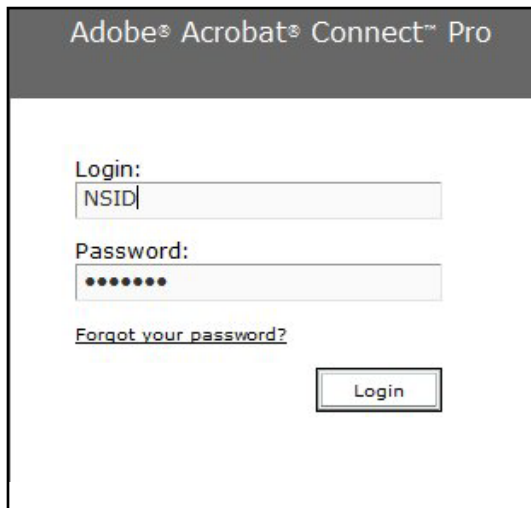
E- Learning

The following pages are instructions on how to use the technology for your program.

Using Adobe Connect Pro

1. With your computer connected to the internet open **Internet Explorer** and navigate to <http://connect.usask.ca/>, when prompted enter your UofS **NSID/ password**.

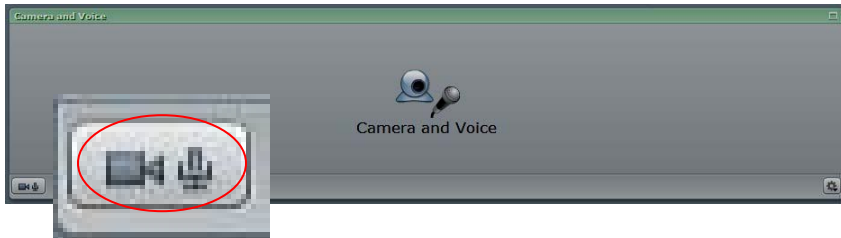
***note – participants must wait for the host to arrive before access to the meeting room is granted.*



2. In the menu bar at the top of the screen select – **Meeting – Manage My Settings – Audio Setup Wizard**

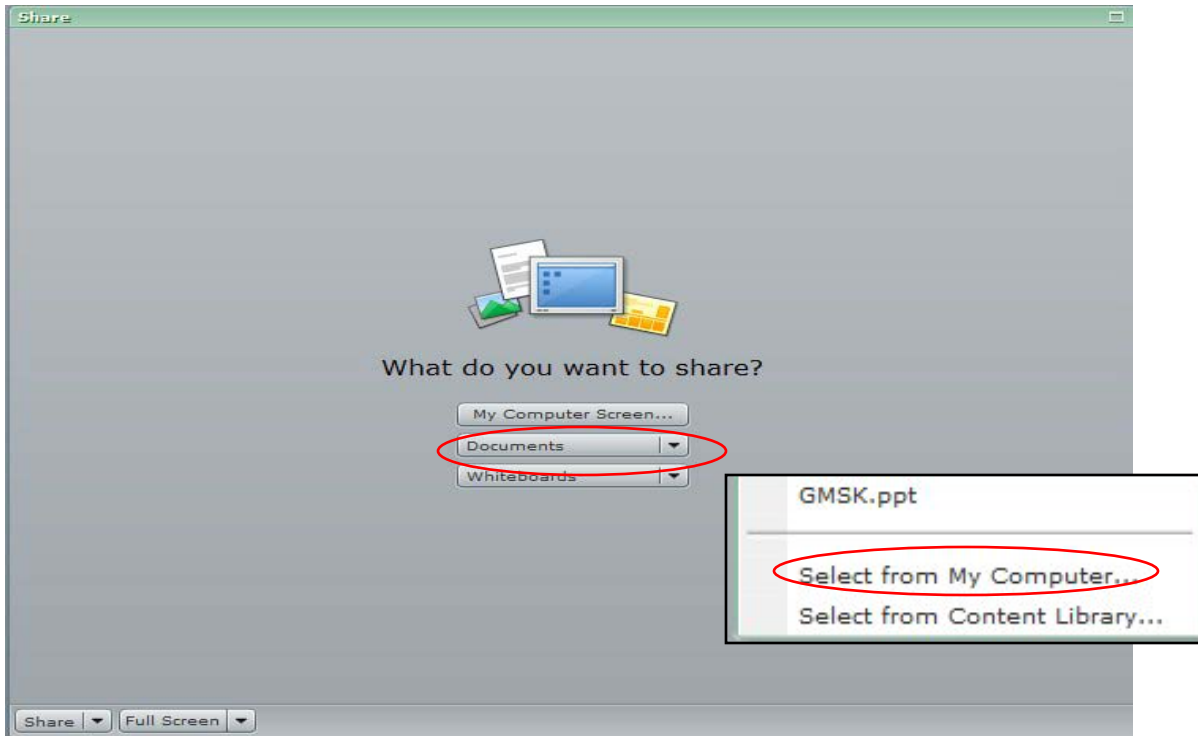
**note - the Audio Setup Wizard is used to configure your speaker and microphone hardware for best performance.*

3. Select the **camera and voice icon** to start video streaming



Using Adobe Connect Pro– (presenting)

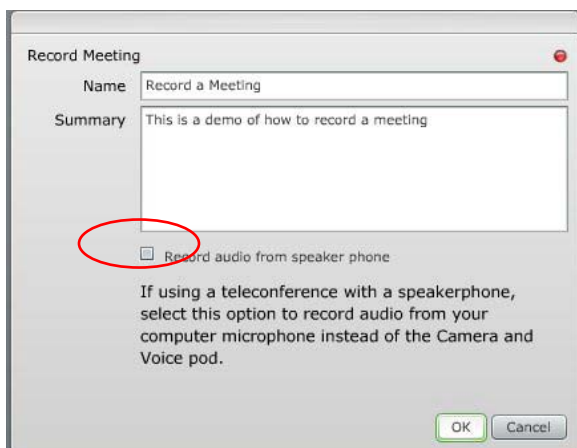
4. In the Share pod select – **Documents** – **Select from My Computer** and navigate to the location of your presentation



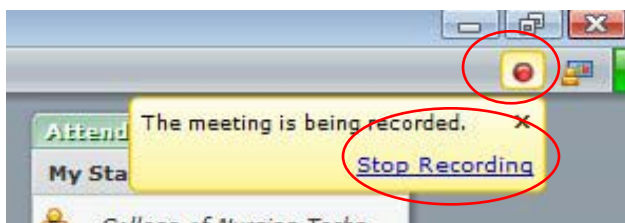
Using Adobe Connect Pro– (recording)

****note - Any Host may record a meeting for would-be participants who cannot attend live or to save a record of a meeting for compliance or archival purposes.*

1. In the top menu bar select **Meeting – Record Meeting...**
2. Enter a descriptive name, a summary of the recording and select the audio from speakerphone option.



3. A message appears near the top menu bar letting everyone know the meeting is being recorded
4. To stop the recording select - **the red icon** at the top right of your screen then select **Stop Recording** in the pop up window.



5. For access to the recorded meeting please contact the College of Nursing Technical support Bruce 220-3470 or Mark 966-6554 who will provide a link to view the recording. (<http://connect.usask.ca/p12345678/>)

For questions please contact College of Nursing Technical support
Email: nursing.technician@usask.ca Ph. 966-6257 Cell 220-3470

For A/V and video conference bookings - www.usask.ca/nursing/eventbooking/

This manual – and others – are available in an electronic format at <http://www.usask.ca/nursing/elearning/>