





WELCOME TO THE UNIVERSITY OF WINDSOR!

Transitions Handbook 2024-25



Dear Nursing Students,

Congratulations as you join the University of Windsor for Year 3 of the BScN program!

We extend a warm welcome to you from all of us as you prepare to join us in the Fall! We all play a role in your transition and hope that you feel welcomed and supported on your learning journey. We look forward to meeting and working with you towards the achievement of your BScN and professional career goals.

Enclosed is an information package for you with instructions to help you prepare for September. As you read over the package, you will note that certain items **must be completed prior to September.**

You are Invited!

The Transitions Welcome event is on Friday June 14th, 2024. Please plan to attend this on campus event to learn about fall registration, program expectations, activities and services on campus, clinical pre-clearance requirements, and information about the Clinical Learning Centre, Peer Mentor program, and Nursing Society.

The following websites will be helpful during your transition:

- The Faculty of Nursing website (www.uwindsor.ca/nursing)
- Current Students Information Gateway includes a section specific to year 3 students, policies and handbooks, request forms, clinical pre-clearance information, etc."Resources for Current Students" on the website.
- UWinsite Student
- Important Academic Dates
- Registrar's Contact Us Gateway
- Timetable Information

In summary, we look forward to meeting you and hope you reach out if you have questions about anything. Collectively, we wish you the absolute best for your continued success as you prepare for a rewarding career in nursing.

Have a wonderful summer!

UWindsor Nursing Faculty & Staff

CONTACT INFORMATION

As of July 2024

Susan Dennison, Clinical Learning Specialist (Year 2&4); dennison@uwindsor.ca

Natalie Bownes, Clinical Learning Specialist (Year 1&3); nbownes@uwindsor.ca

Lacey Rivest, Clinical Lab Coordinator; lacey.rivest@uwindsor.ca

Melissa Weller, Chatham Site Lab Coordinator; melissa.weller@uwindsor.ca

Katharine Maclean, Clinical Placement Coordinator (until Jan 2025); katharine.maclean@uwindsor.ca

Andrea Reddam, Clinical Placement Coordinator (returning Jan 2025); andrea.reddam@uwindsor.ca

Susan Rotondi-Moore, Clinical Placement Secretary; srotond@uwindsor.ca

Alena Matos, Nursing Office Receptionist; nurse@uwindsor.ca

Rosalba Jannicello, Undergraduate Secretary; rosalbai@uwindsor.ca

Maureen McClary, Undergraduate Secretary; mmcclary@uwindsor.ca

Fran Meloche, Student Success Coordinator; fmeloche@uwindsor.ca

Dr. Edward Cruz, Associate Dean; Edward.cruz@uwindsor.ca

Should you have questions about this information package, please email nurse@uwindsor.ca

We appreciate your professional communication style via phone/email/in-person. Please let us know who you are and what year of nursing you are in when you are emailing. Thank you!

2024 TRANSITIONS IMPORTANT DATES

Transitions Welcome Day

Friday June 14th, 2024
Toldo Health Education Building
Room 100 (in-person) & MS Teams (virtual)

Mandatory Transitions Orientation

Thursday, August 29th, 2024 9:30 am-12:00pm Virtual – Microsoft Teams

Mandatory Year 3 Lab and Clinical Orientation

Tuesday September 3rd, 2024 1:00-3:00 pm Virtual – Microsoft Teams

REQUIRED ITEMS TO BRING AND TIPS TO PREPARE YOU FOR ORIENTATION

- Clinical Evaluations from the 2023/2024 academic year
- Medical/Non-medical Verified Synergy gateway clearance certificate
- Clinical skills tracking tool
- Math Medication quizzes are due before orientation day. All math quizzes are online. See
 the NURS 3542 Brightspace main site announcements and the course outline for math
 quiz information and deadlines for completion.
- Before orientation, all students must complete the WRH Southwestern Ontario Hospitals-Student Placement Orientation. All students are required to complete these e-Learns annually, regardless of their placement location. This is the online orientation for all area hospitals. You can access this through Brightspace, under "organizations." Look for more updates on Brightspace and your email.

BScN PROGRAM POLICIES AND REQUIREMENTS

This transitions handbook is meant to accompany the following student handbooks:

- 1. BScN Student Handbook
- 2. Collaborative BScN Nursing Student Clinical Placement Policies

Please note: Handbooks and policies may be updated throughout the summer. Please visit the <u>Current Students</u> website for the latest information. This is the student gateway for policies, forms, support services, pre-clearance medical and non-medical information, our course sequence guide, program regulations, and much more!

MEDICAL/NON-MEDICAL CLINICAL PLACEMENT REQUIREMENTS

Over the summer, it is important for you to prepare for your pre-clinical placement requirements for your fall clinical. Please visit <u>Pre-Clearance Information and Forms</u> on the University of Windsor Nursing site to download the most up to date pre-clearance process information sheet and non-medical forms. Start early to reduce your risk of any delays entering your clinical placement in the fall. Carefully read and follow the directions on the website. Appointments can be made through your Verified Synergy profile after <u>June 1st</u>, 2024, to review the documents submitted. Please note these appointments can take 48 hours to complete. Also be aware that there is a fee for each review so be sure that everything is submitted correctly to avoid unnecessary fees. Please have your Verified Synergy clearance completed by **August 19th**, 2024.

NOTE: Basic personal information (e.g. name, email etc.) will be shared with our clinical agency partners (hospital and community agencies) for the purpose of arranging clinical placements and setting up electronic documentation. **Synergy Gateway Verified Inc.** is the agency that the Faculty of Nursing uses for our medical clearances. Information shared includes name, uwindsor email, student number and year in program to help set up Synergy Gateway Verified Inc. accounts.

Additional Information Regarding your Fall Clinical Placement:

- Students will be pre-placed in their year 3 fall clinical placements by the Clinical team in collaboration with Coordinators at St. Clair College and Lambton College.
- The Faculty of Nursing reserves the right to move students if needed and to finalize all clinical placements.
- Day or afternoon clinical shifts may be required. Students can expect 8-hour shifts for fall and winter and may have 12-hour shifts during consolidation.
- Clinical placements are arranged within Windsor and the tri-county region in Southwestern Ontario. This includes Essex County, Chatham-Kent County and Lambton County (Sarnia region).
- You are responsible for arranging and covering costs for your own transportation and accommodation (if needed) to and from your clinical placement agency or hospital (e.g., vehicle, public transit, car-pool, parking, car share, etc.).

University of Windsor Student Identification (ID) Card and Clinical Photo ID badge:

You are required to have a <u>Student ID Card (UWinCARD)</u> at the University of Windsor and a <u>Clinical Photo ID badge</u> for the Faculty of Nursing. Both cards can be obtained through the UWinCard Office. Your clinical photo ID badge must be worn and visible for all clinical experiences.

Students who are registered in a summer course may obtain their student card by going to the UwinCARD office. Please bring one piece of government-issued, photo identification (driver's license, passport, health card). Student cards are free unless you require a replacement card (\$25.00).

Clinical badges and Student ID Cards for Fall will be available after **August 15, 2024**. There is a \$16.00 fee for Clinical badges. ID photos may be taken in the summer any time after **July 1st**. There may be long lines for photos at the UWin card office closer to September. Want to skip the line? Check out the <u>UWinCard Office Photo Upload</u> process for student cards and clinical badges.

For updates, please connect with the UWinCard office:

UwinCARD Office

University of Windsor Joyce Entrepreneurship Centre, 1st Floor, West Entrance, 401 Sunset Avenue, N9B 3P4(519) 253-3000, ext. 8946 (UWIN) uwincard@uwindsor.ca

https://www.uwindsor.ca/uwincard/

REGISTRATION INFORMATION

Please refer to the <u>Course Sequence Guide</u> to know what courses to register. You may also request academic advising to discuss your individual course planning needs. Academic advising is available through the Student Success Coordinator. Please request via email: Fran Meloche RN, MScN fmeloche@uwindsor.ca.

Important Links for Registration & Course Planning

- 1. <u>Timetable Information Website:</u> PDF version of all the courses offered each semester at the University of Windsor
- 2. <u>Registration Information from the Office of the Registrar</u> includes important updates, course delivery descriptions, registration dates, and will point you in the right direction towards registration resources.
- 3. <u>Important Academic Dates:</u> includes dates such as the last day to voluntarily withdraw, the financial drop date,
- 4. <u>UWinsite Student Registration Resources:</u> Watch videos and access reference sheets as well as a <u>registration guide</u> and <u>go-live-kit</u> that will help you learn about the registration process.
- 5. Need Help? Talk to someone live, email, or chat with ask.UWindsor!
- 6. Need help to activate or log in to your account, email, Brightspace? You can submit a support ticket or chat directly with I.T. Services during their operating hours: Client Portal Home (teamdynamix.com)

Summer Course Planning

Summer Course Dates: June 24th, 2024 - Aug 6th, 2024 + final exam period (Aug 10th-19th, 2024)

The following courses are offered as summer courses for year 3 nursing students. Please check the UWinsite to see if the course is open or full. Students can be on up to three wait lists at a time.

NURS 3830 – Adult Health & Health Alterations III

NURS 4999 – Nursing Indigenous course (will satisfy PHIL-1350 requirement)

NURS 4951 – Human Meaning of Death (fulfils year 4 Nursing Specialty Option requirement)

Fall Course Planning

Fall Registration: Middle-end of June 2024

Please check your UWINSITE Student account for your enrollment/registration appointment (time, date). The clinical placement team will be registering you in your clinical section. The date will appear on your schedule already so that you can plan your theory and lab courses around your clinical day. Please register for the following Fall 2024 courses:

Required Year 3 Nursing Courses for Fall 2024

NURS-3542: Clinical Practicum IV

NURS-3551: Experiential Learning Lab V

NURS-3830: Adult Health & Health Alterations III NURS-3940: Nursing Care of Children & Youth

NURS-3950: Nursing Research

NURS-3960: Community Health Nursing

Required Year 3 Nursing Courses for Winter 2025

NURS-3140: Professional Nursing IV

NURS-3561: Experiential Learning Lab VI

NURS-3552: Clinical Practicum V

NURS 3840: Adult Health & Health Alterations IV

NURS 3970: Health Issues in Gerontology

NURS 4999 Indigenous Health (or equivalent as deemed by Faculty of Nursing)

NURS 3632: Consolidated Practicum III

Note: Refer to <u>Important Academic Dates</u> for Winter Orientation and Consolidation dates.

NURS 3632 Consolidation is a full-time experience in the Spring (days, evenings, weekends possible).

BScN COLLABORATIVE PROGRAM POLICIES, BYLAWS, GUIDELINES

It is your responsibility to be familiar with and follow the University of Windsor senate bylaws and policies as well as the Faculty of Nursing program regulations.

For a full list of bylaws, policies, and program regulations, please visit: http://www.uwindsor.ca/nursing/339/policies-bylaws-and-guidelines

- Program Regulations
- Laboratory Guidelines for Students in the Faculty of Nursing
- Cheating Policy for Faculty of Nursing, University of Windsor (also see Bylaw 31)
- Faculty of Nursing Notice of Use, Collection and Disclosure (of Collaborative Student information)
- Transportation Policy for Students and Instructors
- Nursing 'Missed Examination and Missed Assignment' policy.
- Missed Clinical Policy & Request for Clinical Absence Form
- Guidelines re: Students with Latex Allergy and/or Sensitivity
- Students with Disabilities/Accommodation Requirements Policy

Senate Bylaws

- Bylaw 31: Academic Integrity
- Bylaw 32: Procedural Irregularities and Discrimination Regarding Academic Instruction, Evaluation and Appeals
- Bylaw 33: Student Rights and Freedoms
- Bylaw 54: Undergraduate Academic Evaluation Procedures

INTERNATIONAL EXCHANGE TO SWEDEN OR AUSTRALIA



Check out Marlo's experience as an exchange student at Jonkoping University's School of Health and Welfare in Sweden.

Opportunities exist for nursing students to go on exchange to Australia or Sweden for one semester of the program. These exchanges take place in the winter semester of year 3 (Australia) or fall semester of year 4 (Sweden). Students planning to participate in international exchanges are responsible for meeting the requirements of the host country/institution. If you are interested in learning more about an exchange opportunity, please contact the International Student Exchange office and Prof. Natalie Bownes, nbownes@uwindsor.ca

Link: http://www.uwindsor.ca/studentexchange/388/destinations-major

Australia (Winter semester of 3rd year)	Sweden (taught in English, Fall semester of 4 th year)
<u>La Trobe University</u>	Jönköping School of Health and Welfare

Year 3 Community Consolidation Opportunity in Tanzania, Africa



- Tanzania Interprofessional Experience-April-May, 2025 (approx. 3 weeks)
- In collaboration with Dr. Beckford and the Faculty of Education, Prof. Rachel Elliott will be taking a clinical group to Tanzania (8 students will be accepted).
- Students must take NURS 4990: Issues in Global and Planetary Health in winter of Year 3. Students may consider taking summer course(s)
- Expression of intent due by Sept 15th at 2359hrs using this link: https://uwindsor.cal.qualtrics.com/jfe/form/SV_0wwnYMclD5eRux8
- For more information, please contact Prof. Natalie Bownes nbownes@uwindsor.ca or Prof. Rachel Elliott Rachel Elliott@uwindsor.ca

LEDDY LIBRARY

Research Help & Leddy Library

The Leddy Library is the main campus library of the University of Windsor and serves the Faculty of Nursing. At Leddy Library, you will find an inviting place to meet and study with social areas and quiet floors to suit individual and group study needs. Access our vast electronic collections 24/7 on the Leddy Library website and make use of the tailored collection of databases assembled just for you in the Nursing Research Guide. Your UWinCard is your library card for books and your UWinID is your username and password for access to online collections.

If you encounter any trouble finding, accessing, or using scholarly resources for your research and writing assignments, your dedicated <u>Liaison Librarian</u> is available to help you succeed. The liaison librarian for the Faculty of Nursing is <u>Adam Mulcaster</u>. To make an appointment for a research consultation, use the Leddy Library's <u>Bookings Service</u> to set an appointment with Adam that fits your schedule. You can also book an appointment or get answers by <u>phone or email</u>. Research consultations can take place in-person or virtually.

Do you have questions for the library?

Reach out to the Faculty of Nursing – Leddy Library liaison:

Adam Mulcaster Information Services Librarian Leddy Library University of Windsor

STUDENT COUNSELLING SERVICES

The Faculty of Nursing is fortunate to have our own Clinical Therapist, Laura Little, MSW, RSW available for students in the BScN program. Laura works solely with nursing and medical students, so she understands the specific pressure points of being in a professional nursing program. Laura provides confidential mental health counselling, group sessions, consultations, referrals, and support at no cost to students.

When should I seek professional support?

Attending university is a life change and can present challenges. Outside of academic pressures, students may have to deal with stresses related to:

- Physical or mental illness (depression, anxiety, disordered eating, suicidal thoughts)
- Family issues/conflict
- Concerns around substance use
- Relationship issues/end of important relationships
- Illness or death of a loved one/grief
- Living away from home/loneliness
- Processing distressing events- current or past (abuse- verbal, emotional, physical, sexual)
- Financial stress

Sometimes coping with one or more of these stresses can overwhelm our regular coping skills (things like getting social support from loved ones and friends, problem solving and planning, tolerating distress and regulating our emotions, spiritual coping, and healthy distractions like hobbies and movement). The university offers a range of services to support students' mental health including therapy groups, TAO modules and coaching, single session drop-in, and short-term counselling to currently enrolled students.

How do I connect with Student Health, Counselling & Wellness?

If you have decided you need some professional support, you can register with us online, in person or over the telephone. You will be given intake, consent and confidentiality forms to complete.

- email: scc@uwindsor.ca
- in person: CAW Student Centre 2nd floor, room 293
- via telephone: 519-253-3000 x4616

If the appointment is urgent, we ask students to please call or come into the office instead of emailing.

For more information about location and all the services offered, please visit the **Student Counselling Centre** website.

We offer single session appointments, therapy groups for specific issues (anxiety, depression, relationships, ADHD, etc.) and/or initial consultations to assess your concerns and develop a plan using our stepped care model.

If you are concerned about your own or another person's safety, including if you are experiencing thoughts of suicide without a clear commitment to safety, please IMMEDIATELY contact one of the following: <u>Talk Suicide Canada</u> 1-833-456-4566, or the local Community Crisis Centre 519-973-4435 if you are in Windsor or 9-1-1.

STUDENT ACCESSIBILITY SERVICES

Our Role on Campus

To serve students with various documented disabilities including, but not limited to:

- Deaf/Hard-of-Hearing
- Low Vision/Blind
- Mobility Impairments
- Chronic Medical Conditions
- Learning Disabilities/ADD/ADHD
- Acquired Brain Injury
- Mental Health Disabilities
- Temporary Disabilities

Student Accessibility Services Process

Students with disabilities who require academic accommodation must complete the intake process with Student Accessibility Services (SAS).

https://olympic.accessiblelearning.com/UWindsor/ After meeting with an advisor and registering with SAS, you will request your accommodation for each course and discuss your accommodation needs with your course professor(s) as early in the term as possible. Students need to register with SAS every semester. Further information about documentation requirements and policies and procedures is available here: http://www.uwindsor.ca/studentaccessibility/.

Classroom Accommodations

• are adjustments provided to ensure that students with disabilities have fair and equal access to the curriculum and an opportunity to process classroom information

Exam Accommodations

• are adjustments to standard exam conditions that lessen the impact of the disability without fundamentally altering the nature or security of the examination or providing unfair advantage

STUDENT ACCOUNTS OFFICE

How do I pay for courses? <u>Visit the Student Accounts Office!</u> For payment options visit this <u>page</u>. Questions about student accounts and tuition can be directed to <u>cashiers@uwindsor.ca</u>

STUDENT AWARDS & FINANCIAL AID

- UWinAward Search
- Scholarships & Bursaries
- OSAP & Financial Aid
- Ignite Work Study
- Visit their <u>website</u> to see more!

Career Development & Experiential Learning at the University of Windsor

The Career Development team is here to help you build bridges between the classroom and the world of work. Our main goal is to assist students and recent alumni to prepare for post-graduate employment by providing programs and resources designed to assist you with career planning, job search strategies, resume writing, interview preparation, and more.

Please visit our website to learn more about how we can help: www.uwindsor.ca/cdel.

You are encouraged to book an appointment with one of our career advisors or attend one of our workshops. We offer our appointments and workshops in both in-person and virtual formats. Please log on to mySuccess (success.uwindsor.ca) with your UWinID to get started.

To book a 1:1 Career Appointment with a Career Advisor

- 1. Select "Book an Appointment" from the dashboard
- 2. Select "Career" to see your available appointments

To register for Workshop

- 1. Select "Register for an Event" from the dashboard
- 2. Select "Career" to view calendar
- 3. Select a workshop that you are interested in
- 4. Select the "Register for this event" button to register

For a list of our upcoming workshops, check out our Workshop Schedule.

If you are looking for a job, mySuccess also has job postings for full-time, part-time, and summer employment in Windsor-Essex and beyond!

Check out the Nursing Employer Resources on the Nursing Student Support Brightspace site!

In collaboration with the Faculty of Nursing, we maintain this site full of tools and resources you can access at any time to support all aspects of your job search and career planning. Be sure to check out information about employers from all over Canada and the US who are interested in hiring our Nursing students.

Gain Valuable Experience in one of our experiential learning programs, VIP and Ignite!

VIP - Community Service Learning – Participants work with local community partners for 40 hours in a semester to gain skills and experiences for their future careers. Visit uwindsor.ca/vip to learn more.

Ignite – This is the University of Windsor's Work Study program which funds part-time jobs on campus, offering an opportunity for both financial benefits and skill development. Visit <u>uwindsor.ca/ignite</u> for more details.



UNIVERSITY OF WINDSOR STUDENTS' ALLIANCE (UWSA)

Health and Dental Claims through UWSA

The UWSA, on behalf of its members, negotiates a health and dental plan for students who are not already covered under their own, their spouses' or their parents' benefit plans.

To find full plan information please visit https://uwsa.ca/services/health-and-dental-plan/. You can use the Student VIP website to submit claims, set up direct deposit, view past claims and more.

Feel free to contact the UWSA office for other general inquiries regarding your health and dental plan. Information about Health, Dental, and Opt Outs was taken from the following website: https://uwsa.ca/

More UWSA Services

- Student Groups
- Walksafe
- Womxn's Centre
- Peer Support Centre
- Campus Food Pantry
- Campus Pride Centre

For more information please visit: https://uwsa.ca/

Campus Resources

Location:	Service Provided:
Faculty of Nursing – Main Office Toldo Health Education Centre, 3 rd Floor Room 336 nurse@uwindsor.ca	Faculty of Nursing General Inquiries
Clinical Learning Centre (General Nursing Lab) HEC/Toldo 210 Lacey Rivest, BScN RN MN, Clinical Lab Coordinator lacey.rivest@uwindsor.ca	Provides students with opportunities to practice clinical skills. Students can make an appointment with a peer mentor.
Academic Advising Acting Student Success Coordinator (Nursing) HEC/Toldo 201B Kathryn Corby corby1@uwindsor.ca until May 15, 2024 After May 15, 2024 contact: Fran Meloche RN, MScN fmeloche@uwindsor.ca	Provides academic advising and support services recommendations for all undergraduate nursing students.
Student Counselling Centre CAW Student Centre, Room 293 To schedule an appointment e-mail see@uwindsor.ca or call Ext. 4616 Clinical Therapist: Laura Little MSW, RSW office: Toldo, 201A	Provides free, short-term and crisis counselling by appointment. Offers workshops in areas such as stress and anxiety management.
Registrar's Office Chrysler Hall North, Room 1118 Ext. 3315 (or online through ask.uwindsor.ca)	Registration and Admissions Application Information DARS, add/drop/change course forms
Student Accounts Office Chrysler Hall North, 1 st Floor Ext 3307 cashiers@uwindsor.ca	Tuition payments Account information
Student Awards and Financial Aid Chrysler Hall Tower, Room 102 Ext. 3300 award1@uwindsor.ca	Awards, Bursaries Financial Aid Financial Problems OSAP Scholarships, Work-Study Program
Student Accessibility Services Lower Level of Dillon Hall Ext. 6172 sas@uwindsor.ca	Provides services and accommodations for students with documented disability-related needs.
Student Information Resource Centre Located in the Common area of the CAW Centre. Ext. 7024	Provides information, with referral to other campus service
UWIN Card Office CAW Centre, Lower Level Ext. 8946	This is where you obtain your UWIN ID Cards (clinical and student card)

International Students' Centre Laurier Hall, 2 nd Floor Ext. 3938 isc@uwindsor.ca	Offers opportunities to become involved in aspects of international student life on campus.
Aboriginal Education Centre (Turtle Island) CAW Student Centre, Room 179 Ext. 3481	Offers support and activities to meet Aboriginal student's academic, personal, and cultural needs.
Career Development & Experiential Learning Joyce Entrepreneurship Centre Suite 100 Ext. 3895 careerservices@uwindsor.ca	Provides workshops on resume writing, interview skills and job-search strategies. Job Fair and specialized career-specific seminars.
Leddy Library & Writing Support for Students writingsupport@uwindsor.ca http://www.uwindsor.ca/success/writingsupportdesk	Offers support with academic writing and research.
Student Success and Leadership Centre Dillon Hall, Suite 111 Ext. 1414 www.uwindsor.ca/steps	S.T.E.P.S. offers sessions throughout the semester to introduce practical methods that can help students improve learning and study skills across disciplines.
Student Health Services CAW Student Centre, 2 nd Floor https://www.uwindsor.ca/studenthealthservices/	Appointments available with Physicians and Nurse Practitioners; Referrals possible for mental health services
Campus Police 519 253-3000 ext.1234 (non-emergency line) 519 253-3000 ext. 4444 (on-campus emergency line) http://www.uwindsor.ca/campuspolice	Walk Safe Program, <u>Campus Community Mobile Apps</u>
Parking Services Joyce Entrepreneurship Centre, 1st Floor (519) 253-3000 Ext. 2413 parking@uwindsor.ca http://www.uwindsor.ca/parking-services/	Directions to the campus Printable campus map & parking map Interactive campus map

For a Complete List of Campus Resources including Mental Health & Wellness Resources please visit:

Support Services on Campus



Faculty of Nursing Social Media Channels

