



Registered Nurses  
Professional Development Centre

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## **RN Bridging/Re-Entry Program (RNBRP) Learner Handbook**

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Please retain this booklet for reference during your course and/or program

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## Disclaimer:

RNPDC programs are designed to prepare health care professionals for real-world health care practice. Program content should never replace specific decisions for individual persons in care, and do not substitute for the shared decisions between any person and his or her health care professional which are unique to each circumstance.

The Registered Nurses Professional Development Centre and the program reviewers have exerted every effort to ensure that the information in programming is consistent with recommendations and practice at the time of publication. However, in view of ongoing research, changes in governmental regulations and the constant flow of information relating to the practice, the reader is urged to check additional practice reference sources.

While every attempt is made to update the learner handbook, any alterations to current policies and procedures will supersede what is in print in this handbook. Learners will be given prior notice of any changes to the policies or information provided in the handbook.

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Registered Nurses Professional Development Centre and Nova Scotia Department of Health and Wellness

Nova Scotia Health Authority

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## General Information

The RN Bridging/Re-Entry Program (RNBRP) is offered to:

- Internationally educated nurses (IENs) who wish to practice in Canada
- Canadian-educated nurses who:
  - wish to re-enter nursing practice or
  - have performance or competence issues requiring remediation

The RNBRP is based on entry-level nursing competencies set by the registered nursing regulatory bodies in Nova Scotia and Prince Edward Island. The Program has received approval as a RN Bridging/Re-Entry Nursing Program by the Nova Scotia College of Nursing (NSCN).

Currently, the RNBRP is facilitated through online learning, online classroom sessions, lab practice and clinical practicums. Some courses are delivered entirely online, while others have a blended approach (e.g., online and face-to-face components).

## RN Bridging/Re-Entry Program Courses

Learners who are required to participate in the Program must successfully complete the courses as indicated in their referral and acceptance letters.

**Details about each course including course outlines and program costs can be found on the Registered Nurses Professional Development Centre (RNPDC) website**

- **Professional Nursing in Canada:** Online learning + online classroom sessions
- **Professional Communication:** Online learning + face-to-face lab sessions
- **Health Assessment:** Online learning + face-to-face lab sessions
- **Changes in Health and Therapeutic Interventions I:** Online learning + online classroom sessions
- **Medication Administration:** Online learning + face-to-face lab session
- **Pharmacology:** Online learning + online classroom sessions
- **Changes in Health and Therapeutic Interventions II:** Online learning + online classroom sessions + face-to-face lab sessions
- **Clinical Nursing Skills:** Online learning + face-to-face lab sessions
- **Clinical Course Medical-Surgical:** Instructor-led clinical (160 hours) + preceptor-led clinical (160 hours)

*Note:* Canadian-educated/licensed re-entry learners only complete the preceptor-led clinical. Those with performance or competence issues requiring remediation may be required to complete both instructor-led and preceptor-led clinical.

**Specialty Courses:** Maternal-Infant Health, Child Health, Psychiatric Mental Health Theory: online learning; Clinical: 80 hours.

## Textbooks

At the beginning of each course learners are provided information regarding any required textbooks. For required readings provided online, learners may print their materials at home or at an external printer service provider. A permission letter for printing at external printing service providers is available in Brightspace.

For a full program textbook list and how to obtain textbooks, please see Appendix A.

## How to Access Your Online Courses

The program materials can be accessed on RNPDC's online learning environment, Brightspace. This includes access to the lessons, readings, calendar/schedule, and program syllabus. When you take your first course, you will receive an **email** with your username and password to access Brightspace approximately **one week prior to the start of your first course**. If you do not receive an **email**, please check your junk folder and if not there, contact us at [RNBRP@nshealth.ca](mailto:RNBRP@nshealth.ca). You must login to Brightspace at least two business days before the start of your course to ensure that you can access the system. This will provide you the opportunity to become familiar with the Brightspace learning environment and how the course materials are accessed.

There is a brief Brightspace Orientation module on the RNBRP Homepage (in Brightspace) under Resources. It is highly recommended that you access the Brightspace Orientation module prior to the official start date of your course as it will show you how to access various tools in Brightspace.

**Please note**, if you are having technical difficulties logging into Brightspace, contact [helpdesk@d2l.com](mailto:helpdesk@d2l.com). Please be sure to note nshealth.brightspace.com in your message to the helpdesk.

## Computer Requirements

**Brightspace Requirements:** The link below reviews the internet browser and other computer software that learners must have installed on their computers in order to use Brightspace. If you are in doubt about your computer/software, a system check is available within the learning environment. It is expected that you complete the system check at least 2 business days prior to the course start in order to resolve any issues prior to beginning your course.

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

### **Other System Requirements:**

- Mac users must use a Windows compatible file format when uploading to Brightspace, e.g., Word or PDF.

## Exams

RNPDC uses a LockDown Browser and an online proctoring monitoring system called Respondus Monitor® which allows learners to write examinations from a computer that has a functioning webcam, microphone and broadband connection. Respondus Monitor® is an application that video records learners during an online, non-proctored exam. This means that if you have the correct computer requirements, you can write your exams from home.

Examination writing will have parameters. For instance, you will be required to write the examination during a finite time frame, i.e.: Monday from 9am to 11am. Learners will only be provided one attempt at the examination. Faculty will review the process for examinations during course orientation. Please refer to the RNPDC examination policy found on the RNBRP Brightspace page for details.

## Respondus LockDown Browser and Monitor

### **Computer Requirements:**

In order to use this application, your computer must meet certain requirements.

### **Requirements for LockDown Browser:**

LockDown Browser and Respondus Monitor are available for Windows and Mac devices

Do not attempt to complete your exam using an iPad, Chromebook or Mobile Phone

Operating Systems:

Windows: 10 and 8. (Note: Windows 10S is not a compatible operating system)

Mac: macOS 10.12 to 11.1

Memory:

Windows: 200 MB of free hard disk space, 2GB RAM

Mac: 200 MB of free hard disk space, 2 GB RAM

### **Requirements for Respondus Monitor:**

Windows: 10 or 8

Mac: OS X 10.12 or higher

**Web camera (internal or external) & microphone is required.**

**A broadband internet connection is also required.**

### *What Do You Need to Do?*

Learners will need to download and install the LockDown Browser application, which includes everything needed for Respondus Monitor (the proctoring application).

The link to this download will be accessed from the **practice exam in your course(s)**. The completion of a practice exam with Respondus LockDown Browser and Monitor will be provided to you by your instructor to ensure your computer, webcam and Internet are working properly. It is **HIGHLY recommended** that you complete this practice as soon as possible (in the first week of your course).

## *Having Trouble?*

24/7 Live Chat for Learners – Learners having technical problems with Respondus Monitor can initiate a live chat with Respondus Support. This 24/7 service is available within Respondus Monitor and is accessed from “Help Center” and the “It’s Not Working” links that appear in the pre-exam start-up steps.

## Self-Directed Online/Classroom/Lab Learning

The RNBRP is designed to accommodate the needs of adult learners who are juggling multiple responsibilities (e.g., family, work, school). Suggested course study plans will be provided to guide learners. These plans are somewhat flexible. Faculty does require that certain quizzes, assignments and lessons be completed prior to online classroom and/or lab sessions. Discussion boards and online classroom sessions will be used to help learners deepen their understanding of course materials and to clarify challenging concepts. These sessions will not be traditional lecture-style sessions, but full of dynamic learning activities in which learners are expected to apply the theoretical knowledge that they studied prior to the session. Learners are encouraged to contact faculty via phone or email if they are struggling with a concept, or have any questions.

**Please come to all online classroom and lab sessions prepared to participate.**

## Active Directory

Learners registered in the RNBRP obtain an Active Directory (AD) account with a username and a password upon completion of the Nova Scotia Health (NSH)/Izaak Walton Killam (IWK) **Privacy and Cybersecurity** training module. Please see the instruction sent out with acceptance letters. These credentials give users access to NS Health computers, networks and library services, **without which the clinical course cannot be completed.** Learners must submit the completed NS Health Pledge of Confidentiality form via email to the program administrator as soon as possible. AD credentials will be sent out to learners after they begin their first course.

**All learners are responsible to keep their account active and updated, as the password expires every 90 days.**

**Note:** When using the AD credentials on a computer outside NS Health to log in, the **domain name** should be added before the username, that is: **cdha\**active directory username.

Information on how to use the library services can be found under the Library Services section on the homepage of RNPDC in Brightspace.

## Clinical Course

Learners who are required to complete a clinical placement will be enrolled in the **Clinical Course: Medical Surgical** via Brightspace at the beginning of the program. This course in Brightspace contains important information related to the clinical placement. Payment for the course will not be due until closer to the start date of the placement.

### **Instructor-led:**

The clinical course consists of 160 hours of instructor-led clinical, which is offered in Nova Scotia and Prince Edward Island. Learners are responsible for their own travel and accommodations. Shifts are only days, a combination of 8 and 12 hours, from 0700-1500, and 0700-1900. Uniforms, parking and meals are the responsibility of the learners.

*Note:* Canadian-educated/licensed re-entry learners only complete the preceptor-led clinical. Those with performance or competence issues requiring remediation may be required to complete both instructor-led and preceptor-led clinical to meet practice hours.

### **Preceptorship:**

The second half of the Medical-Surgical clinical course consists of 160 hours of preceptorship, which can be completed at a health care organization close to the learner's home. This preceptor-led clinical are generally completed on an acute medical-surgical unit. **Learners are expected to do all shifts with their assigned preceptor, including weekends, days and nights.**

### **Specialty Preceptorship:**

Learners referred to complete a specialty clinical course, consisting of 80 hours, must have completed the related specialty theory course. This is a preceptor-led clinical, and faculty try to obtain a preceptorship close to learner's home.

Please note that learners are required to wear their nursing uniforms to clinical.

All efforts are made by faculty to ensure that the clinical course schedule is given to learners in advance, to allow them to make arrangements with employers, travel and family. Please note that we have an extremely high demand for clinical placements due to large numbers of students, and the retirement of experienced preceptors. Faculty will strive to offer preceptorships in as timely as fashion as possible, given the current constraints in practice.

## Pre-Clinical Requirements

It is policy at the RNPDC that learners complete all pre-clinical requirements prior to the clinical course. These requirements are set forth by the health care organizations and include such things as immunizations, criminal record checks and Basic Life Support certification. **Note that immunizations may take months to complete.** Learners need to submit all the required

documents by email to [RNBRP@nshealth.ca](mailto:RNBRP@nshealth.ca) **within 2 months following the start date of the program/as soon as possible** to avoid any delays in their clinical placements.

#### **Pre-Clinical Requirements for all learners:**

- You have completed all educational requirements stipulated by the referring regulatory body.
- For specialty clinical placement, you have successfully passed the specialty theory course (i.e., maternal-infant health, child health, or psychiatric mental health).

#### **Nova Scotia Learners:**

**NS learners** must submit the following documents (forms are available in Brightspace) via email to [RNBRP@nshealth.ca](mailto:RNBRP@nshealth.ca) **within 2 months following the start date of the program** to avoid any delays in the clinical placements:

##### **If you are a Nova Scotia Health (NSH) employee:**

- Completed HSPnet Consent Form
- Completed NS Health Student Placement Agreement Form
- Documentation of Basic Life Support (BLS) for Health Care Providers (HCP). **Your certification may not be more than two years old while you are in a clinical placement.** If your BLS for HCP will expire during the program, or will be more than 2 years old prior to clinical, faculty recommends you recertify **PRIOR** to entering the program.
- NS Health e-Orientation Checklist
- Student and Learner Placement Service - Mandatory PPE Orientation (NSH & IWK)

##### **If you are NOT a Nova Scotia Health (NSH) employee:**

- All the above documents
- Written confirmation of Immunization Status. Please have your health care provider complete the NS Health Immunization Form. **Do not submit medical/laboratory documents.** Please retain the original copy in case it is needed for other clinical placement purposes.
- Criminal Records Check (CRC) with **Vulnerable Sector Search**: the CRC must be dated within 3 months of the program start date, and will be valid for the duration of this program. Please retain the original copy in case it is needed for other clinical placement purposes.

#### **Prince Edward Island Learners:**

**PEI learners** must submit the following documents (forms are available in Brightspace) via email to [RNBRP@nshealth.ca](mailto:RNBRP@nshealth.ca) **within 2 months following the start date of the program** to avoid any delays in the clinical placements:

- Copy of your completed Student's Acknowledgement of Responsibility Agreement form.
- Documentation of Basic Life Support (BLS) for Health Care Providers (HCP) **completed within two years of the start date of clinical placements.** If your BLS for HCP will expire during the program, faculty recommends you recertify **PRIOR** to entering the program.

- Criminal Records Check (CRC) with **Vulnerable Sector Search**: the CRC must be dated within 3 months of the program start date, and will be valid for the duration of this program. Please retain the original copy in case it is needed for other clinical placement purposes.
- Please have your health care provider complete the NS Health Immunization Form. Do not submit medical/laboratory documents. Please retain the original copy in case it is needed for other clinical placement purposes.  
You will also have to submit proof of having received the most recent flu shot available prior to the start of clinical placements.

**Note: All learners may be required to submit other placement specific documents. Learners will be notified about other applicable prerequisites via email.** If you are unsure about your clinical placement or what forms to send in, please contact the program faculty at the contact information provided at the end of this manual.

## Submitting Forms

Forms which require signatures must be printed and completed by hand (please write legibly). Please ensure all fields are filled in their entirety. **Typing your name in a signature field will NOT be acceptable** and you will be required to resubmit. Submit all forms via email to [RNBRP@nshealth.ca](mailto:RNBRP@nshealth.ca); you may consider using a Scanning App (see instructions below) to assist you with this process.

**Note: Be sure to label files accordingly BEFORE submission** (FullName.FileName) e.g., MarySmith.BLSCertificate, and save using a pc compatible format (word/pdf). RNPDC privacy measures limit document type capabilities and are unable to open Apple/Google files (such as pages, numbers, sheets, TIFFs etc.). **PDF is the recommended file type for submitting forms.**

**Please do NOT take multiple photographs** of the forms and email multiple photo files. **Do not load multiple pdf pages of a single form.** These methods are very labour intensive and the photos are often very difficult to read. Photo submissions of forms or multiple pdfs of the same form will **not** be accepted. Thank you for your attention to these requests.

### Using a Scanning App to Submit Forms

Download a scanning app onto your Smartphone/tablet. There are numerous apps available for both Android and iOS for free.

These apps turn your mobile phone into a portable scanner by taking a photograph of forms and turning it into a single pdf that can be relabeled and emailed.

Please ensure the app you select will create a single pdf document from several forms.

## Academic Accommodation

As per our obligations under human rights legislation, RNPDC affirms our moral duty to make reasonable efforts to provide academic accommodation for learners experiencing a barrier due to a disability or a learning difference.

Learners who require academic accommodation for completion of course work make their request upon enrollment into a program/course via the Program Lead who will forward it to the Learner Progression Committee. To the point of undue hardship, RNPDC is committed to providing reasonable accommodation to learners with identified and duly assessed disabilities. Learners seeking accommodation should inform their respective faculty of same upon initial registration in the program/course.

**Accommodations can also come directly from the regulator referral.**

## Course Evaluation

Upon completion of each course, you will be asked to provide feedback that will be used by faculty to improve the course. This is a very important responsibility related to participation in courses in the RNBRP. You are the only one who can tell us how well we did in helping you meet course outcomes, and provide us with your ideas on how to improve the course for future participants. As well, within the first year following the completion of your course(s) and as you are working as a registered nurse, we will ask for your feedback on how well our courses prepared you for registered nursing practice. Again, your completion of this evaluation is very important as your input helps us offer a program that will continue to meet the needs of our future students.

## Policies

RNPDC Policies contain important information that will facilitate your progress through the program. These are also located on the RNBRP homepage in Brightspace (the online learning environment). Please read these documents. Learners registered in the RNBRP must comply with all the RNPDC policies and the following regulations specific to the program including:

- a) The full program typically takes approximately 12 to 14 months to complete. Learners have a **maximum of 2 years** to complete all their program requirements, to accommodate those who require more time (e.g., program interruption for health issue, pregnancy). Learners who wish to extend their studies beyond that must have just cause and be presented to the Learner Progression Committee for approval.
- b) Specialty courses are to be completed in 8-12 weeks. Extensions beyond 12 weeks (per course, clinical or theory) must have just cause and be presented to the Program Lead and Faculty for approval.
- c) The pass mark for each course is 65%. If a course has a theoretical and a practical/application component, 65% must be achieved on each component. Learners

are permitted **ONE** re-do of a course per program. If a learner fails an additional course, they are immediately disqualified from the program.

- d) All learners having difficulty progressing satisfactorily in the program will be presented to the Learner Progression Committee.

## Learner Progression Committee

The Learner Progression Committee makes decisions in relation to assessment or re-assessment of learners' knowledge, skills and performance and adherence to the Academic Code and Professional Code of Conduct for all RNPDC courses/programs. These decisions may include remediation, continuation in the course/program, disqualification and/or recommendations for acceptance into future courses/programs. A learner who disagrees with any decision by the Learner Progression Committee is provided an opportunity to seek review of that decision.

## Attendance

It is the responsibility of the learner to attend all mandatory online or face-to-face orientation, classes and tutorials, learning labs and clinical experiences as scheduled. If a class or clinical shift is missed due to an exceptional circumstance (e.g., health or family crisis) the learner must inform faculty/preceptor in advance, and may be required to complete additional assignments or make-up the clinical experience.

## Non Communication of a Learner

When faculty has not received any correspondence from a learner over a reasonable period of time (as determined by program faculty) faculty will make three documented attempts, either verbally and/or in writing, to contact the learner. A learner is defined as non-communicative who has not responded to three consecutive attempts by faculty to communicate with the learner during the program duration. Learners who are non-communicative will be disqualified from the program of study.

## Cancellation of Scheduled Learning Experiences

Cancellation of scheduled learning experiences (including labs and clinical) may occur due to a severe inclement weather (e.g. a winter storm). A scheduled learning experience is facilitated by a faculty, instructor, proctor or preceptor; this does not

apply to self-directed study. It includes online or face-to-face orientation, online classes, learning labs and clinical experiences.

Faculty will notify learners as soon as the decision to cancel is made, and within a minimum of 2 hours prior to the scheduled start time. Faculty will do this by posting an announcement in the applicable course.

## Dress Code

Learners are required to present a professional image at all times. Faculty encourages learners to wear uniforms in lab settings but it is not mandatory. It is a requirement to wear uniforms as per agency policy during clinical.

## Electronic Communication

Learners are not permitted to use wireless electronic communication devices (e.g., smart phones) for personal reasons while providing direct patient care. It is expected that during class/tutorial/learning lab time learners will refrain from using wireless communication devices for personal use and focus on the learning at hand. Learners are to ensure that the confidentiality and privacy of persons in care, patients, families and other health care providers are maintained at all times. No photographs or video recordings are permitted in the clinical setting. If a wireless electronic communication device is used in the clinical setting for access to course or work related resources or tools, learners are responsible to ensure that proper infection prevention and control strategies are implemented.

## Learner Initiated Modification of Study

Learners in RNPDC educational programs are supported to initiate a modification of study due to individual circumstances related to personal choice, career path, health, family and other life events. The modification could involve withdrawal or a program interruption.

Learners who wish to discuss or initiate a modification of study should contact faculty, review the policy, and submit the required form.

Learners on paid parental leave from their place of employment should contact their benefits provider to ensure they are permitted to participate in educational activities while receiving benefits. Learners who are not permitted to participate in educational activities are required to notify faculty as soon as possible and must take a program interruption for the duration of their parental leave.

## Course Extension or Program Interruption

Course extension is typically defined as a delay in the regularly scheduled completion date for a course. This extension must be requested by the learner and approved by the program faculty. A course extension is typically considered 4 to 8 weeks past the expected end date. Further extension beyond this date must be presented to the Learner Progression Committee. **Please note, you must complete the course work in one course before you can start the next unless under extenuating circumstances and approved by the Program Lead and Learner Progression Committee.**

Reasons for a course extension/ program interruption may include:

- Illness/pregnancy of learner (medical documentation may be required)
- Illness or death of family member/significant other
- Job related reasons
- Difficulty balancing program requirements/work life
- Other

A course extension/ program interruption requires an amended timeline that includes a written work plan that has been agreed to by the learner and faculty.

## Academic and Clinical Progression

To attest that a learner has met a program's competencies or course outcomes the learner must meet all of the assessment criteria for knowledge, skills and performance at predetermined assessment points. Each course has multiple assessment points that are communicated to the learner in advance in the syllabus. Failure at an assessment point will result in remediation and reassessment as follows:

- a) The pass mark for each course is 65%. If a course has a theoretical and a practical/application component, 65% must be achieved on each component. Learners are permitted **ONE** re-do of a course per program. If a learner fails an additional course, they are immediately disqualified from the program.
- b) If a learner is unsuccessful in the instructor-led or preceptor-led clinical (which is evaluated on a pass/fail basis) the learner will be referred to the Learner Progression Committee. Based on the recommendations of the Learner Progression Committee, the learner may be able to repeat the instructor-led and preceptor-led clinicals.

**The RNPDC reserves the right to disqualify a learner for failure to meet the requirements for either academic or clinical progression. The Learner Progression Committee makes this decision based on evidence presented by faculty.**

## Academic Code

An academic code describes expectations that promote a high standard of honesty and integrity while participating in an educational program. Learners in a RNPDC course/program must have a commitment and obligation to adhere to the RNPDC Academic Code. Learners must be committed to:

- doing their own work
- citing others' ideas and words
- participating in all scheduled learning experiences (i.e., orientation, learning labs, exams, clinical practicum)
- being responsible/accountable for their own actions

Adherence to the RNPDC Academic Code is assessed throughout the course/program and contributes to successful completion of the course/program. Clear educational expectations are provided so that learners understand what they must accomplish to fulfill course/program requirements. Violation of the Academic Code results in disciplinary action ranging from a warning to course/program disqualification.

The following list provides examples of actions that violate the Academic Code. This list is not inclusive and should be used only as a guide. Omission of a misconduct action from this list does not prevent the RNPDC from investigating any alleged incident and carrying out disciplinary actions as required.

- Falsification of data/misrepresentation: Impersonation of another candidate in an exam/assignment; forging an academic record; fabricating data (**i.e. falsification of province of residence**)
- Plagiarism: Presenting work done by someone else as if it were one's own; presenting direct quotes or large sections of materials without acknowledging the author and source (i.e.: internet site, journal, textbook). Follow this link for more information on copyright and plagiarism: <https://library.nshealth.ca/Copyright/Plagiarism>  
Please see **Appendix B** for Assignment Formatting Guidelines.
- Misuse of test/assignment materials: Copying from another's work; allowing someone else to do assigned work (i.e.: assignments); submitting work done in part or in whole by someone else; taking or using test materials without faculty permission (e.g. accessing an online exam without permission or at a non-designated writing time)
- Receiving/giving unauthorized assistance: Copying from another learner; making information available to other learners; having unauthorized books, papers, and/or electronic computing, data storage or communication devices during an assessment (examination/assignment, skill testing, clinical performance).
- Theft of materials

Once an alleged academic violation is suspected, the incident is forwarded to the Learner Progression Committee. The case is investigated and the Learner Progression Committee will decide to either dismiss the case or recommend disciplinary action. Disciplinary actions may include:

- A written warning
- Temporary suspension of progression in the program, thus providing time to discuss the incident at the Learner Progression Committee
- A grade of 'Unsatisfactory' or 'Fail' or 'Zero' depending on the assessment point (checklist or exam/assignment)
- A probationary period with the term of probation being determined by the Learner Progression Committee
- Disqualification from the course/program

## Professional Code of Conduct

The RNPDC values and promotes a professional learning environment. RNPDC learners are health professionals whose accountability and responsibility includes adherence to their professional standards and codes of ethics.

While enrolled in a RNPDC course/program, a learner is expected to adhere to a professional code of conduct. This includes adherence to one's own professional standards and all course/program guidelines when participating in any learning experience in the program. Adherence to the Professional Code of Conduct is assessed throughout the course/program and contributes to successful completion of the course/program. Violation of the Professional Code of Conduct results in disciplinary action ranging from a warning to course/program disqualification.

The following list provides examples of some behaviours demonstrating adherence to the Professional Code of Conduct. This list is not inclusive and should be used only as a guide.

1. Precedence for client welfare over learner educational objectives.
  - The learner's primary responsibility is the welfare of the client
  - The learner consults with faculty, the preceptor, and/or the attending physician regarding client management
2. Maintenance of client privacy and confidentiality during educational experiences.
  - The learner respects the client's privacy and dignity
  - The learner maintains client confidentiality in discussions and assignments
3. Respectful of the contribution of other individuals to one's learning.
  - The learner demonstrates respect when interacting with other learners, faculty,

staff, preceptors/peer reviewers and other health care professionals

4. Exhibits effective interpersonal skills in all interactions.
  - The learner demonstrates respectful verbal and non-verbal communication behaviors when interacting with other learners, faculty, staff, preceptors/peer reviewers and other health care providers

Once an alleged violation of the Professional Code of Conduct is suspected, program faculty forwards the incident to the Learner Progression Committee. The case is investigated and the Learner Progression Committee will decide to either dismiss the case or recommend disciplinary action. Disciplinary actions may include:

- A written warning
- Temporary suspension of progression in the course/program, thus providing time to discuss the incident at the Learner Progression Committee
- A probationary period with the term of probation being determined by the Learner Progression Committee
- Disqualification from the course/program

## Review Process

Learners who disagree with an assessment or re-assessment decision for knowledge, skill and performance and/or a decision concerning violation of the Academic Code and/or Professional Code of Conduct are provided an opportunity to seek review of that decision. The learner's request for a review must be submitted in writing to the Manager of RNPDC within five (5) working days of the receipt of the decision in question and must outline, in writing, the reason for requesting the review and any other submissions that the learner wishes the stage I Review Committee to consider.

## Course and Program Completion

Upon final course and/or program completion, learners will receive a program record when the following requirements have been met:

- Successful completion of the theory, lab, and clinical components of a program/courses. This includes completion and submission of all required documents, such as assignments, skills check-lists, and clinical tools in Brightspace
- All outstanding RNPDC fees have been paid
- Submission of Intent to Graduate Form

## Request for Transcripts

Learners are provided one copy of the permanent program record (transcript) at no charge upon completion from the RNBRP. Learners who wish to obtain additional transcripts of their permanent program record, for personal use or to be forwarded to another organization may submit a written request to administrative staff. An administration fee of \$20.00 is required for all subsequent requests.

## RN Bridging/Re-Entry Program Staff

We have four faculty members who teach in the program in Nova Scotia and one in Prince Edward Island. There are also other faculty that work on a casual basis in labs and clinical placements who you will meet during the program.

### **NS Faculty**

Lisa Froese RN  
902-222-5948  
[Lisa.Froese@nshealth.ca](mailto:Lisa.Froese@nshealth.ca)

Joshna Shrestha RN  
902-497-9875  
[Joshna.Shrestha@nshealth.ca](mailto:Joshna.Shrestha@nshealth.ca)

Liz Craig RN  
902-497-1050  
[Elizabeth.Craig@nshealth.ca](mailto:Elizabeth.Craig@nshealth.ca)

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### **PEI Faculty**

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The **Program Lead** is a resource for students, and can be contacted for program advising or with other non-course related concerns (learners are asked to contact faculty about specific course concerns). The Program Lead may also teach some courses.

The **Program Administrator** can be contacted about payments, course dates/times/locations, and access to the Resource Room, book loans and to request certain documents (e.g., letters, transcripts).

### **Program Lead**

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### **Program Administrator**

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We wish you all the best as you begin your studies, and encourage you to access all resources and supports made available to you during this time. Please save this information in a safe place, as you likely need to refer to it at various times over the upcoming months.

## Appendix A: List of Required Textbooks

### Core Courses:

#### 1. Professional Communication:

- Arnold, E., & Underman-Boggs, K. (2020). *Interpersonal Relationships: Professional Communication Skills for Nurses* (8<sup>th</sup> Ed.) St. Louis, Missouri: Saunders Elsevier.

#### 2. Pharmacology:

- Sealock, K. & Seneviratne, C. (2021). *Lilley's Pharmacology for Canadian Health Care Practice*, (4th Ed.) Toronto, Ontario: Elsevier Canada

#### 3. Health Assessment:

- Jarvis, C., (2019). *Physical Examination and Health Assessment*, (3<sup>rd</sup> Cdn. Ed.), St. Louis, Missouri: Elsevier.

### Specialty Courses:

#### 4. Child Health Nursing:

- Hockenberry, M., & Wilson, D. & Rogers, C. (2017). *Wong's Essentials of Pediatric Nursing*, (10<sup>th</sup> Ed). St. Louis, MO: Elsevier.

#### 5. Maternal Infant Health Nursing:

- Evans, R., Evans, E., Brown, Y., & Orshan, S. (2015). *Canadian Maternity, Newborn & Women's Health Nursing* (2nd Ed.) Philadelphia, PA: Lippincott Williams & Wilkins

#### 6. Psychiatric Mental Health Nursing:

- Austin, W., Kunyk, D. Peternelj-Taylor, C. & Boyd, M. A. (2019). *Psychiatric & Mental Health Nursing for Canadian Practice*, (4<sup>th</sup> Ed.). Philadelphia: Wolters Kluwer

### Purchasing Course Textbooks

The following describes several options for purchasing course textbooks, please review and make arrangements to obtain your text.

- Most of our textbooks are available for purchase at the Dalhousie University Bookstore, Halifax, NS. Found by searching RNPDC-BRID - RN BRIDGING/RE-ENTRY PROGRAM (NURS)
- You can also buy directly from the publisher's:
  - Lippincott Williams & Wilkins: <https://shop.lww.com/>
  - Elsevier Mosby: <http://www.elsevier.ca/index.jsp>
- You can also buy from online book stores such as Amazon:
  - <http://www.amazon.ca/>

## Appendix B: RNBRP APA Formatting of Assignments

### *What is APA?*

APA is a set of rules for the way that academic papers are formatted and the way that sources of information used to complete an assignment are cited and referenced.

The American Psychological Association (APA) Publication Manual (7<sup>th</sup> Ed.) is an entire book. We don't expect you to purchase this book. Please refer to the link below for the highlights of APA format.

**This is important because a percentage of the points received in all written assignments are based on your ability to follow APA. Please do not ignore the requirements for APA. If you don't understand what you need to do please speak to your course faculty.**

**Use the resources found on the OWL Purdue website to help with APA:**

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_sample\\_paper.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html)

### *Sample Student Paper*

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_sample\\_paper.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html)

### *What are Faculty Expectations regarding APA?*

We don't expect you to be experts at APA, but we do expect you to make an effort to follow the APA rules including:

- **Proper citations (giving credit to the author or organization who provided the information) are required to avoid plagiarism.** You must cite (author and year) when you directly quote and/or paraphrase (re-write in your own words) work that is not your own. You must reference all works used to complete an assignment. This includes websites, journal articles and textbooks. You must also indicate if you used a particular section or reading from an RNPDC lesson. If you fail to identify your sources properly you are essentially presenting the thoughts and works of others as if it is your own and this is plagiarism! This is considered theft and a violation of the RNPDC Academic Code.
- A properly formatted title page (including your name)
- The assignment should be typed and double spaced. Use a 1 inch margin and 12 font Times New Roman font is a good choice
- Include page numbers
- The use of headings (as appropriate) to break up the content of your assignment
- Proper spelling and grammar and the use of bias free language (please use the grammar and spell check functions included in your word processing programs)
- A properly formatted reference list (at the end of the assignment) is an expectation for all assignments. All citations must be found in the reference list.