



# DEPARTMENTAL MANUAL

## Policy & Procedure

<b>TITLE:</b>	Documentation Required for Learner Progression into the Clinical Setting	<b>NUMBER:</b> 01-11
<b>Section:</b>	Learner Progression	Date Approved: July 2007 Date Reviewed (Revised): Dec. 2013 Date to Be Reviewed: Dec. 2015
<b>Source:</b>	RN Professional Development Centre	
<b>Distribution:</b>	RN Professional Development Centre	Approval: Director, RN-PDC

### POLICY

The following documentation must be in place on the learner's file before the learner can complete the performance based component of a program:

- Current BLS ( C )
- Completed Infectious Diseases and Immunization Documentation
- Successfully completed knowledge based assessment as per program specific basis and evidence of proficiency
- Satisfactory completion of skills necessary for the clinical placement
- Program specific documentation regarding ability to practice in the clinical setting:
  - Examples may include:
    - Current professional license to practice in the province where clinical will be completed
    - Letter regarding eligibility to practice in clinical setting from professional licensing body (e.g., international students may be required to provide letter from CRNNS)

**Note:** Documentation regarding ability to practice in the clinical setting may not be applicable for some students (e.g., pre-licensure students)

### PROCEDURE

1. Admissions secretary will:

- determine if appropriate documentation is on the learner's file on the date of orientation.
- immediately notify faculty of the missing documentation and together determine a date for submission.

- immediately contact the learner re missing documentation and specific date for submission.
2. If all documentation has not been received prior to the first clinical experience, the faculty advisor will notify the learner by telephone and in writing that they have been suspended from the clinical experience until receipt of required documentation.
  3. Determination of permission for the learner to complete the clinical experience will depend on when the missing documentation is received. If there is sufficient time to complete the clinical within the scheduled time frame, the learner will be given permission to proceed. If there is insufficient time to complete the clinical, the learner may receive a program suspension or disqualification.

### **Knowledge and Skill Based Assessment**

The Faculty advisor will ensure that the appropriate documentation regarding knowledge, skills, and performance assessment is on the learner's file prior to each clinical experience. Appropriate documentation will vary according to programs but may consist of the following:

- Knowledge assessment results (e.g., exam, assignments, etc.)
- Skills checklists
- Performance checklists
- Any prior learning assessment for recognition (PLAR) documentation