



## **Post LPN BN Professional Practice (Clinical) Preparation Guide**

Post-LPN BN students registering in professional practice (clinical) courses must be prepared to demonstrate, at a minimum, the knowledge, skills, and clinical behaviours outlined in the [College of Licensed Practical Nurses of Alberta, Competency Profile for LPN's, 5th edition, February 2020](#). Students are required to seek self-remediation as needed prior to registration in NURS 401, NURS 435, and NURS 437. Throughout the clinical courses, students (with guidance from instructors/preceptors) will be expected to progress toward meeting the [College of Registered Nurses of Alberta \(CRNA\) Entry-level Competencies for the Practice of Registered Nurses](#).

Read this entire document prior to planning to register in clinical courses to understand all requirements.

**Note: A program GPA of 3.0 is required for all clinical courses.**

Students are responsible for:

- meeting all deadlines
- completing pre-requisite courses (page 2)
- achieving a program GPA of 3.0
- submitting pre-requisite clinical placement documentation (page 4)
- reviewing Alberta Health Services (AHS) and other clinical placement agency modules; and
- registering in clinical courses prior to deadlines. (page 7)

### **AU Email**

All nursing students must activate their Office 365 for a student email and must use their AU email address for all communications with AU.



## Pre-requisite Courses for Clinical Courses

When planning your program, check each course syllabus for course pre-requisites. All final grades for pre-requisite courses must be on your [transcript](#) **before** you sign up on the Course Eligibility List. You should plan to complete all your course requirements at least 4-6 weeks before you need the final grade.

Fall term: **May 1**

Winter term: **September 1**

Spring term: **January 2**

**Note:** Clinical courses in progress are the only exception to this deadline.

## Clinical Placement Process

There are no guarantees that students will receive clinical placements in the term, location, dates, or clinical setting of their choice. The Post-LPN BN program may have more students requesting clinical placements than there is capacity to accommodate. Clinical placements are at the sole discretion of AU.

Students are **not** authorized to contact clinical placement sites including management/managers, clinical educators, or staff to request/arrange their own clinical placements. AU is bound by Student Placement Agreements that stipulate clinical placement requests are to be completed by the educational institution (not the students).

## How to Request a Clinical Course

NURS 401, NURS 435 and NURS 437: Students need to sign-up through the course, Clinical Course Preparations, for the term in which they would like to enroll (e.g., Fall or Winter or Spring). Each clinical course has a Course Eligibility List. Students can **ONLY** add their name to one Course Eligibility List per term. Students who sign up on more than one Course Eligibility List will have their names removed from the lists and may be unable to enroll in a clinical course that term.

**NURS 441:** Students need to sign-up through the course, NURS 441 Placement Suggestion Process.



The Course Eligibility Lists are available at midnight MST:

Fall term: **May 1**

Winter term: **September 1**

Spring term: **January 2**

**Note:** Being on the Course Eligibility List does not guarantee that a clinical placement will be available. Clinical Course Eligibility lists may fill quickly, depending on demand. Students who do not receive a placement because requests were not accepted by clinical agencies will be given priority for the next term. Priority does not apply to waitlisted students.

Any student who receives a failing grade in NURS 401, NURS 435, NURS 437, or NURS 441 will not be given priority for the next term. The sign-up process must be completed again for students re-registering in clinical courses.

Student names and their order on the Course Eligibility Lists are not visible. Students will be prioritized based on a combination of the following criteria: date of pre-requisite course completion, number of previous sign-up attempts, courses remaining, and program end date.

The order in which students enroll in the clinical courses of NURS 401, NURS 435, and NURS 437 is not prescribed. The demand for clinical courses is unpredictable and varies each term.

Students may have to wait up to two terms to get into a clinical course. Students will not be disadvantaged, by program end dates if all theory courses have been completed, their Program GPA is a 3.0 or higher, and they were delayed waiting for a clinical placement.

We understand the challenges associated with waiting for clinical placements. The flexibility of the Post-LPN to BN program allows students to complete theory courses at their own pace. We are working within a placement process that is governed by contractual obligations between Alberta Health Services, academic partners, and Student Placement Agreements. For these reasons, this flexibility in the Post-LPN to BN program does not extend to clinical courses.

### **Pre-requisite Clinical Placement Documentation**

NURS 435: There are no pre-requisite clinical placement documents.

NURS 401, NURS 437, and NURS 441: Pre-requisite clinical placement documentation (as outlined below) must be completed and uploaded to the appropriate clinical



placement preparation drop box, for the correct term, by the document submission deadline.

Deadlines to submit pre-requisite clinical placement documentation:

Fall term: **July 10**

Winter term: **November 10**

Spring term: **February 10 for NURS 401; March 10 for NURS 437 and 441**

Students are responsible for accurately completing and correctly submitting the required documentation to the correct drop box. Some documents take time to complete/process and students must account for this time. Check the drop box regularly to ensure you have met requirements on or before the deadline.

Clinical placements are being managed for hundreds of students each term. Individual reminders are not sent to students regarding document submissions. The submissions will show as “marked” if they meet the requirements or “returned” for additional follow-up with instructions provided in the “Feedback Comments” area. **Do not** email/call to ask whether documents have been checked or to indicate that you have submitted/resubmitted specific documents.

There are no deviations from meeting the course and documentation pre-requisites. Students will be removed from being considered for a clinical course if there are any outstanding requirements after the dates listed above.

**When submitting pre-requisite clinical placement documentation, refer to the following items listed. Instructions are posted in each drop box:**

**Network Questionnaire for IT Access:** Must be completed prior to the first clinical course in Alberta and is valid for the duration of the program if the student is continuously enrolled. Indicate your CLPNA number in the "Professional ID #" area. It is important that you provide both month and day of birth. If applicable please list all AHS/Covenant Health user IDs such as Network access, Sunrise Clinical Manager (SCM), Meditech, Connect Care.

When you receive your user ID from AHS it is important that you retain this information. Your user ID is used throughout all your clinical placement sites within AHS. **We do not keep this information on file for you.** If this information is lost or forgotten, you will need to contact AHS IT department at your next clinical placement.



**Athabasca University (AU) Student Oath of Confidentiality:** Must be updated annually.

**HSPnet Consent Form:** Dated prior to the first clinical course and is valid for the duration of the program if student is continuously enrolled. Can be currently dated if original form is unable to be located.

**Alberta Health Services (AHS) Confidentiality User Agreement:** Must be updated annually. Proceed to the [AHS site](#). Complete the module. The two-page AHS Confidentiality and User Agreement certificate will be generated upon completion of the module. Ensure the "Role" (on page 1) checkbox is indicated as: **Student or Educator (Educational Institution Liaison)**. The certificate is valid for one year.

**Health Care Provider CPR: Must be Heart and Stroke Foundation of Canada, BLS Provider level or equivalent.** Online courses without hands-on skills testing by a certified instructor are not accepted. The card must show a valid date related to the date of the clinical course. **If the card expires during the specific clinical dates, it is the responsibility of the student to recertify prior to the start of clinical and to submit a valid CPR certification to the drop box.**

**CLPNA Registration (Practice Permit):** Dated in the year of clinical course work. An invoice or payment receipt is not acceptable. **For Winter placements only**, submissions are accepted until the end of December for the renewed permit. Active registration is still required for students who complete the final NURS 441 course in Winter term outside Alberta.

**Police Information Check with Vulnerable Sector Screening:** Must be dated within 90 days prior to the first in-person clinical term (NURS 401 or NURS 437) start date. It is valid for the remainder of the program if continuously enrolled. Note to Toronto Police Service area students: Contact [bnclinical@athabascau.ca](mailto:bnclinical@athabascau.ca) to receive direction, as there is a specific process.

**Athabasca University Bachelor of Nursing Photo ID:** All students must have a wearable Nursing Student ID Card to participate in clinical courses. Complete the [Student Photo ID Request Form](#) Indicate that you are an AU nursing student in the Bachelor of Nursing Program. Once the Photo ID card is obtained, it must be



**updated each academic year** by requesting an annual update sticker. [New stickers](#) will be available mid-to late-August.

**Influenza Vaccine Record:** Annual influenza vaccination is required. For Fall placements only: If in clinical in September or October, please submit proof of influenza vaccination during your clinical placement. If in clinical in November, please submit proof of influenza vaccination prior to your clinical placement.

**N95 Mask Fit Test:** Documentation must show a valid date related to the date of the clinical course for the N95 Mask. If the N95 Mask Fit expires during the specific clinical dates, it is the responsibility of the student to go for an N95 Mask Fit Test prior to the start of clinical and to submit documentation to the drop box. If the N95 Mask Fit test has an expiry date displayed on the reverse side of your documentation, please submit the reverse side as well.

N95 respirator inventory includes the following:

**3M models:**

- 1870+ (preferred model – please try first)
- 1860
- 1860s
- 1804

**KC models:**

- o KC 46727 (regular)
- o KC 46827 (small)

**Immunizations:** Copies of records and/or bloodwork indicating immunity is required:

- dTap: At least one dose after age 18 years followed by Td boosters every 10 years
- MMR: Two documented doses for healthcare workers, regardless of year of birth. \*Rubella immunity is a legislated requirement in Alberta
- Hepatitis B
- Varicella
- Influenza: \*Seasonal every year (submit separately to the Influenza Vaccine drop box)
- TB skin test/chest x-ray after starting the LPN-BN program and dated no more than four months prior to the first clinical course
- **2019-nCoV:** Two documented doses of the vaccine



**\*\*Students may have to request and pay for vaccinations to meet the AHS requirements. It may take several months to plan and complete appointments for immunizations with health care providers so please plan accordingly.**

Information is also available in the AHS Standard for Immunization of Post-Secondary Health Care Students and Students in Other High-Risk Occupational Programs, the Public Health Agency of Canada, and the National Advisory Committee on Immunizations websites. Clinical placement units/agencies may not accept students if immunizations are not completed and may cancel or end clinical rotation prior to completion in the event of an outbreak.

### **Pre-requisite AHS and Other Modules**

Students must complete the appropriate modules as assigned for each clinical course and clinical placement location. Students who have not completed AHS/other modules may be removed from clinical.

### **Confirmation of Approved Clinical Placement**

Students will receive an email, via their AU student email address, notifying them of an approved clinical placement and granting permission to register in the course. Notifications of placement confirmations will be sent when most of the approvals have been received from the clinical placement agencies, prior to the term registration deadline (August 10, December 10, March 10 for NURS 401, and April 10 NURS 435, 437, 441)

Please be patient. Do not email asking about placement confirmation during these times. Responding to emails takes time away from organizing and confirming clinical placements.

### **Connect Care**

[Connect Care](#) is a system for using and sharing health information to improve patient care. AHS is implementing Connect Care throughout the province on a rolling basis.

**It is important to note that Connect Care requires 3 hours of e-learning training and 2 days of in person instructor led training (ILT) There are no exceptions to**



**the in-person training requirement. The training dates may not coincide with your clinical placement dates. Alberta Health Services will try to have the ILT within 7 to 10 days prior to your clinical dates. Therefore, students may have to travel to Alberta twice to complete the clinical course: once for Connect Care instructor-led training (dates set by AHS and unable to change), and later, the second, for the clinical placement dates.**

AU is attempting to place out of province students in facilities/units that are not yet utilizing Connect Care. BN Clinical Placement will advise students if they require Connect Care for their placement. If you are attending a Connect Care placement site, an email with your user ID will be automatically generated by AHS and sent to your Athabasca University email.

### **About the Professional Practice Courses:**

These courses are offered 3 times per year, over a 4 month term. **Only 1 clinical course can be taken per term:**

- Winter semester: January–April
- Spring/Summer semester: May–August (**NURS 401: April – July**)
- Fall semester: September–December

#### [NURS 401: Professional Practice with Adults Experiencing Health Alterations](#)

- An invigilated Medication Safety and Calculation Quiz must be successfully completed in the first month of the course, prior to the four-week clinical rotation. The passing grade for the quiz is 80%.
- NURS 401 is an instructor led, paced course with a blended format of on-line and in-person learning.
- NURS 401 is accessible on the first day of the term (e.g., September 1, January 1, or April 1).
- NURS 401 includes a clinical rotation of four consecutive weeks of either eight-hour shifts Monday through Friday, or twelve-hour shifts Saturday, Sunday, and Monday or Friday, Saturday, Sunday with an instructor on an acute care medical, surgical, or combined medical/surgical unit in Calgary or Edmonton. The four-week clinical rotation may occur any time during the term.
- Students are also required to attend several synchronous meetings with their instructor and classmates via an online video conferencing platform.





**These meetings are mandatory.** Dates and details regarding meetings and skills testing will be provided by your instructor at the beginning of the course.

- All students must wear a plain, white nursing uniform top. The uniform bottoms can be any colour. This helps AHS staff, patients, and other nursing students recognize AU students.
- All charting is to be signed with the designation NS, AU (Nursing Student, Athabasca University).
- If you have questions about N401 placement, please direct those questions to [bnclinical@athabascau.ca](mailto:bnclinical@athabascau.ca)

#### [NURS 435: Professional Practice in Mental Health Promotion](#)

- NURS 435 is an instructor led, paced, on-line course.
- NURS 435 is accessible on the first day of the term (e.g., September 1, January 1, or May 1). Please review all course material within the first week of the course.
- Students are required to attend several synchronous meetings with their instructor and classmates via an online video conferencing platform.  
**These meetings are mandatory.** Dates and details regarding meetings and skills testing will be provided by your instructor at the beginning of the course.
- If you have questions about N435 placement, please direct those questions to [bnclinical@athabascau.ca](mailto:bnclinical@athabascau.ca)

#### [NURS 437: Professional Practice in Family and Community Health Promotion](#)

- NURS 437 is accessible on the first day of the term (e.g., September 1, January 1, or May 1).
- Please review all course material within the first week of the course.
- Students are required to attend several synchronous meetings with their instructor and classmates via an online video conferencing platform.  
**These meetings are mandatory.** Dates and details regarding the meetings and skills testing will be provided by your instructor at the beginning of the course.
- NURS 437 is an instructor led, paced course, with a blended format of on-line and in-person learning.



- NURS 437 is accessible on the first day of the term (e.g., September 1, January 1, or May 1). NURS 437 includes a clinical rotation of four consecutive weeks with a RN preceptor in a community health nursing setting in Calgary, Edmonton, or their surrounding rural areas. The four-week clinical rotation may occur any time during the term.
- NURS 437 clinical placements are at the sole discretion of AU.
- A vehicle is required for the entirety of NURS 437. Driving distance to clinical placements is typically under 125 km (one way).
- Students are required to dress in “business casual” attire.
- All charting is to be signed with the designation NS, AU.
- If you have questions about N437 placement, please direct those questions to [bnclinical@athabascau.ca](mailto:bnclinical@athabascau.ca)

#### [NURS 441: Consolidated Professional Practice](#)

- NURS 441 is an instructor-led, paced course with a blended format of on-line and in-person learning.
- NURS 441 is accessible on the first day of the month (e.g., September 1, January 1, or May 1).
- Most clinical rotations start two to three weeks after the beginning of the course.
- Students are required **and it is mandated by** CARNA to complete 380 practice hours under the guidance of an RN preceptor. Shifts vary in length and may include days, evenings, nights, and weekends. Students must follow their preceptor’s schedule.
- In acute care placements, students must wear the same uniform as in NURS 401: a plain, white nursing uniform top with bottoms of any colour. In community placements, students may be advised to dress in “business casual” attire. Students are expected to discuss attire with their preceptor prior beginning of the placement.
- All charting is to be signed with the designation NS, AU.
- Be prepared to attend a virtual orientation within the first week of the course start date.

For detailed information about NURS 441 clinical placements refer to the [NURS 441 Placement Suggestion Process](#)

NURS 441 clinical placements are at the sole discretion of AU. Students are required to submit a completed NURS 441 Placement Suggestion Form to



the Placement Preference Dropbox for the applicable term (Fall or Winter or Spring). This must be done after receiving confirmation that your name is on the Course Eligibility List. Students are not authorized to contact clinical placement sites including management/managers, clinical educators, or staff to request/arrange their own clinical placements.

Once 80% of N441 students have confirmed placements, our clinical placement team will send out notification of your confirmed placement. **Please do not inquire if you haven't heard about your placement.** This means, our team hasn't heard. If you have questions about your upcoming N441 placement, please direct those questions to [bnclinicalplacement@athabascau.ca](mailto:bnclinicalplacement@athabascau.ca).