



**Nursing**  
Graduate Studies

# **MASTER OF NURSING PROGRAM**

**STUDENT HANDBOOK  
&  
PRIMARY HEALTH CARE NURSE PRACTITIONER PROGRAM  
SUPPLEMENTARY GUIDES**

**2018 - 2019**

**STUDENTS ARE REQUIRED TO MAINTAIN AN ACTIVE RYERSON MATRIX E-MAIL ACCOUNT AND ARE RESPONSIBLE FOR CHECKING THEIR ACCOUNT ON A REGULAR BASIS (E.G. TWICE WEEKLY BASIS)**

**STUDENTS MUST INCLUDE THEIR STUDENT NUMBER IN ALL COMMUNICATIONS WITH THE PROGRAM DIRECTOR AND PROGRAM STAFF. IF NOT PROVIDED, STUDENTS RISK NOT RECEIVING ANY RESPONSE**

The information in this Handbook is specific to the Master of Nursing Program. Students are also required to adhere to the policies and procedures of the Yeates School of Graduate Studies (YSGS) and the University. Information about these policies and procedures is available on the Yeates School of Graduate website and in the University Calendar.

## TABLE OF CONTENTS

WELCOME TO RYERSON UNIVERSITY .....	6
CONTACT INFORMATION.....	7
YEATES SCHOOL OF GRADUATE STUDIES.....	7
GRADUATE PROGRAM DIRECTOR .....	7
GRADUATE PROGRAM ADMINISTRATOR .....	7
COORDINATOR PRIMARY HEALTH CARE NURSE PRACTITIONER STREAM .....	7
CENTRAL PLACEMENT OFFICE.....	7
PROGRAM REQUIREMENTS & CURRICULUM .....	8
Course of Study.....	8
Course Work Stream- Field I & Field II.....	8
Thesis Stream – Fields I & II.....	10
Concurrent Master of Nursing Primary Health Care Nurse Practitioner Certificate ....	11
Progress through the program.....	12
Course Selection and Self-Enrollment.....	12
Faculty Advisor.....	13
Program of Study Form .....	13
Progress Reports .....	13
ALL STUDENTS .....	14
Time Limits.....	14
Residency.....	15
Inactive Status/Leaves of Absences.....	15
Program Withdrawal.....	15
CATEGORIES OF STUDENTS .....	16

Full-Time Student .....	16
Part-Time Student .....	16
Internal Transfer Student .....	16
ACADEMIC POLICIES AND PROCEDURES .....	16
Graduate Studies Significant Dates .....	16
Academic Considerations and Appeals .....	17
Course assignments and Grading .....	18
Master of Nursing APA Guidelines for Written Work .....	18
Assignment Policy .....	19
Penalty for Late Submissions of Assignments .....	19
Requests for Academic Consideration for Assignment Submission .....	19
Exam/Test Policy .....	20
Penalty for Missed Tests/Exams .....	20
Requests for Academic Consideration for Tests/Exams .....	20
Master of Nursing Guidelines for Grading Written Assignments .....	22
Grading grid .....	24
Graduate Program Course Assessment Standards .....	25
Graded Course Performance Designations .....	25
Grading System .....	25
Thesis Performance Assessment .....	25
Other Course Performance .....	25
Academic Standing .....	27
CODES OF CONDUCT .....	28
Student Code of Conduct .....	28
Academic Misconduct .....	28
Non-Academic Misconduct .....	29
Master of Nursing Professional Conduct Guidelines .....	30
Student Responsibilities .....	31
Procedures .....	31
MASTER OF NURSING PRACTICUM GUIDELINES AND POLICIES .....	33

Overview of Practicum for Fields I and II *	33
Practice Requirement Records	33
Practicum Requirements	35
Injury, Accidents, Illnesses on Site:	36
Master of Nursing Practicum Misconduct Policy	36
Removal from a Practicum placement setting	37
General policies and procedures	37
Assignment Pick-up	37
Non-assignment or other material pick-up	37
COMMUNICATION	37
Ryerson Online Identity and E-mail accounts	37
Master of Nursing List Serve	38
Ryerson Student Photo-ID Card (One Card)	38
Contacting Professors and Students	38
Important Websites and links to bookmark and review	39
Research Ethics	39
Intellectual Property Guidelines	40
RESOURCES AND SUPPORTS AVAILABLE FOR STUDENTS	40
MN Student Study Space and Lounge	40
Student services	40
Graduate and Research Assistantships (GA/RA)	40
Student Funding	41
Course Selection and Self-Enrollment	47

\*\* PHCNP Supplementary Guide is at end of this Handbook

## **WELCOME TO RYERSON UNIVERSITY**

Hello and welcome to Ryerson University's Master of Nursing Program! This handbook is designed to provide you with general information about some of the resources and services you may need during your graduate studies at Ryerson University, as well as more specific information pertaining to the program.

Please Note: Every effort has been made to ensure that the information in the Handbook is accurate and up-to-date; however, some information may change over the course of the year. For the latest information, please check the Yeates School of Graduate Studies web site at <http://www.ryerson.ca/graduate/> and Master of Nursing program website at [www.ryerson.ca/graduate/programs/nursing/](http://www.ryerson.ca/graduate/programs/nursing/)

## CONTACT INFORMATION

### YEATES SCHOOL OF GRADUATE STUDIES

<http://www.ryerson.ca/graduate/>

#### GRADUATE PROGRAM DIRECTOR

Dr. Suzanne Fredericks, RN, PhD  
POD 474B – May 2018-December 2018  
Daphne Cockwell Health Sciences Complex, 5<sup>th</sup> floor; Room 537 – as of January 2019  
Tel: 416-979-5000, ext. 557978  
Email: [sfrederi@ryerson.ca](mailto:sfrederi@ryerson.ca)

#### GRADUATE PROGRAM ADMINISTRATOR

Gerry Warner, MSW  
POD 448 – May 2018-December 2018  
Daphne Cockwell Health Sciences Complex, 5th floor; Room 534 – as of January 2019  
416-979-5000, ext. 557852  
Email: [gerry.warner@ryerson.ca](mailto:gerry.warner@ryerson.ca)

#### COORDINATOR, PRIMARY HEALTH CARE NURSE PRACTITIONER STREAM

Dr. Luisa Barton, NP-PHC, BScN, MN, DNP  
Coordinator/NP Faculty  
POD 474B – May 2018-December 2018  
Daphne Cockwell Health Sciences Complex, 5th floor; Room 536 – as of January 2019  
(416) 979-5000 ext. 556560  
Email: [luisa.barton@ryerson.ca](mailto:luisa.barton@ryerson.ca)

#### CENTRAL PLACEMENT OFFICE

##### **Coordinator for MN students**

Nicole Tansil, RN, BScN  
POD 477 – May 2018- December 2018  
Daphne Cockwell Health Sciences Complex, 5th floor; Room 500  
(416) 979-5000 ext. 554176  
Email: [smaximo@ryerson.ca](mailto:smaximo@ryerson.ca)

##### **Coordinator for PHCNP students**

Stacey Maximo, RN, BScN  
POD 477 – May 2018- December 2018  
Daphne Cockwell Health Sciences Complex, 5th floor; Room 500  
(416) 979-5000 ext. 554176  
Email: [smaximo@ryerson.ca](mailto:smaximo@ryerson.ca)

## PROGRAM REQUIREMENTS & CURRICULUM

Please note the following policies and guidelines regarding the expectations of both students and faculty in the Master of Nursing Program at Ryerson University. Students are also responsible for being aware of Yeates School of Graduate Studies and Ryerson University policies. Please read the additional policies that are outlined in the Yeates School of Graduate Studies at <http://www.ryerson.ca/graduate/currentstudents/academicmatters/policies.html>

### COLLEGE OF NURSING OF ONTARIO CERTIFICATE OF REGISTRATION

Students who are enrolled in the Master of Nursing Program are required to provide evidence of current Registration with the College of Nurses of Ontario (CNO) upon admission and yearly thereafter until completion of all program requirements. Any change in status with the CNO must be reported to the Program Director immediately. Failure to report any changes in status with the CNO could lead to program withdrawal.

**Students who fail to meet the above requirements may not be permitted to remain in the MN Program and will be subject to associated academic penalties.**

## COURSE OF STUDY

### Course Work Stream- Field I & Field II

The Course Work Stream curriculum for Fields I and II is designed for both full-time and part-time students. Courses are scheduled during all three semesters of the academic year. Full-time students are expected to complete the program in 16–20 months (4-5 semesters) and part-time students have a maximum time-to-completion of 3 academic years or 9 semesters.

To successfully complete the MN course work stream degree in either Field I or Field II, students must complete ten course credits or equivalent. This includes: 5 REQUIRED CORE Courses, 2 REQUIRED FIELD Courses and 3 Elective Courses (at least two of the electives must be in nursing).

<u>Required Core Courses</u>		Credits
Students must complete all 5 REQUIRED CORE Courses		
MN8901	Quantitative Research Methods	1
MN8902	Qualitative Research Methods	1
MN8903	Nature & Development of Nursing Knowledge	1
MN8904*	Seminar in Professional Nursing Advancement	1
MN8905*	Practicum in Professional Nursing Advancement	1



As a requirement, Full-time students must complete Required Core Courses MN8901, MN8902, and MN8903 before they begin their fourth term of enrolment. Part-time students must complete Required Core Courses MN8901, MN8902, and MN8903 before they begin their fifth term of enrolment.

\* The Required Core Course MN 8905: Practicum in Professional Nursing Advancement is an intensive practice experience where a student is in a practice setting for 16 hours per week over the 12 week term (192 hours). This practicum course is taken concurrently with the course entitled “MN 8904: Seminar in Professional Nursing Advancement” which requires attendance at class 3 hours per week, over the same 12 weeks. Enrolment in these courses is only allowed after the student has successfully completed all other REQUIRED CORE courses, REQUIRED FIELD courses and at least 1 elective.

Required Field Courses

Students must complete 2 Required Courses from their Field of Study.

Field I: Leadership in Health Care Policy and Education

MN8920	Health Policy: Comparative Analysis	1
MN8921	Leadership in Education	1
MN8934	Inter-Professional Health Education*	1

This course is cross listed as an elective and a Field course for Field I and students may choose to take it as either a required field course or an elective.

Field II: Health and Illness of Individuals and Communities

MN8910	Health & Illness: Theoretical Perspectives	1
MN8911	Population Health & Health Promotion	1
MN8931	Diversity & Globalization: Urban Health*	1

This course is cross listed as an elective and a Field course for Field II and students may choose to take it as either a required field course or an elective.

Elective Courses\*

Students must complete 3 Elective Courses

MN8930	Advanced Nursing Ethics	1
MN8931	Diversity & Globalization: Urban Health	1
MN8932	Nursing Informatics	1
MN8933	Selected Topics in Nursing	1
MN8934	Inter-Professional Health Education	1
MN8935	Theory Practice of Program Planning and Evaluation	1
MN8950	Major Research Paper	1
MN8936	Advanced Therapeutic Communication	1

\*There are a variety of options to fulfill the elective requirements of three (3) courses. Students may take a Field Course outside their field of study as an ELECTIVE course.

Please note: Students in the Course Stream are expected to be familiar with and adhere to all policies and procedures outlined by the Master of Nursing Program and the Yeates School of Graduate studies. Please see the Master of Nursing and Yeates School of Graduate studies websites for details.

### **Thesis Stream – Fields I & II**

The Thesis Stream curriculum is designed for full-time students only. Courses are scheduled during all three semesters of the academic year. Students are expected to complete the program in two academic years or 6 semesters. To successfully complete the MN thesis stream degree, students must complete ten course credits or equivalent. This includes: 5 REQUIRED CORE Courses, 1 REQUIRED Field Course AND a Thesis (equivalent to 4 course credits)

<u>Required Core Courses</u>		Credits
Learners must complete all 5 Required Courses AND a Thesis		
MN8901*	Quantitative Research Methods	1
MN8902*	Qualitative Research Methods	1
MN8903*	Nature & Development of Nursing Knowledge	1
MN8904**	Seminar in Professional Nursing Advancement	1
MN8905**	Practicum in Professional Nursing Advancement	1
MN8000	Thesis	4

\* Students taking the thesis stream are required to have completed (or be taking concurrently) the following three courses before enrolling in the thesis: MN8901 Quantitative Research Methods: Design and Critical Appraisal; MN8902 Qualitative Research Methods: Design and Critical Appraisal; and, MN8903 Nature and Development of Nursing Knowledge.

\*\* The Required Core Course MN 8905: Practicum in Professional Nursing Advancement is an intensive practice experience where a student is in a practice setting for 16 hours per week over the 12 week term (192 hours). This practicum course is taken concurrently with the course entitled “MN 8904: Seminar in Professional Nursing Advancement” which requires attendance at class 3 hours per week, over the same 12 weeks. Enrolment in these courses is only allowed after the student has successfully completed all other REQUIRED CORE courses and one REQUIRED FIELD course.

### Required Field Courses

Thesis students must complete 1 REQUIRED FIELD Course from their Field of Study

Field I: Leadership in Health Care Policy and Education

MN8920	Health Policy: Comparative Analysis	1
--------	-------------------------------------	---

	<u>Or</u>	
MN8921	Leadership in Education	1
	<u>Or</u>	
MN8934	Inter-Professional Health Education	1

Field II: Health and Illness of Individuals and Communities

MN8910	Health & Illness: Theoretical Perspectives	1
	<u>Or</u>	
MN8911	Population Health & Health Promotion	1
	<u>Or</u>	
MN8931	Diversity & Globalization: Urban Health	1

**Please note: Students in the Thesis Stream are expected to be familiar with and adhere to all policies and procedures outlined by the Master of Nursing Program and the Yeates School of Graduate studies. Please see the Master of Nursing and Yeates School of Graduate studies websites for details.**

**Concurrent Master of Nursing Primary Health Care Nurse Practitioner Certificate**

The Concurrent MN/PHCNP program is designed for both full-time and part-time students. Courses are typically scheduled during all three semesters of the academic year. To successfully complete the combined Master of Nursing degree and certificate in PHCNP, the requirements that must be fulfilled are four one-term MN courses and seven PHCNP courses. Five of the seven PHCNP courses are one semester courses and two are taken over two terms. The 4 Master of Nursing courses address theoretical issues and research skills. All of the MN courses meet for 36 hours per semester, except the Major Research Paper. Course requirements, assignments and methods of evaluation vary by course but may include scholarly papers, seminars presentations, performance demonstrations and/or examinations or evaluations by self, peers or others. Students receive letter grades in all eleven courses.

Required Core MN Courses Credits

Students must complete all 4 REQUIRED CORE MN Courses

MN8901	Quantitative Research Methods	1
MN8902	Qualitative Research Methods	1
MN8903	Nature & Development of Nursing Knowledge	1
MN8950	Major Research Paper	1

Required Core PHCNP Courses Credits

Students must complete all 7 REQUIRED CORE PHCNP Courses

MN8955	Pathophysiology for PHCNP	1
MN8956	PHCNP roles and responsibilities	1
MN8957	Advanced Health Assessment and Diagnosis I	1

MN8958	Advanced Health Assessment and Diagnosis II	1
MN8959	PHCNP Therapeutics I	1
MN8960	PHCNP Therapeutics II	1
MN8951	Integrative Practicum	1

**Please note: Students in the concurrent MN/PHCNP program are expected to be familiar with and adhere to all policies and procedures outlined by the Master of Nursing Program and the Council of Ontario University Programs in Nursing (COUPN) NP consortium available at: [www.np-education.ca](http://www.np-education.ca)**

## PROGRESS THROUGH THE PROGRAM

### Course Selection and Self-Enrollment

It is the responsibility of all students to self-enroll in courses. However, students cannot Drop a course on their own as this is still the responsibility of the graduate program administrator (Gerry Warner).

**RETURNING STUDENTS:** To be able to complete self-enrollment into courses, returning students **MUST** ensure that they have an approved, up-to-date version of their Program of Study form. Returning students will use their approved Program of Study form to guide them when selecting their course enrollment(s) for each term until they meet all of their program course requirements.

**NEW STUDENTS:** New students will use their approved Course Selection Request form to guide them when selecting their course enrollment for the fall 2017 term. Once they have submitted and received approval of their Program of Study form in mid-October, from the winter term onwards new students will use their approved Program of Study form to guide them when completing the self-enrollment process.

**ALL STUDENTS:** There are a number of program rules informing the self-enrollment process. **First**, students must follow their approved Program of Study form when selecting their course enrollment(s) in any given term. There are no exceptions to this rule. **Second**, if it is a core course with more than one section, each student pre-registered to take that course will be informed in advance by email by the GPA as to the section they need to select when completing the self-enrollment process. **Third**, all students must follow the policy related to continuous enrollment. This means that, depending on your program code, you are required to be enrolled in all 3 Terms (Fall/Winter/Spring) unless you are on an approved LOA or have received permission from the program to be “Inactive.” **Fourth**, to Drop a course that has been added by the student in error, or because of Withdrawal or an approved LOA, the student is required to first submit a completed and signed Course Action Request form to the GPA via e-mail. This form can be download from the YSGS website <http://www.ryerson.ca/content/dam/graduate/assets/pdf/CourseAction.pdf>. Because of the imposed course Drop restriction, the program administrator will only process approved course Drops. Note that only students enrolled in the Thesis Stream are required to include their Supervisor’s signature on the Course Action Request form. **Fifth**, any changes to a student’s Program of Study must be approved by the GPA. Any change requests to a Program of Study,

whether it is to Add and/or Drop courses, must include the submission of a completed Course Action Request form. Once the form has been approved and processed, a revised Program of Study form will be sent to the student via e-mail. Audits and cross-checking of class lists will be done by the GPA to ensure that students have followed the rules informing the self-enrollment process.

The program reserves the right to hold enrollment of each course to a maximum class size.

### **Faculty Advisor**

Within four weeks of starting the MN Program, new students will be assigned a Faculty Advisor from the Daphne Cockwell School of Nursing. As part of their initial consultation with the student, the Faculty Advisor will review a proposed program of study and have the student submit this for approval by the MN program administration – this must occur within the first four weeks of the Fall academic term. Thereafter, the Faculty Advisor will monitor the student's progress through the program, and meet with the student in the Fall term for each academic year that the student is actively enrolled so that the student can submit their annual Master of Nursing Progress Report. For students in the Thesis Stream, the Thesis Supervisor is also considered their Faculty Advisor. Thesis students are required to submit a Master of Nursing Progress Report for **every term** that they are enrolled until they successfully defend their Thesis.

### **Program of Study Form**

All students are required to complete a Program of Study Form within four weeks of the start of their initial term of program registration. The Program of Study Form establishes the student's schedule of courses which the student will follow to complete the MN degree requirements. This is the starting point for the student's record and will be used to monitor the student's progress in courses and in their clinical practicum. The program of study form will be initiated in consultation with the Program Administrator and the student must consult with their Faculty Advisor within the first four weeks of the program. Any proposed changes to the Program of Study form should be discussed with the student's faculty advisor and must be approved by the Program Administrator.

### **Progress Reports**

#### **Thesis Students:**

At the completion of **EACH** semester, the student must complete a progress report which reviews the student's academic progress in that semester. It is the responsibility of the student to have their Progress Reports reviewed and signed by their Thesis Supervisor each term they are enrolled. Each term the Progress Reports are due approximately one week after the grades become available to the students. For exact dates please see the YSGS Significant Dates. Progress report forms are available on the Master of Nursing page of the Yeates School of Graduate Studies website. It is the responsibility of the student to download and complete the Progress Report (student sections) and to download a copy of their complete grade report form

from RAMSS before meeting with their Thesis Supervisor. During the meeting with the Thesis Supervisor each term, the student's progress and grades are discussed. The Progress Report must be signed by both the student and Thesis Supervisor before it is submitted to the Program Administrator. The student is responsible for contacting the Thesis Advisor in a timely manner each term to meet the Yeates School of Graduate Studies deadline for submission. In addition, the student must ensure that the signed form is received by the MN Program Administrator. If the Yeates School of Graduate Studies does not receive a student Progress Report, it may result in the student being withdrawn automatically from their courses.

### **Course Stream Students (MN and MN/PHCNP):**

After the initial meeting with their Faculty Advisor during the Fall term of their admission year, students must then meet with their faculty advisor each subsequent Fall term. The student must complete a progress report which reviews the student's academic progress in the previous 3 semesters. It is the responsibility of the student to have their Progress Reports reviewed and signed by their Faculty Advisor by the end of September each Fall. It is the responsibility of the student to download and complete the Progress Report (student sections) and to download a copy of their complete grade report of all prior terms from RAMSS before meeting with their Faculty Advisor. During the yearly meeting with their Faculty Advisor the student's progress and grades are discussed. The Progress Report must be signed by both the student and Faculty Advisor before it is submitted to the Program Administrator. The student is responsible for contacting the Faculty Advisor in a timely manner to have the form completed by the circulated due date. If the Yeates School of Graduate Studies does not receive a student Progress Report, it may result in the student being withdrawn automatically from their courses.

### **ALL STUDENTS**

\*\*Any student who receives a final course grade of "DEF", "INC" or "F" must meet with the MN Program Director

### **Time Limits**

Normally, MN students will register for the first semester of their program in the Fall semester.

For students registered Full-Time in the Course Stream Fields I or II, 5 academic semesters is the maximum time from initial registration in the Program to completion of the Program.

For MN students registered Part-Time in the Course Stream Fields I or II, 3 academic years or 9 semesters is the maximum time from initial registration in the Program to completion of the Program.

For MN students registered Full-Time in the Thesis Stream, 2 academic years or 6 semesters is the maximum time from initial registration in the Program to completion of the Program.

For MN students registered concurrently in the Primary Health Care Nurse Practitioner Certificate, 4 academic years or 12 semesters is the maximum time from initial registration in the

Program to completion of the Program. Please note that students admitted into the PHCNP curriculum for 2018 have a maximum of two years to complete all program requirements.

### **Residency**

Students in the MN Program are required to maintain continuous registration in every semester of the Program until all requirements of the Program have been met, unless they have been granted Inactive Status.

### **Inactive Status/Leaves of Absences**

Normally, students must maintain continuous registration until the completion of the degree program. However, in cases such as severe illness, maternity/paternity leave or extreme financial difficulty, a student may petition the Dean, Graduate Studies for one or two terms of Inactive Status. Students who have unsatisfactory or incomplete grades on their record are not eligible for Inactive Status.

Students on Inactive Status in a given term will not be entitled to use the services of the University or the Program during the term. However, students who are granted Inactive Status in a given term will not be required to pay fees during that term, nor will that term be included in the calculation of time to completion for the degree.

Students will not normally be granted more than two terms of Inactive Status during their graduate degree candidacy. Students who wish two or more terms of leave because they have other commitments such as a full-time job or travel plans should voluntarily withdraw from their studies. The student must discuss in advance what conditions, if any, need to be met upon their return.

Please see YSGS Policy 142, section 3.3 (available at <http://www.ryerson.ca/content/dam/senate/policies/pol142.pdf>) for complete details about requests for leave of absence.

### **Program Withdrawal**

A student who for more than two consecutive terms is unable to participate in a program of study, or who finds it necessary to discontinue in the Program, should officially withdraw from the Program.

If a student who has withdrawn from the Program wishes to return to the Program, that student must reapply for admission through the normal admission procedures for the Program, and may be required, as a condition of re-acceptance, to complete additional course work or other requirements by the Program.

## CATEGORIES OF STUDENTS

### Full-Time Student

A full-time MN student will register in two or more courses per term. Full-Time students are expected to complete the program in 16-20 months (4-5 semesters). Concurrent enrolment in Required Core courses MN 8905 Practicum in Professional Nursing Advancement and MN 8904 Seminar in Professional Nursing Advancement is mandatory. Only subject to consultation with and the approval of the Program Director may a student change status from Full-Time to Part-Time. Any student enrolled in the Thesis Stream does not fall under this definition and is always considered full-time.

### Part-Time Student

Part-time students are expected to complete the program in 3 academic years or 9 semesters. Since concurrent enrolment in Required Core courses MN 8905 Practicum in Advanced Practice Nursing and MN 8904 Seminar in Advanced Practice Nursing is mandatory, a part-time MN student will be required to register in two courses per term at least once over the 9 semesters.

### Internal Transfer Student

A student enrolled in the Master of Nursing Course Stream may apply to transfer to the combined MN/PHCNP or Thesis Stream within their first year of study. Information related to the internal transfer application process will be circulated via the MN listserv at the appropriate date.

**PLEASE NOTE:** Any transfer applicant that accepts an offer of admission is accepting a change to their Program of Study. Given that enrolment in the combined MN/PHCNP curriculum is limited, if a student transfers to the MN/PHCNP they are NOT ALLOWED, under any circumstances, to switch back to the MN Course Stream.

## ACADEMIC POLICIES AND PROCEDURES

The following policies and guidelines address the expectations of both students and faculty in the Master of Nursing Program at Ryerson University. Students are also responsible for being aware of Yeates School of Graduate Studies and Ryerson University policies. Please read the additional policies that are outlined in the Yeates School of Graduate Studies at <http://www.ryerson.ca/graduate/currentstudents/academicmatters/policies.html>

### GRADUATE STUDIES SIGNIFICANT DATES

**Students are responsible for knowing the Yeates School of Graduate studies dates, policies and procedures**, so please take a moment to look through them. Before you contact the Program Office, consult the School's dates, policies and procedures.

A list of significant academic dates for Fall 2017, Winter 2018 and Spring/Summer 2018 terms are available from the Yeates School of Graduate Studies (SGS) web site:



<http://www.ryerson.ca/graduate/currentstudents/calendarsanddates/current.html>

## **ACADEMIC CONSIDERATIONS AND APPEALS**

Ryerson University is committed to supporting students in all aspects of their academic experience, and provides a broad network of advising, counseling and support services to assist students in fulfilling their personal and academic goals. Among the most important aims of these services, and of the University as a whole, is to promote academic success, to protect academic integrity, and to ensure that a student's transcript will ultimately reflect his/her academic abilities and accomplishments.

Please go to the following website of "Student Learning Support Department" for a wide range of support services <http://www.ryerson.ca/studentlearningsupport/graduate-student-support/index.html>

Students who need academic accommodation support based on disability should register with Academic Accommodation Support (AAS). Once registered, the student must activate the sending of an accommodation letter via the online system used by AAS to each of their instructors outlining their approved accommodation(s) for each course. This should be done as early as possible, prior to a graded assignment, test or exam.

Students are not required to provide their personal health information or seek accommodation directly from their professors, course instructors or teaching assistants as it pertains to academic accommodation for disabilities. . Information about accessing academic accommodation for students with disabilities go to <http://www.ryerson.ca/studentlearningsupport/academic-accommodation-support/index.html>

These support systems notwithstanding, situations or events beyond a student's control may affect academic performance. The University recognizes this through the granting of academic consideration, where appropriate, in order to support students who face personal difficulties or unforeseen events.

Academic consideration is administered under the auspices of Senate. Pertinent documents and procedural information are available from the Yeates School of Graduate Studies website. Students are responsible for reviewing all such information prior to the submission of a formal request for academic consideration or an appeal

The specific definitions related to academic consideration/appeals and the process for submitting an appeal or requesting a grade reassessment, please go the Ryerson Yeates School of Graduate Studies website at <http://www.ryerson.ca/graduate/currentstudents/academicmatters/policies.html>

## **COURSE ASSIGNMENTS AND GRADING**

### **Master of Nursing APA Guidelines for Written Work**

To support clear and consistent communication within a discipline, each profession selects a writing style that meets the needs of its members. Writing style involves form and format. Form refers to syntax, grammar, spelling, and punctuation. Format covers the typographic arrangement, expression of ideas, readability, citations, and reference sources. The Daphne Cockwell School of Nursing has adopted as its standard the Publication Manual of the American Psychological Association. The text referenced below is a Required Reading in all of your courses and therefore should be obtained:

American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

### **FORMAL RE-GRADING OF WORK BY SOMEONE OTHER THAN THE INSTRUCTOR/PROFESSOR (SECOND READER POLICY)**

Some assignments including but not limited to: presentations, physical assessment performances, or clinical practice assessments do not lend themselves to independent re-evaluation by a 'second reader' and as a result will not be reassessed. A student may request a formal re-grading of their work if: i. they do not agree with an instructor/professor's re-grading of the work; or ii. the instructor/professor has not responded to the student; or iii. the instructor/professor has not re-graded the work within five (5) working days; 22 iv. he or she does not feel he or she can discuss the matter with the instructor/professor.

To request formal re-grading, students must submit reasons, in writing to the Graduate Program Director, as to why the original grade, and if applicable, the instructor/professor's revised grade, was inappropriate, based on evidence from the course outline, course notes, textbooks, etc. If the Graduate Program Director is also the Course Lead for the course assignment in question, then the Graduate Program Director will refer to the request for a second read to the Director of the School. Student assertion that the work deserves more marks, or that the student disagrees with the mark, or is not, in itself, sufficient rationale for the reassessment. The Graduate Program Director may deny the request for a re-grading if the rationale is not based upon the merit of the work.

If the request for re-grading is accepted, the Graduate Program Director or Director will follow the procedures outlined in the Procedures outlined in the Graduate Consideration and Appeals policy (<http://www.ryerson.ca/content/dam/senate/policies/pol134.pdf>) to have the work formally re-graded. **A RE-GRADING MAY RESULT IN THE GRADE REMAINING THE SAME, BEING RAISED OR BEING LOWERED, AND THE REASSESSED GRADE BECOMES THE OFFICIAL GRADE FOR THAT WORK. THE STUDENT CANNOT APPEAL THE REVISED GRADE.** If reassessment of the work was not done or has not been done in keeping with this policy, the ground of the appeal is 'Procedural Error'. In the event that the student's instructor/professor is the Director, the request for a 'second read' will be made to the Dean. The policy/procedure for Graduate Consideration and Appeals will apply. Students are expected to be familiar with the policy for re-assessment of

work by their instructor/professor  
(<http://www.ryerson.ca/content/dam/senate/policies/pol134.pdf>)

## **ASSIGNMENT POLICY**

All assignments are due on the date noted in the course materials – date includes calendar date and time of day by which assignments must be submitted. Specific instructions for how/where students should submit the assignments and the preferred method of how to contact professors about assignment deadlines is provided by the course instructor/professor.

### **Penalty for Late Submissions of Assignments**

Any assignment that is not submitted by the due date/time AND any assignment for which an extension is granted that is not handed in by the negotiated date/time following penalties will be imposed:

- For each day late (any time up to 24 hours after date/time due) - 5% reduction for each day late (e.g. assignment mark of 75% would be reduced to 70%).
- Over 2 weeks late - the assignment will **not be** accepted by the course instructor/professor and a grade of “0” (zero) is applied

### **Requests for Academic Consideration for Assignment Submission**

If a student is unable to submit an assignment as scheduled for medical or compassionate reasons, he/she must contact the course instructor/professor no less than 24 hours prior to the due date to request consideration. When circumstances do not permit this, the student must inform the instructor/professor as soon as reasonably possible.

Students are required to present a completed Ryerson Medical Certificate for medically-related requests. The Medical Certificate form and guidelines can be found on the Yeates School of Graduate Studies and the Senate web sites. Requests based on compassionate grounds require the submission of supporting documentation. Granting of a request is determined by the course instructor/professor in consideration of University policy.

Students are expected to be familiar with the relevant University policies related to assignments and requests for academic consideration

<http://www.ryerson.ca/content/dam/senate/policies/pol152.pdf>

If a student is unable to submit an assignment as scheduled due to religious, Aboriginal and/or spiritual observance, that student **MUST** have filed the necessary forms for accommodation of religious observance at the beginning of the term (See Policy 150 for

Accommodation of Student Religious Observance Obligations and related form). In this event, an alternate date/time for submission must be negotiated with the instructor/professor at the beginning of the term. Penalties as outlined above will be applied if the student does not submit an assignment on the negotiated date/time. In the event that a further accommodation is requested, the student must follow the procedure for a request for accommodation, as outlined above.

The University may seek verification of documents submitted in support of requests for academic consideration. A record of requests will be kept in the student's file.

**PLEASE NOTE:** Employment commitments do not constitute grounds for academic consideration and/or extensions for assignments.

### **EXAM/TEST POLICY**

Students are expected to and are responsible for writing tests/examinations on the date and time specified in the course outline and/or academic calendar.

#### **Penalty for Missed Tests/Exams**

The student will receive a grade of '0' on any missed test/exam.

#### **Requests for Academic Consideration for Tests/Exams**

If a student is unable to write a test/exam as scheduled for medical or compassionate reasons, he/she must contact the course instructor/professor no less than 24 hours prior to the due date to request consideration. When circumstances do not permit this, the student must inform the instructor/professor as soon as reasonably possible.

Students are required to present a completed Ryerson Medical Certificate for medically-related requests. The Medical Certificate form and guidelines can be found on the Yeates School of Graduate Studies and the Senate web sites. Requests based on compassionate grounds require the submission of supporting documentation. Granting of a request is determined by the course instructor/-professor in consideration of University policy.

Students are expected to be familiar with the relevant University policies related to assignments and requests for academic consideration (<http://www.ryerson.ca/content/dam/senate/policies/pol152.pdf>, IB).

If a student is unable to write a test/exam as scheduled due to religious, Aboriginal and/or spiritual observance, that student MUST have filed the necessary forms for accommodation of religious observance at the beginning of the term (See Policy 150 for Accommodation of Student Religious Observance Obligations and related form.). In this event, an alternate date/time for writing the test/exam must be negotiated with the instructor/professor at the beginning of the term. In the event that a further accommodation is requested, the student must follow the procedure for a request for accommodation, as outlined above.

The University may seek verification of documents submitted in support of requests for academic consideration. A record of requests will be kept in the student's file.

PLEASE NOTE: Employment commitments do not constitute grounds for academic consideration and/or extensions for tests/exams.

## Master of Nursing Guidelines for Grading Written Assignments

<b>Letter Grade %</b>	<b>DESCRIPTION</b>
90 - 100 A+	<p>The extent to which the assignment demonstrates superior performance as evidenced by:</p> <ul style="list-style-type: none"> <li>◆ Exceptional grasp of the subject matter</li> <li>◆ Exceptional capacity for originality, creativity, and critical thinking</li> <li>◆ Exceptional review of literature and integration of relevant concepts</li> <li>◆ Superior ability to organize and present ideas logically and fluently</li> <li>◆ Superior ability to analyze, synthesize, and express ideas logically and fluently</li> <li>◆ Exceptional ability to make critical and insightful evaluation of relevant materials</li> <li>◆ Exceptional level of scholarly writing ability and correct use of APA guidelines</li> </ul>
80 – 89 A to A-	<p>The degree to which the assignment demonstrates excellent performance as evidenced by:</p> <ul style="list-style-type: none"> <li>◆ Comprehensive grasp of the subject matter</li> <li>◆ Excellent capacity for originality, creativity, and critical thinking</li> <li>◆ Comprehensive review of literature and integration of relevant concepts</li> <li>◆ Excellent ability to present ideas logically and fluently</li> <li>◆ Excellent ability to analyze, synthesize, and express ideas logically and fluently</li> <li>◆ Excellent ability to make critical and insightful evaluation of relevant materials</li> <li>◆ Excellent level of scholarly writing style and use of APA guidelines. Form and APA format are essentially correct.</li> </ul>
73 –79 B to B+	<p>The degree to which the assignment demonstrates good performance as evidenced by:</p> <ul style="list-style-type: none"> <li>◆ Good grasp of the subject matter</li> <li>◆ Good capacity for originality, creativity and critical thinking</li> <li>◆ Good review of literature and integration of relevant concepts. One or more key concepts/research areas may not be addressed</li> <li>◆ Good ability to organize and present ideas logically and fluently</li> <li>◆ Good ability to analyze, synthesize concepts</li> <li>◆ Good ability to make critical and insightful evaluation of relevant materials</li> <li>◆ Good level of scholarly writing and use of APA guidelines. Occasional minor errors in form and format.</li> </ul>
70 to 72 B-	<p>The degree to which the assignment demonstrates adequate performance as evidenced by:</p> <ul style="list-style-type: none"> <li>◆ Satisfactory grasp of the subject matter</li> <li>◆ Satisfactory review of literature and integration of relevant concepts. One or more key concepts/research areas are not addressed</li> <li>◆ Satisfactory ability to analyze and synthesize concepts</li> <li>◆ Satisfactory ability in expressing ideas logically and fluently</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Satisfactory ability to make critical and insightful evaluations of relevant materials</li> <li>◆ Satisfactory level of scholarly writing and use of APA guidelines. Errors in form and format throughout.</li> </ul>
	<b>ANY GRADE BELOW B- IS CONSIDERED A FAILING GRADE ON THE ASSIGNMENT</b>
63 to 69 C – C +	<p>The degree to which the assignment demonstrates unacceptable performance, as evidenced by:</p> <ul style="list-style-type: none"> <li>◆ Limited grasp of the subject matter</li> <li>◆ Limited review of appropriate literature</li> <li>◆ Limited ability to analyze and synthesize key concepts</li> <li>◆ Limited ability in expressing ideas logically and fluently</li> <li>◆ Limited presentation of arguments</li> <li>◆ Limited ability to make critical and insightful evaluations of relevant materials</li> <li>◆ Limited level of scholarly writing and use of APA guidelines. Errors in form and format throughout</li> </ul>
50 to 62 C – to D –	<p>The degree to which the assignment demonstrates unacceptable performance, as evidenced by:</p> <ul style="list-style-type: none"> <li>◆ Minimal familiarity with the subject matter</li> <li>◆ Absence of originality, creativity and critical thinking</li> <li>◆ Poor review of appropriate literature</li> <li>◆ Poor ability to analyze and synthesize key concepts</li> <li>◆ Poor organization or lack of focus in the presentation of ideas</li> <li>◆ Poor ability to make critical and insightful evaluation of relevant materials</li> <li>◆ Poor or inconsistent ability in demonstrating scholarly writing and use of APA guidelines. Major errors in APA form and format.</li> </ul>

## GRADING GRID

GRADE	10%	15%	20%	25%	30%	35%	40%	45%	50%
A+ 90-100	9.5	14.3	19	23.8	28.5	33.3	38	42.8	47.5
A 85-89	8.7	13.1	17.4	21.8	26.1	30.5	34.8	39.2	43.5
A- 80-84	8.2	12.3	16.4	20.5	24.6	28.7	32.8	36.9	41
B+ 77-79	7.8	11.7	15.6	19.5	23.4	27.3	31.2	35.1	39
B 73-76	7.5	11.2	14.9	18.6	22.4	26.1	29.8	33.5	37.3
B- 70-72	7.1	10.7	14.2	17.8	21.3	24.9	28.4	32	35.5
C+ 67-69	6.8	10.2	13.6	17	20.4	23.8	27.2	30.6	34
C 63-66	6.5	9.7	12.9	16.1	19.4	22.6	25.8	29	32.3
C- 60-62	6.1	9.2	12.2	15.3	18.3	21.4	24.4	27.5	30.5
D+ 57-59	5.8	8.7	11.6	14.5	17.4	20.3	23.2	26.1	29
D 53-56	5.5	8.2	10.9	13.6	16.4	19.1	21.8	24.5	27.3
D- 50-52	5.1	7.7	10.2	12.8	15.3	17.9	20.4	23	25.5
F1 40-49	4.5	6.7	8.9	11.1	13.4	15.6	17.8	20	22.3
F2 30-39	3.5	5.2	6.9	8.6	10.4	12.1	13.8	15.5	17.3
F3 1-29	1.5	2.3	3.0	3.8	4.5	5.3	6.0	6.8	7.5
F4 0	0	0	0	0	0	0	0	0	0



## **GRADUATE PROGRAM COURSE ASSESSMENT STANDARDS**

Satisfactory performance in the Master of Nursing Course Stream program requires completion of all courses taken for credit in the graduate program with a grade of at least B- each course or Satisfactory (Pass) in each non-graded course. Any grade below B- will be deemed Unsatisfactory.

Satisfactory performance in the Concurrent Master of Nursing/PHCNP program requires completion of all 11 courses taken for credit in the graduate program with a grade of at least B- in each course. Any grade below B- will be deemed Unsatisfactory.

### **GRADED COURSE PERFORMANCE DESIGNATIONS**

#### **Grading System**

Grades will be awarded for every course in which a student is enrolled in accordance with the following system:

Letter Grade	Conversion Range Percentage Scale to Letter Grades
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	0-69 (Master's Unsatisfactory Performance Level)

Final academic performance in each course is recorded as one of the above letter grades or as one of the "other" designations defined below.

#### **Thesis Performance Assessment**

The Thesis is deemed to be a course, and when completed, shall be assigned a grade or designated Pass/Fail. A student with satisfactory performance (as recorded on the Progress Report) will continue in these courses with "IP" (in progress) on the grade report in every term until completion. A student with unsatisfactory performance during a term will be assigned a grade of "UNS". A second unsatisfactory term during enrolment in any of these courses will result in a performance designation of "F" and the student will be withdrawn from the program.

#### **Other Course Performance**

AEG: Where a student has achieved satisfactory performance in course work during scheduled classes but has not been able to write the final paper for acceptable reasons including documented illness, family emergency or any other serious problem, the student may

petition the Director of the Program for an Aegrotat standing in the course. The course will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation "AEG" in lieu of a grade.

**AUD:** As a candidate for a graduate degree, a student may register to audit the equivalent of one two-semester course or two one-semester courses in any graduate or under-graduate program at Ryerson without additional fee. A graduate student who wishes to audit more than this number of courses will be assessed an additional fee per course. Courses taken for audit will not count for credit toward the student's program, but will appear on the student's transcript with the designation "AUD" in lieu of a grade.

To audit a course, a student must obtain the Program Director's written approval and the permission of the professor teaching the course, and then submit with a registration form which indicates the course number and designation "Audit". An auditor will neither write the final examination nor receive a grade for the course, but will be expected to participate actively in some portions of the course. The nature of participation will be defined in writing by the instructor at the time permission to audit is given, and a student who does not participate to this extent may be officially withdrawn from the course. Registration is predicated upon space being available in the course.

**CNC:** Course not for credit in the current program; this description is recorded on the transcript as information supplementary to the grade earned in the course.

**CRT:** Transfer Credit. A transfer credit may be achieved through an acceptable grade in a graduate course which has been completed at Ryerson or at another post-secondary institution and which is deemed equivalent to a course in the student's graduate program. To request transfer credit assessment, students must submit a formal petition to the Program Director. Equivalency is determined by the Program Director and/or by the faculty member who is responsible for teaching the specific course in the student's graduate program. The student must be registered in the Program and credit will normally require a prior Letter of Permission from the student's graduate Program Director.

Courses accepted as transfer credits will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation "CRT" in lieu of a grade.

A student must complete at least 50% of the Program's degree course requirements, and a thesis or other major project where applicable, while registered as a graduate student at Ryerson.

**FNA:** Failure Non Attendance; a grade awarded by the Professor when the student is absent from a significant portion of the class meetings, including all course evaluations. It means Unsatisfactory Performance, and is equivalent to a grade of "F".

- INC:** Incomplete: most work completed is of Satisfactory performance, but some work remains to be completed by a specified date not later than the end of the following academic term. Where this work is not completed by that date and a final grade is not assigned by the Professor in the course, the INC grade will become an F grade.
- INP:** “INP” means that the course is in progress with Satisfactory performance, but that at least one more term of formal course registration and study is required for completion.
- PSD:** Acceptable performance in a course graded only pass/fail, as predefined in the Calendar.
- UNS:** “UNS” means that the course is in progress with Unsatisfactory performance and that at least one more term of formal courses registration and study is required for completion.

### **Academic Standing**

At the end of each semester, a grade report will be produced for each student, indicating his/her academic standing.

#### **CLEAR:**

Master of Nursing students must have at least a minimum passing grade of B- (or PSD in the case of a pass/fail graded course) in each Graduate Studies registered course.

Students with a CLEAR standing may continue in their program of studies without restriction as to academic standing, although their registration in subsequent courses is subject to prior completion of any pre-requisite courses.

#### **PROVISIONAL:**

A Master of Nursing student has a grade of less than B- (or F in the case of a pass/fail graded course) in only one Graduate Studies registered course OR has failed to meet a specific program requirement.

Students with PROVISIONAL standing may not continue their program of studies until a specific plan of studies to correct academic deficiencies has been authorized in writing by the Program Director, signed by the Faculty Advisor and the student, and recorded with the Office of the Registrar. As part of a provisional plan of study, the Program Director may require a student to repeat a failed or unsatisfactory course or substitute an alternative course within a maximum of one year.

Students who fail to have a provisional plan of study approved prior to the official last date to add a course may have their course registration(s) cancelled for that semester.

#### **WITHDRAWN:**

The Master of Nursing student has unsatisfactory performance in more than one course (i.e. less than B- or F), OR has failed to meet the requirements of a provisional plan of study, OR has failed to complete the Master of Nursing Program within the maximum time limit.

A student who has been withdrawn from the Program is not eligible for readmission into the Program.

**OPEN:**

An academic standing has not been assigned and the student may continue in the Program.

## **CODES OF CONDUCT**

### **STUDENT CODE OF CONDUCT**

Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour.

The Ryerson University Code of Academic Conduct applies to the academic activities, both on and off campus, of all students (graduate, undergraduate and continuing education) enrolled in courses at the University. Ryerson students are responsible for familiarizing themselves with this policy. The Ryerson Student Code of Academic Conduct (the Code) defines academic misconduct, the processes the University will follow when academic misconduct is suspected, and the consequences that can be imposed if students are found to be guilty of misconduct.

The University recognizes the gravity of a charge of academic misconduct and is committed to handling the disposition of such charges in a respectful, timely and thoughtful manner. The University will apply this policy in a manner that is consistent with the principles of natural justice and the rights of students to a timely and fair assessment of their academic performance. Instructors and staff members have a responsibility to take action if they suspect the Code has been violated. The procedures described in this Code have been designed to provide a fair process in such matters. It is imperative that all members of the community abide by the Code in order to maintain an environment that is consistent with the values and behaviour we espouse.

### **ACADEMIC MISCONDUCT**

Academic misconduct includes actions that have a negative effect on the integrity of the learning environment. Offences of this nature are unacceptable. As academic misconduct can take many forms the following examples are provided for descriptive purposes and are not intended to constitute an exhaustive list.

A1. Academic Dishonesty: Academic dishonesty is any deliberate attempt to gain advantage by deceiving faculty, placement managers/coordinators, preceptors or other professionals who are mentoring students, other students or the University administration. Academic dishonesty includes but is not limited to the following offences:

- a. Plagiarism - claiming the words, ideas, artistry, drawings, images or data of another person as if they were your own. This includes:
- i. copying another person's work (including information found on the Internet and unpublished materials) without appropriate referencing;
  - ii. presenting someone else's work, opinions or theories as if they are your own;
  - iii. presenting another's substantial compositional changes to an assignment as your own;
  - iv. working collaboratively without permission of the instructor on an assignment, and then submitting it as if it was created solely by you; or
  - v. submitting the same work, for credit in two or more courses without the prior written permission of the instructor(s).
- b. Cheating
- c. Misrepresentation of personal identity or performance
- d. Submission of false information

Please Note: For the policy on (Academic more examples of Academic Misconduct and the penalties and consequences associated with) Academic Misconduct please go to The Student Code of Academic Conduct on the Ryerson website at:

<http://www.ryerson.ca/senate/policies/pol60.pdf>

**\*\* As of September 1, 2014 there is an amendment to Policy 60 (Section E) that relates to Graduate Students engaged in Research Activities. Section E explicitly states that there are higher expectations for graduate students with regard to academic integrity in graduate supervised research activities. Please see specific details at the following link:**

<http://www.ryerson.ca/academicintegrity/important-information.html>

For more information on Academic Integrity that discusses group work, plagiarism, and how to avoid Academic misconduct that is specific for Graduate students, go to the Ryerson University Academic Integrity website at

<http://www.ryerson.ca/academicintegrity/>

## **NON-ACADEMIC MISCONDUCT**

The Ryerson Student Code of Non-Academic Conduct ("the Code") reflects an expectation that students conduct themselves in a manner consistent with the educational objectives of the University, in accordance with generally accepted standards of behaviour, and in accordance with published University regulations and policies. At the heart of accepted standards is respect for other members of the Ryerson community. The Code in its entirety is intended to identify behaviour, which the University considers to be inappropriate, to outline the procedures the University will use to respond to such behaviour, and to indicate the possible consequences of such behaviour. In addition to requiring the highest standards of academic integrity, Ryerson expects its students to conduct themselves appropriately in other ways (e.g. their interaction with other students, staff and faculty). The University is concerned that inappropriate student

behaviour may impair its capacity to carry out effectively its educational responsibilities and to fairly serve all students. Accordingly, the Code concerns itself with student behaviour both inside and outside of classroom settings. The Code will also be enforced if a breach of the Code has occurred off-campus, which affects the right of the members of the University community to use and enjoy the University's learning and working environments.

For the purpose of this policy, a "student" is defined as a person registered in an undergraduate or graduate program proceeding toward a degree, a diploma or a certificate at Ryerson University, or otherwise taking credit or non-credit courses offered by the University.

Students retain their RIGHTS as a citizen when they become members of the University community. They have the RESPONSIBILITY to abide by federal, provincial and municipal statutes in addition to the University's own regulations. The University's interest may cause it to initiate a process pursuant to this policy, whether or not non-University authorities have taken action. The guiding principle is that Ryerson will institute disciplinary proceedings only when Ryerson's interests are affected.

For the definitions, regulations and penalties regarding Non-Academic Misconduct please go to the Student Code of Non-Academic Conduct please go to the SGS website at: <http://www.ryerson.ca/senate/policies/pol61.pdf>.

## **MASTER OF NURSING PROFESSIONAL CONDUCT GUIDELINES**

**In accordance with the Professional Misconduct Regulation (Ontario Regulation 799/93) under the Nursing Act, 1991, it is an act of professional misconduct to fail to report an incident of unethical conduct of a health care provider. Faculty and students who are registered with College of Nurses of Ontario are required to abide by this legislation. Verbal or written information that is deemed to be an act of Professional Misconduct disclosed by a member of the College of Nurses of Ontario while a student in a nursing course/program will be reported.**

### **Preamble**

These guidelines address issues of responsibility and accountability for all students in the Master of Nursing Program and are intended to identify expected behaviours, outline procedures to respond to inappropriate behaviour, and indicate the possible consequences of such behaviour.

Guidelines are important for the public, in that they ensure that the student has criteria to follow with respect to professional conduct. Guidelines are important for the student, in that they provide direction regarding acceptable and expected professional behaviour.

### **Nursing students are required to:**

- adhere to Ryerson's Student Code of Academic (Policy 60) and Non-Academic Conduct (Policy 61) on YSGS website
- refer to Student Religious Observances: see University calendar

- refer to the Professional Standards as defined by the College of Nurses of Ontario (CNO) [http://www.cno.org/docs/prac/41006\\_ProfStds.pdf](http://www.cno.org/docs/prac/41006_ProfStds.pdf).
- follow the Guidelines for Specific Clinical Practice Situations (section 2 of the Guidelines for Professional Behaviour, College of Nurses of Ontario (CNO), (February 1995).
- be familiar with the CNO document on Legislation & Regulation: Professional Misconduct (2009).

The following conduct guidelines will also be enforced if a breach has occurred off-campus that affects the rights of members of the university communities to use and enjoy the university's learning and working environments. For the purpose of these guidelines, a student is a person registered in Master of Nursing program.

### **Student Responsibilities**

Over the course of the program, students are expected to demonstrate the attributes of a professional nurse. The following are expectations with respect to the student's professional conduct within the Master of Nursing Program and Practicum settings:

- uses effective time management skills to organize workload (prioritizes, sets time frames, and evaluates own work patterns);
- accepts accountability for own actions and decisions;
- seeks assistance appropriately;
- provides constructive feedback to colleagues;
- demonstrates honesty, integrity, and respect (for self and others) in relationships with colleagues, faculty and staff;
- promotes team problem-solving and decision making in collaboration with colleagues and faculty;
- uses conflict resolution skills directly and in a timely manner to facilitate interpersonal relationships;
- identifies the effect of personal values and assumptions on interactions with colleagues and faculty;
- maintains a distinction between social interaction and professional communication;
- uses established communication protocols within the School of Nursing, the Yeates School of Graduate Studies and the university;
- recognizes and reports situations involving colleagues and/or faculty which are potentially unsafe;
- assumes responsibility for knowing all student-related school policies and nursing practice site policy relevant to the student Practicum;
- maintains client confidentiality;
- demonstrates sensitivity to diversity;
- respects others by turning off cell phones and maintaining a scent free environment.

### **Procedures**

Failure to demonstrate consistent achievement in the development of the above behaviour will jeopardize the successful completion of a course and/or the program. Allegations of

unprofessional behaviour and/or professional misconduct may be made by any faculty member, nursing practice agency representative, or peer. Once inappropriate behaviour/conduct has been brought to the attention of the Master of Nursing Program Director, the student will be notified and involved parties will be invited to meet with the MN Program Director or designate. If the allegation is substantiated, the issue, student response, and recommendations/ penalties/ disciplinary action will be documented, a copy given to the student, and a copy placed in the student file.

If the inappropriate behaviour contributes to interfering with the safety of others, and/or crosses the boundaries of legal\* nursing practice:

- the student will be immediately removed from the nursing practice area and/or the school;
- a meeting of the student and involved persons will be convened within 5 working days to determine further penalties/disciplinary action.
- In matters of legal/professional misconduct, the College of Nurses of Ontario and/or legal authorities may be informed.

\* legal refers to protocols for nursing practice as stated in the Regulated Health Professions Act (RHPA)

For unprofessional behaviour other than the above:

- a discussion will take place between the person identifying the behaviour and only the student exhibiting it.

If this discussion fails to resolve the behaviour:

- the MN Program Director or designate will be notified in writing of the behaviours and discussion to date;
- within 5 days of receipt of the written notification, a meeting will be convened including the MN Program Director or designate, the student, and other appropriate parties to determine other recommendations, penalties/disciplinary actions. These actions may range from remedial counselling to failure of the course or expulsion from the program. Documentation of this meeting shall be placed in the student file and remain as a permanent record in the file.
- if a prior record exists of professional misconduct/unprofessional conduct, a more severe penalty may be imposed.

The following persons will be informed of any penalty imposed at this stage: student, faculty member, Program Director, Dean of Graduate Studies. Follow-up will be dependent upon the recommendations and/or disciplinary action determined by the Master of Nursing Program. Records in the student's file will be made available to faculty only for the purpose of determining whether there is a repeated pattern of offences. No record of any penalty other than expulsion will appear on the student transcript.



## MASTER OF NURSING PRACTICUM GUIDELINES AND POLICIES

### OVERVIEW OF PRACTICUM FOR FIELDS I AND II \*

The MN curriculum is designed to prepare students for advanced level nursing in a variety of roles and contexts as needed in our contemporary health care system. The practicum component of the program supports students in establishing beginning level competencies for participating in professional nursing advancement. These competencies are extracted from the Canadian Advanced Nursing Practice Framework (CNA, 2008) and other relevant frameworks.

The MN program defines and describes competencies of relevance to advanced professional nursing based largely on the work of the Canadian Nurses Association. Through broad consultation and extensive reviews of the practice of nurses in advanced clinical roles (i.e., Clinical Nurse Specialists and Nurse Practitioners) CNA developed a national framework (2008) for advanced nursing practice. The framework details competencies related to clinical practice, research, leadership, and consultation and collaboration which are key to providing leadership in health care organizations and/or to meeting the complex health needs of clients (individuals, families, groups, populations or entire communities). These competencies, while derived in relation to clinical practice roles, are of relevance to advanced nursing in all roles and will support students upon their graduation in developing and advancing nursing knowledge as well as the profession as a whole.

The Practicum will provide students with an intensive experience in their selected field of study. Ryerson's proximity to a broad range of health care facilities, community organizations and government agencies will enable students to have excellent practicum opportunities in both the 'leadership/education' and 'health/illness' fields. Students will have an opportunity to advance and apply their knowledge and skills in a variety of specialty areas of nursing practice, research, education, policy and/or administration. In the Seminar in Professional Nursing Advancement (MN 8904), which is taken concurrently with the Practicum, students will examine linkages between theory, research and professional nursing advancement in their fields of study.

**\*Students in the concurrent MN/PHCNP program are expected to be familiar with and adhere to all clinical placement policies and procedures established by the Primary Health Care Nurse Practitioner program. See the PHCNP SUPPLEMENTARY GUIDE for details.**

### Practice Requirement Records

The following requirements are guided by concern for the optimal functioning of the student, the maintenance of optimal health of clients, government regulations for health care workers/students in health settings and the policies of nursing practice placement agencies.

The completion of the Practice Requirement Records **is the responsibility of the student** and is required in order to enter the practicum setting. Our placement partners have the right to refuse students who do not meet the requirements outlined in the Practice Requirement Records form. Placement agencies may at any time, request to see proof of immunization records and other

additional information. Placement agencies may, at any time, request to see proof of your immunizations, TB, CPR-Level HCP, CNO license, N95 Mask Fit Certificate and Vulnerable Sectors police check and/or Flu Vaccine. The Central Placement Office (CPO) *does not* keep copies of student health records; this is *the student's* responsibility. Therefore, it is advised that students make additional copies to keep on file before submitting the completed Practice Requirement Records. Once the Practice Requirement Records (PRR) have been processed students will be notified via e-mail to pick up their records at the CPO.

Please note the dates for submission of PRR to the Central Placement office and begin the process of obtaining the required documentation well in advance of the deadlines. All forms and significant dates can be found at

<http://ryerson.ca/cpo/students/master/index.html>

**Failure to submit a completed PRR by the stated deadline may result in the student being prohibited from beginning his or her practicum placement.**

The following is required:

### ***1. Tuberculosis Screening***

Documentation of an **annual** 1-Step TB Test is required for all students. If you previously had a positive result you should not receive further TB testing. Instead, submit a copy of a chest x-ray report with your Practice Requirement Records. Students also need to submit a note from their health care provider (HCP) indicating that he/she does not have signs & symptoms of active TB.

### ***2. CPR Level C or HCP***

Based on requests from our community partners (hospitals and community agencies) the CPR-level HCP must be re-certified and updated **EVERY YEAR**, even though many agencies provide a 2 year certification.

### ***3. Vulnerable Sector Screen (VSS) Police Checks***

Prior to beginning the practicum placement, all nursing students are required to obtain VSS police check which must be valid for the entire school year. (The VSS police check is valid for one year from the date it was issued). If you reside in the Greater Toronto Area you must complete the consent form that is available in the CPO. Otherwise, you must contact your local police department and request a vulnerable sector police check. Please note that police checks filed in Toronto can take 12 weeks or longer therefore your form should be filed well in advance. A clear police check is required in order to attend practice. Please attach the original document of your police check to the Practice Requirement Records. If you have not received your police check, please retain your receipt and attach it to your Practice Requirement Records.

If your police check is positive you are required to contact Gina Marasco, Central Placement Manager at 416.979.5000 Ext. 6573 or for PHCNP Program students, Luisa Barton at ext. 6560 and arrange a meeting to discuss clearance for practice. Final decisions for proceeding with practice are conducted on a case-by-case discussion with the Placement Manager and, in some circumstances, the placement facility. For further inquiries please contact the MN Placement Coordinator.

#### **4. N95 Mask Fit Certificate**

Please ensure that you carry your mask fit card **at all times during practice.** Mask fit cards are valid for two (2) years from the date it was issued.

#### **5. Current copy of the College of Nurses of Ontario (CNO) Annual Registration License.**

All Master of Nursing students are required to maintain a current license with the CNO. As part of the practice placement requirements, each student's CNO license will be verified at [www.cno.org](http://www.cno.org). It is the students' responsibility to ensure that his/her license is current with NO restrictions. If there are any restrictions to a student's license, the student must immediately inform the Program Director, of these changes. Failure to report any changes to their CNO license to the Program Director will result in being withdrawn from the program and may result in being reported to the CNO. If a student enrolls in either the MN Practicum for Field I or II course or enrolls in a Clinical PHCNP course and does not have a CNO License or has restrictions, the student will be automatically withdrawn from the program and will not be able to complete their degree or certificate.

#### **6. Influenza Immunization**

The influenza immunization is not mandatory, however students who do not obtain influenza immunizations may encounter challenges with their placement. Some placement partners may mandate that students receive influenza immunization and may require students to provide evidence of immunization. If an outbreak occurs at your assigned agency and you did not receive your flu vaccine, you may be denied access to the facility, thus jeopardizing successful completion of your practice. The influenza vaccine is available free of charge from Ryerson Health Services in the Fall. If a student fails to provide documentation it will be assumed that the student has chosen not to be vaccinated for personal reasons.

#### **Workplace/Education Placement Agreement (WEPA) Information:**

Work Education Placement Agreements provide students with insurance coverage in the event of an accident while attending their practicum. For further details please check the MN website for details and/or contact the MN Placement Coordinator.

### **Practicum Requirements**

#### **PLEASE NOTE: PHCNP Program students, refer to the PHCNP Supplementary Guide**

Students will work with the course instructor from MN 8905 and the MN placement coordinator from the Central Placement Office to negotiate and confirm a practicum placement. Students will identify a preceptor with graduate education with whom they will work closely during their 12 week practicum. These negotiations are normally started one term prior to being enrolled in MN 8905.

Once a practicum has been confirmed by the course instructor all students must complete a Practicum Information sheet and submit it to the MN Placement Coordinator. Student practicum placements are subject to review and approval by the Program Director, Master of Nursing.

The practicum is **NOT** a work study and therefore students are required to complete their practicum outside of their place of employment. The practicum requirement is 16 hours per week over the 12 week course (192 hours) for MN 8905. The weekly 3-hour Seminar in Professional Nursing Advancement (MN 8904) must be taken concurrently with the practicum. Students' Program of Study forms will be finalized by the first term of enrolment and students will know which term they will be enrolled in MN 8904 and MN 8905. This allows students ample time to prepare for the term in which the practicum hours are required. Successful completion of the Practicum is required to graduate from the MN program.

Students are expected to meet regularly with their preceptors throughout the term, during their preceptors' regular hours (typically Monday to Friday) and should plan to spend the majority of their time in the practicum setting. This is an essential feature of the practicum and will allow for student socialization into advanced nursing roles as well as maximize student learning about related expectations, and challenges.

During their practicum experience, students are expected to make a focused scholarly contribution to the organization based on their individual learning goals and the needs of their practicum setting. The scholarly contribution is defined through negotiation between students and their preceptors and with input from faculty. Specific objectives, strategies, resources, expected outcomes, and evaluation criteria related to the scholarly contribution are reflected in the student's Practicum Agreement.

Each student will prepare a Practicum Agreement in consultation with his/her preceptor and be prepared to submit a draft to the course instructor at the first scheduled MN 8904 Seminar (*See Practicum Agreement Guidelines* below). The practicum agreement is used by the student, the preceptor and the faculty advisor to evaluate the student's achievements throughout and upon completion of the course.

### **Injury, Accidents, Illnesses on Site:**

In the event of any student injuries/accidents/illnesses that occur while attending practicum, agency policy must be followed. Additional reporting information and paperwork (for completion by the student) is available at <http://www.ryerson.ca/cpo/students/injury-incident.html>

### **Master of Nursing Practicum Misconduct Policy**

Students whose behaviour places themselves, clients or the agency at risk, or students whose performance does not meet the requirements of the practicum course will be reported to the MN Program Director. **The Daphne Cockwell School of Nursing reserves the right at any point during the academic term, to remove a student from a practicum placement or laboratory, in a situation in which clients or others are placed at risk.** This will result in the student receiving an F grade.

**Note:** Nursing agencies reserve the right to refuse to continue to provide nursing practicum placement to any student whose performance does not meet agency standards. In the case of professional nursing misconduct, related policy statements take priority over all other evaluation process statements and policies

### **Removal from a Practicum placement setting**

IF A STUDENT IS REMOVED FROM A PRACTICUM PLACEMENT SETTING FOR ANY REASON OVER THE COURSE OF THE SEMESTER, THE MASTER OF NURSING PROGRAM CANNOT GUARANTEE THEY WILL FIND ANOTHER PLACEMENT AND THEREFORE THIS MAY RESULT IN A FAILURE IN THE COURSE.

## **GENERAL POLICIES AND PROCEDURES**

### **Assignment Pick-up**

All hard copy assignments are to be handed in by students and returned to students **during scheduled class/seminar time** whenever possible. Students are expected to be in class to receive assignments from their teachers. However, when this is not possible due to extenuating circumstances, assignments can be picked up during the teacher's office hours or at a mutually agreed upon time. If it is necessary to leave assignments for students in the "Assignment Cubby", the assignments must be in a sealed envelope with only the student's ID number or name indicated (not both).

### **Non-assignment or other material pick-up**

Students are required to show identification (Ryerson ID) when picking up reference letters or other student-related materials left at the Main Office Reception for pickup. Should they need to have an alternate person pick up on their behalf, the student must email the Department Secretary (Shellina Sajan, email: [ssajan@ryerson.ca](mailto:ssajan@ryerson.ca)) authorizing and naming that alternate person. The alternate will be required to provide photo ID upon pickup.

## **COMMUNICATION**

### **Ryerson Online Identity and E-mail accounts**

To access many of Ryerson's online resources, students must first activate a Ryerson online identity. During the activation process students will obtain a username and create an initial password.

All students are required to activate and maintain a Ryerson Matrix e-mail account and access Ryerson e-mail on a regular basis (see <http://www.ryerson.ca/senate/policies/pol157.pdf>). This shall be an official means by which students will receive university communications and the program will only use the Ryerson account when communicating with students by E-mail.

**CAUTION: If you choose to forward Ryerson e-mail to another account, you risk losing the information. This IS NOT RECOMMENDED.**

Students should activate their Ryerson e-mail account during the registration week and no later than the end of the first week of classes in the Fall term. To activate your online identity and accounts go to: [www.ryerson.ca/ccs/](http://www.ryerson.ca/ccs/)

**PLEASE NOTE: Students must include their student number in all communications with the program director and program staff. If not provided, students risk not receiving any response**

### **Master of Nursing List Serve**

Once you have your Ryerson E-mail account you will be added to the Master of Nursing List Serve. All MN course related announcements will be posted to the Master of Nursing List Serve. For Students taking PHCNP courses you MUST read the NP Forums regularly (through all 3 semesters) for important messages.

MN Students are responsible for checking their account on a regular basis (e.g. weekly basis) as the MN LISTSERV is used as a KEY communication method of the Program Director and Program Administer to provide important announcements and notices to MN students.

### **Ryerson Student Photo-ID Card (One Card)**

The OneCard is the official identification card for the Ryerson University community. As well as being the single most important piece of ID you possess during your time here at Ryerson it also serves as a convenience card for many of the services available on campus, including the library, printing and photocopying, food purchases, discounts, savings and more. For details on getting your OneCard go to: [www.ryerson.ca/onecard/](http://www.ryerson.ca/onecard/)

### **Contacting Professors and Students**

**Telephone:** All telephones within the School of Nursing are equipped with voice mail for messages. Extensions can be accessed through the Ryerson central line **(416-979-5000)**.

**Office Hours:** Each instructor/faculty posts office hours during which he/she is available to meet with students.

Most courses in the MN program make use of the learning computer management system called "D2L". Professors use D2L as part of their course management and therefore this is often where Course Outlines, Assignments and Electronic Readings are posted. Students are responsible to learn and understand how to access/utilize D2L.

The PHCNP program (see PHCNP Supplementary Guide) courses are offered through the COUPN Consortium in which "Blackboard" learning computer management system is used and

therefore students in the MN/PHCNP combined program must also learn how to access and utilize “Blackboard”

**Students are expected to access their Ryerson e-mail account on a regular basis for important messages, updates, etc.**

### **Important Websites and links to bookmark and review**

- **RAMSS** refers to *Ryerson's Administrative Management Self Service* . Although you cannot register yourself in classes, you can view your enrolled courses, class schedules, grades and fees account online.
- **The Yeates School of Graduate Studies (YSGS)** - all graduate students should be familiar with the policies, procedures, information and resources found on the YSGS website at <http://www.ryerson.ca/graduate/>

### **RESEARCH ETHICS**

All research conducted in a University setting (whether by faculty, staff or students) is guided by policies and procedures designed to protect study participants, the researcher, the University and the public. Ryerson’s policies and guidelines for ethical conduct of research involving humans can be found at

<http://www.ryerson.ca/content/dam/senate/policies/pol51.pdf>

These policies are in accordance with Canadian guidelines known as the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans established by the Canadian Institutes of Health Research, the Natural Sciences and Engineering Research Council, and the Social Sciences and Humanities Research Council. In order to ensure that research is consistent with these policies, all research with human subjects must be reviewed and approved by the Ryerson University Research Ethics Board (REB).

All thesis students must conform to the Ryerson REB policies related to ethical conduct of research and must obtain REB approval, in consultation with their supervisor, prior to conducting any thesis related research.

Ryerson has established guidelines for undergraduate students conducting research for class assignments that include data collection involving human participants. Although these guidelines are established for “undergraduate students”, **graduate students** who are conducting research as part of their class assignments (not Thesis work) must follow the same guidelines and principles outlined for undergraduate students.

These guidelines can be found at:

<http://www.ryerson.ca/research/services/ethics/human/student.html>

## **INTELLECTUAL PROPERTY GUIDELINES**

Ryerson recognizes and is committed to preserving the principles of academic and intellectual freedom and ensuring that all creators of intellectual property — graduate students, faculty, staff and other contributors — have their rights protected, have their contributions acknowledged appropriately, and receive appropriate economic return for their contributions in creating intellectual property when it results in commercialization.

The Ryerson Intellectual Property Policy is posted at the Office of Research Services (ORS) website, [www.research.ryerson.ca](http://www.research.ryerson.ca). It applies to all faculty, staff and student employees, graduate students and postdoctoral fellows, as well as to non-employees who participate in or intend to participate in teaching and /or research, scholarship or creative activities at the University. The policy can be found on the Yeates School of Graduate Studies website at [http://www.ryerson.ca/graduate/policies/documents/IP\\_Guidelines.pdf](http://www.ryerson.ca/graduate/policies/documents/IP_Guidelines.pdf)

These guidelines are intended to help you understand your rights to intellectual property that may result from your educational and research activities at Ryerson.

## **RESOURCES AND SUPPORTS AVAILABLE FOR STUDENTS**

### **MN STUDENT STUDY SPACE AND LOUNGE**

There is a Master of Nursing Lounge and Study Space located at 415 Yonge Street on the 3<sup>rd</sup> Floor in the hallway opposite to the MN Classroom. The study space has desk top computers available for MN students as well as study carols and meeting tables, for group discussions. The Lounge and Study Space is for the exclusive use of Master of Nursing and PHCNP Students and therefore students must use their ONE CARD to access these areas. Access to this building (415 Yonge Street) is available Monday – Friday between 8am-6pm.

There is also an office for Graduate Assistants and Research Assistants at 415 Yonge Street. Students who are employed as a GA or RA may have access to this room and computers but this must be arranged through the individual faculty member responsible for hiring.

### **STUDENT SERVICES**

Ryerson has a number of services available to support students. A complete list of the services through the YSGS website at:

<http://www.ryerson.ca/graduate/currentstudents/academicservices.html>

### **GRADUATE AND RESEARCH ASSISTANTSHIPS (GA/RA)**

Research Assistantships (RA): employment available to students assisting Principal Investigators in conducting research activities not necessarily related to their studies. Full-time graduate students can be employed for a maximum of 10 hours per week averaged over the term.



Graduate Assistantships (GA): an appointment of a Ryerson Graduate Student, enrolled on a full-time basis, who is employed to assist with teaching and related duties. Full-time graduate students can be employed for a maximum of 10 hours per week as Graduate Assistants, averaged over the term. The minimum rate of pay can be found in the Collective Agreement for CUPE Local 3904, Unit 3. Graduate Assistants are hired by the department/program responsible for teaching the related course.

## **STUDENT FUNDING**

In order to attract and retain excellent graduate students, Ryerson University will ensure that an internal program for support including scholarships, bursaries and assistantships (research and teaching) is maintained and that access will be made available to external sources of funding (e.g., granting council postgraduate scholarships and Ontario Graduate Scholarships). Funding practices will recognize that most full-time students in research-oriented programs require significant financial support. Student funding opportunities will be circulated through the MN Listserve.

Faculty of Community Services (FCS) student awards: The FCS offers a number of student awards for graduate students including Graduate Writing awards and Conference support.

### **External:**

Students may also receive scholarships and awards from external sources. These include those offered by provincial and Federal government agencies/councils such as the Ontario Graduate Scholarship (available yearly, application deadline is early October), Natural Science and Engineering Research Council awards, Social Science and Humanities Research Council awards, And Canadian Institutes of Health Research awards, as well as those offered by private individuals or organizations. The Yeates School of Graduate Studies website will provide information and links to such scholarships and may administer the competitions for these scholarship programs and/or may be responsible for distributing these funds.



ONTARIO PRIMARY HEALTH CARE  
NURSE PRACTITIONER PROGRAM

## **Supplementary Guide:**

# **PRIMARY HEALTH CARE NURSE PRACTITIONER PROGRAM**

---

**2018-2019**

### **PHCNP Coordinator Office:**

Daphne Cockwell Health Sciences Building, 5<sup>th</sup> floor, Room 536 - As of  
January 2019

Telephone: (416) 979 5000

Fax: (416) 979 5295

<http://np-education.ca>

<http://www.ryerson.ca/graduate/programs/nursing>

## Introduction

Since 1995, the Primary Health Care Nurse Practitioner (PHCNP) Program forms the largest university consortium in Ontario. As the past hub of the consortium, Ryerson's PHCNP Program continues to lead the way in offering a high-quality and unique program using a variety of modalities including technology, field work, and face-to-face on campus learning.

Although very exciting, the PHCNP Program is extremely intense in course and clinical workload. Because of this, it is imperative that students keep abreast of communiqués, policies, procedures, and information about the program, and in accordance to the Yeates School of Graduate Studies. The information in this guide should be referred to on a regular basis. Also, it is essential that students also navigate through the consortium's website at <http://np-education.ca> for important updates, communiqués; directories of staff, faculty, and students; calendars; guidelines; CRDB; and course work. Some information is also available on Ryerson's website at: <http://www.ryerson.ca/graduate/programs/nursing>.

**Faculty/Staff:**

**Dr. Suzanne Fredericks, RN, PhD**

Professor

Graduate Program Director

POD 474B – May 2018-December 2018

Daphne Cockwell Health Sciences Complex, 5th floor; Room 537 – as of Jan 2019

(416) 979-5000 ext. 557978

[sfrederi@ryerson.ca](mailto:sfrederi@ryerson.ca)

**Dr. Luisa Barton, NP-PHC, BScN, MN, DNP**

Coordinator/NP Faculty

POD 448 – May 2018- December 2018

Daphne Cockwell Health Sciences Complex, 5th floor; Room 536 – as of Jan 2019

(416) 979-5000 ext. 556560

[luisa.barton@ryerson.ca](mailto:luisa.barton@ryerson.ca)

**Mr. Stacey Maximo, RN, BScN**

Clinical Placement Coordinator

POD 448 – May 2018- December 2018

Daphne Cockwell Health Sciences Complex, 5th floor; Room 500 – as of Jan 2019

(416) 979-5000 ext. 554176

[smaximo@ryerson.ca](mailto:smaximo@ryerson.ca)

**Mr. Gerry Warner, MSW**

Graduate Program Administrator

POD 448 – May 2018- December 2018

Daphne Cockwell Health Sciences Complex, 5th floor; Room 534 – as of Jan 2019

(416) 979 5000 ext. 557852

[gerry.warner@ryerson.ca](mailto:gerry.warner@ryerson.ca)

## **IMPORTANT POINTS:**

- Faculty and staff do not work on weekends (as per university usual hours of operation) and typically respond to voicemails/emails within 48 business hours.
- Students must only use your university email account or they will NOT receive a response; this is in accordance to university policy.
- Please see NP Forum and sign outside of PHCNP Program Office for drop in office hours (outside of those hours please make an appointment to meet with either PHCNP Program Office Staff)
- It is the students' responsibility to review this entire handbook and the orientation power points thoroughly (available online)
- Computer terminal with internet access available at PHCNP office (please call ahead) or the MN lounge.
- Students must read forums regularly (every 3 days) to keep abreast of important messages, particularly the **np.university** forum
- Inquiries regarding tuition fees and course enrollment must only be directed to Mr. Gerry Warner, MN Administrator.
- It is the student's responsibility to review their program plan regularly.  
\*\*Note that any requested course changes on RAMSS must be processed by Gerry Warner.
- The Central Registry DataBase (CRDB) is not a university registrar but it informs students' online course access, therefore, it is the student's responsibility to keep their profile information up-to-date.
- Please use the Ryerson website and the NP Network directory for contact information regarding Course Professors, Tutors, Faculty and Staff associated with the PHCNP Program.
- Students must know and adhere to the Yeates School of Graduate Studies policies and procedures.

- Given the intensity of the program, it is the student's responsibility to prioritize schoolwork and other obligations.
- Each clinical course (AHAD, Therapeutics) requires commitment to weekly face-to-face seminars (3 hrs), field/clinical work (6 hrs), and 25-30 hours of additional academic work. Integrative Practicum (IP) requires a total of 455 hours over 12 weeks.
- Students must complete all NP courses within 3 years.
- As seminars are held at Ryerson, students must adhere to Ryerson alerts (i.e., closures, security, weather alerts, etc.).
- All NP courses include online exams held on campus.
- University policies supersede any PHCNP COUPN consortium guidelines.
- All clinical courses are held in the Daphne Cockwell Health Sciences Building; specific rooms TBD, please check the appropriate calendars for locations.

## Courses:

- Pathophysiology: distance methods, no clinical. Online seminar every other Wednesday (September-April only)
- Roles and Responsibilities: distance methods, no clinical. Online seminar every other Wednesday (September-April and offered during summer as a limited option)
- Therapeutics 1 & 2: 3 hrs on-site (Ryerson) seminar and 6 hours clinical per week or 78 hrs per semester. 25-30 hours homework per week per course. Therapeutics 1: September-December only; Therapeutics 2: January-April only.
- Advanced Health Assessment and Diagnosis (AHAD) 1 & 2: 3 hrs (Ryerson) on-site seminar and 6 hours per week or 78 hours per semester. 25-30 hours homework per week per course. AHAD 1: September-December only; AHAD 2: January-April only.
- Integrative Practicum (IP): a total of 455 clinical hours with a seminar every other week over a 12 week period (May-August only).
- Pre-Requisites: Pathophysiology is a pre-requisite to AHAD, Therapeutics, and IP. AHAD is a pre-requisite to Therapeutics, however, it can also be taken concurrently. All courses are a pre-requisite to IP.

## **Course Selection and Self-Enrollment**

It is the responsibility of all students to self-enroll in courses. However, students cannot Drop a course on their own as this is still the responsibility of the graduate program administrator (Gerry Warner).

For clinical NP courses, please refer to the NP Orientation Power Point (available on the np.university forum in the NP Network) for details regarding course section sign-up.

**RETURNING STUDENTS:** To be able to complete self-enrollment into courses, returning students **MUST** ensure that they have an approved, up-to-date version of their Program of Study form. Returning students will use their approved Program

of Study form to guide them when selecting their course enrollment(s) for each term until they meet all of their program course requirements.

**NEW STUDENTS:** New students will use their approved Course Selection Request form to guide them when selecting their course enrollment for the fall 2017 term. Once they have submitted and received approval of their Program of Study form in mid-October, from the winter term onwards new students will use their approved Program of Study form to guide them when completing the self-enrollment process.

**ALL STUDENTS:** There are a number of program rules informing the self-enrollment process. **First**, students must follow their approved Program of Study form when selecting their course enrollment(s) in any given term. There are no exceptions to this rule. **Second**, if it is a core course with more than one section, each student pre-registered to take that course will be informed in advance by email by the GPA as to the section they need to select when completing the self-enrollment process. **Third**, all students must follow the policy related to continuous enrollment. This means that, depending on your program code, you are required to be enrolled in all 3 Terms (Fall/Winter/Spring) unless you are on an approved LOA or have received permission from the program to be “Inactive.” **Fourth**, to Drop a course that has been added by the student in error, or because of Withdrawal or an approved LOA, the student is required to first submit a completed and signed Course Action Request form to the GPA via e-mail. This form can be download from the YSGS website <http://www.ryerson.ca/content/dam/graduate/assets/pdf/CourseAction.pdf>. Because of the imposed course Drop restriction, the program administrator will only process approved course Drops. Note that only students enrolled in the Thesis Stream are required to include their Supervisor’s signature on the Course Action Request form. **Fifth**, any changes to a student’s Program of Study must be approved by the GPA. Any change requests to a Program of Study, whether it is to Add and/or Drop courses, must include the submission of a completed Course Action Request form. Once the form has been approved and processed, a revised Program of Study form will be sent to the student via e-mail. Audits and cross-checking of class lists will be done by the GPA to ensure that students have followed the rules informing the self-enrollment process.

The program reserves the right to hold enrollment of each course to a maximum class size.



## CLINICAL PLACEMENT PRINCIPLES:

Students are expected to travel to clinical placements; access to a vehicle is advisable.

- Where students' reside is not a factor when considering placement requests.
- Student workplaces will not be considered as the program prohibits students doing their practicum where they are employed.
- Placements are not subject to student approval and placements are considered non-negotiable; if students do not 'accept' their placement, the student will forfeit the clinical placement. This action will jeopardize progress in the program by preventing continued enrollment in the clinical course.
- Students must strictly follow Ryerson placement processes outlined or the placement will be in jeopardy.
- Students must never make their own placement arrangements without authorization from Stacey or they may jeopardize their enrollment in the program.
- Once a student is assigned a clinical placement, no switches/changes can be made unless there are extenuating circumstances that must be approved by the Program Director, Dr. Suzanne Fredericks.
- Preceptors include Nurse Practitioners and Physicians (General Practitioners and Specialists) (students will be preceptored by at least 1 NP-PHC within the duration of the program).
- If students drop a clinical course, as a professional courtesy, students should communicate it with their respective preceptor.
- Not all learning needs will be met at each clinical placement setting; other opportunities throughout the program will arise. Placement settings range from general to specialty areas.

- Students must always use your Ryerson (or NP) email when communicating with staff and faculty; personal and workplace emails are not acceptable and no response will be provided as per University Policy

\*\*The program reserves the right to remove any student from placement whose performance does not meet the expected standards of practice for a student at that level of the course at that point in time; and/or where patterns of behavior fail to demonstrate successful progress towards meeting the course objectives. This situation is not considered to be unsafe practice unless it refers to patterns of behavior or an incident that puts self, patient/client and/or others at a risk that is both imminent and of a substantive nature. The program is under no obligation, in these cases, to find an alternative placement.

\*If, after discussions between student, preceptor and site coordinator, it is determined that a student's patterns of behavior have resulted in the clinical placement agency terminating the placement, the student may be advised to drop the course or if the student is deemed to have jeopardized her/his opportunity to complete the objectives of the course she/he will receive an F grade. The agency is not obligated to meet with the student.

## **Required Forms/Documents and Process:**

Please refer directly to the “Primary Health Care Nurse Practitioner (PHCNP) Certificate Clinical Placement Package 2017-2018” available online and on the NP forums

### **KEEP IN MIND:**

- Students are placed in various agencies within the boundaries of the geographical map (see NP Network at [www.np-education.ca](http://www.np-education.ca)), therefore, students are required to travel.

- Students are assigned a placement based on a number of factors (e.g. learning needs, availability of preceptors), however, emphasis is on primary health care settings.

- Students typically commence their Fall placements in mid-to-late September. It is the student's responsibility to adapt their personal schedules (i.e., work/family), to

accommodate the requirements of the clinical placement; including the preceptor's schedule.

- Students cannot commence their placement before the semester officially starts (as per Yeates School of Graduate Studies calendar) and they must complete their placement hours when the semester/course officially ends. See 'significant dates' available on the YSGS website.
- Please use professional language/etiquette when communicating with all faculty & staff as per University policies.
- Students may offer potential placement sites/preceptors suggestions to the clinical placement coordinator, however, students cannot make their own placement arrangements.
- Students must attend any orientations required from agencies, no exceptions.
- Students should have an updated CV (as many placement agencies request this) and some agencies may interview students prior to accepting them for a placement.
- There are limited preceptors/placement sites available and the placement process is extremely complex, therefore, students' patience and understanding will be greatly appreciated!

### Academic Consideration and Skills Testing

#### Policy

Where skills testing focuses on the ability of the student to demonstrate a particular basic and advanced nursing skills within a specified time limit, no special consideration will be granted to any student.

#### Rationale

It is professionally necessary that a NP be able to perform a number of basic and advanced nursing skills in a timely fashion so as not to unduly or potentially harm a client to whom care is delivered (e.g. CPR must be initiated within 3-5 minutes, not 6-10 minutes, the latter having the potential of causing irreversible brain death to the client).

## Application

Some courses in the PHCNP curriculum require the evaluation of the student's ability to complete essential nursing skills in a timely fashion. Where skills testing focuses on the ability for the student to demonstrate a particular nursing skill within a specified time limit (i.e. OSCEs), no special consideration will be granted to any student (i.e. as may be provided for written assignments/exams for students with disabilities who are registered with Academic Accommodation Support).

**Please review the NP Orientation Power Point (2018) and the Clinical Placement Power Point (2018) available online in the np.university (Ryerson) forum on the NP Network at: [np-education.ca](http://np-education.ca)**