

School of Health and Human Services

Practical Nursing Program (PNP) Policy

APPROVAL:

1. Next Policy Review:	<i>2027/05/01</i>
2. Admissions & Standards Committee:	<i>2022/11/22</i>
3. Education Council Committee:	<i>2022/12/13</i>
4. Effective:	<i>2023/01/01</i>
5. Credential	<i>Practical Nursing Diploma</i>

PROGRAM OUTCOMES

The following program outcomes describe what learners are expected to achieve by the end of their educational program, outline key professional abilities, incorporate the curricular philosophical approach, and highlight the core concepts.

Upon completion of the Practical Nursing Program (PNP), graduates will:

1. Apply the Entry-level Competencies for Licensed Practical Nurses (2021) to provide safe, competent, culturally safe, and ethical care.
2. Practice within relevant legislation, scope of practice, standards of practice, and ethical standards as set out by the Nurses (Licensed Practical) Regulation (2015), and the British Columbia College of Nurses and Midwives (BCCNM).
3. Value and engage in continuous learning to maintain and enhance competence.
4. Practice in collaboration with other members of the health care team to meet the collective needs of their clients.
5. Participate in interprofessional problem solving and decision making.
6. Advocate for and facilitate change reflecting evidence-informed practice.
7. Make practice decisions that are client specific and consider client acuity, complexity, variability, and available resources.
8. Use critical thinking, clinical judgment, and knowledge of assessment to plan, implement and evaluate the agreed-upon plan of care.
9. Develop a collaborative relationship with clients by connecting, sharing, and exploring with them in a caring environment.
10. Provide culturally safe, person-centred care across the lifespan that recognizes and respects the uniqueness of each individual and is sensitive to cultural safety, cultural humility, and diversity.
11. Provide leadership, direction, assignment, and supervision of unregulated care providers as appropriate.
12. Identify one’s own values, biases and assumptions and the influence of these on interactions with clients and other members of the health care team.

Students in the Practical Nursing Program (PNP) are subject to the overall policies affecting all students at Selkirk College. College policies may be viewed on-line at the College website (<https://policies.selkirk.ca/college>) Students are also subject to the PN Program Practice Policies, and relevant policies of government and non-government practice partners (e.g., Interior Health Authority Policy AU1100).

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

1. Individuals applying for admission to the PNP must apply during the application period; exact dates are posted on the Selkirk College PNP webpage. To be considered for the program, applicants must meet all admission requirements and submit their completed application and supporting documents by the end of the application period.
2. Academic
 - a) B.C. high school graduation and completion of the following BC Provincial Curriculum courses (or equivalents) with minimum of 67% or as indicated:
 - (i) English Studies 12 or English First Peoples 12
 - (ii) Anatomy and Physiology 12 (Biology 12)
 - (iii) Math 11 Foundations
 - b) As English is the language of study in BC, students must meet English language proficiency at an appropriate level to be accepted into the PNP. These requirements can be satisfied through three years of full-time, face-to-face secondary or post-secondary education at an accredited institution where English is the language of instruction and is also one of the country's official languages. English as a Second Language/Additional Language courses are not included in this three-year calculation. Those not meeting this requirement must achieve scores identified in one of the two tests below:
 - (i) International English Language Testing System (IELTS) with minimum scores of:

Speaking: 7.0	Writing: 7.0
Listening: 7.5	Overall Band Score: 7.0
Reading: 6.5	
 - (ii) Canadian English Language Benchmarks Assessment for Nurses (CELBAN) with minimum scores of:

Speaking: 8.0	Reading: 8.0
Listening: 10.0	Writing: 7.0

B. APPLICATION PROCESS

1. Before an application is considered complete, the following must be received by the Admissions office:
 - a) Selkirk College Application Form
 - b) PNP application form
 - c) Requisite Skills and Abilities declaration form
 - d) English language declaration form
 - e) Official transcripts of high school or upgrading program grades (an interim statement of grades is acceptable if applicant is still attending school)
 - f) Official transcripts for all post-secondary education studies in which the applicant has enrolled
 - g) BC Ministry of Justice Criminal Record Check
 - h) College Readiness Tool (CRT) Assessment
2. The Admissions Office will acknowledge receipt of application forms. Program seats will be offered on a first qualified, first served basis.
3. Fully qualified applicants will be admitted based on the application date. A non-refundable seat deposit is required by the offer-acceptance deadline otherwise the offer will be considered declined.
4. Once the seats have been filled, a waitlist will be created for the current intake. Applicants on the waitlist will be offered seats which remain or become vacant after the offer-acceptance deadline.

5. Applicants who are not admitted or do not take a seat are required to reapply to be considered in a subsequent year; waitlists are not carried over.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

1. A student who has successfully completed any of the required college/university courses (or equivalent) may be given advance credit:
 - a) Application for advance or transfer credit must be made prior to entry into the program as per Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit, and approval obtained from the Registrar.
 - b) A student who applies for advanced standing from another Practical Nurse Program will be considered on an individual basis.
 - c) A student who wishes to prove proficiency in part or all a course's content must apply for Prior Learning Assessment (PLA). The School Chair, in consultation with program instructors will determine whether PLA credit is assigned.

D. RE-ENTRY INSTRUCTION

1. Re-entry to the PNP is permitted only when seats are available. Applications for re-entry must be received six months in advance of the semester the student wants to re-enter.
2. Students who fail to complete a semester successfully may apply to re-enter and repeat the incomplete semester when it is next offered. Normally, there is a waiting period of 24 months between offerings of the same course or semester.
3. Returning students will be required to write a letter outlining their plans for success in addressing the factors that were salient in their original departure from the PNP.
4. Returning students will be required to successfully complete a Directed Study course prior to commencing the incomplete semester. The Directed Study will be developed by the Program Coordinator, instructor, and student to address identified learning needs.
 - a) The Directed Study course is numbered according to the program year and the associated fee is determined by the Registrar's Office.
 - b) Students enrolled in the Directed Studies course are NOT enrolled in the PNP.
5. Priority for re-entry will be given as follows:
 - a) Students in good standing who interrupted their program for illness or other personal reasons.
 - b) Students who failed to meet program requirements for promotion.
 - c) Students transferring from another program within B.C.
 - d) Where two or more applicants are from the same category, re-admission will be determined by the re-application date.
6. Normally, returning in two years or less will permit the student to maintain full credit for all courses successfully completed. After more than two years' absence, students may be required to update or repeat courses previously completed.
7. Students must complete the entire PNP within 60 calendar months (5 years) of initial entry. Re-entry applicants who cannot meet this deadline will not be readmitted.
8. The PNP reserves the right to deny re-admission to any student who is in violation of Selkirk College policies.

PART II: ASSESSMENT, PROMOTION, AND GRADUATION

A. ASSESSMENT

1. Grading
 - a) Grading in theory and lab courses will be as per the Standard Academic and Career Grading Table as defined in Selkirk College *Policy 8612 Grading*.
 - b) Grading in practice courses will be as per the Competency Based Grades as defined in Selkirk College *Policy 8612 Grading*.
2. Types of Assessments
 - a) Students are evaluated and graded in each theory course as indicated in the respective course outlines. This may include, but is not limited to: exams; written papers; presentations; individual; and group projects. Competency appraisals are used to assess competence in relational and psychomotor skills in lab classes
 - b) In integrated nursing practice courses, assessment occurs on a continual basis. All activities in which students participate may be considered assessment. Informal verbal and/or written feedback is regularly provided by the instructor and/or preceptor. Students are required to contribute to the assessment process and complete self-reflective appraisals; overall assessment and assignment of CRG/NCG is determined by the instructor.
 - c) The Practice Appraisal Form (PAF) is used to provide formal feedback based on performance criteria. Student performance is assessed as satisfactory, needs improvement, or unsatisfactory.
3. Supplemental Assessment(s)
 - a) Requests for supplemental assessments must be received within 48 hours of the posting of marks and completed within 7 calendar days of approval.
 - b) Supplemental assessments will be limited to one per course.
 - c) The result of a supplemental assessment cannot exceed 60% and is used in calculation of the final grade.

B. PROMOTION

1. Successful completion of Anatomy and Physiology for Practical Nurses, Professional Practice I and Professional Communication I, or provincially transferable equivalent, is required prior to continued studies in the program.
2. To progress from one semester to the next, the following requirements must be met:
 - a) Satisfactory completion of all theory courses with a minimum of **70%** except for the following courses:
 - a) Pharmacology I-II 80%
 - b) Integrated Nursing Practice I-IV 70% on written assignments and credit granted (CRG) on psycho-motor skills testing
 - c) Consolidated Practice Experience (CPE) I-IV and Preceptorship - CRG
 - c) A minimum cumulative GPA of 2.0 per semester.

C. GRADUATION

1. Credentials: To qualify for graduation with a Practical Nursing (PN) diploma a student must meet all the requirements of the PNP.

Practical Nursing Diploma						
Semester 1			Semester 2			
Course Code	Course	Credit	Course Code	Course	Credit	
PNUR 100	Professional Practice I	1.5	PNUR 107	Professional Practice II	1.5	
PNUR 101	Professional Communication I	2	PNUR 108	Professional Communication II	2	
PNUR 102	Variations in Health I	2.5	PNUR 109	Variations in Health II	3	
PNUR 103	Health Promotion I	2	PNUR 110	Health Promotion II	2	
PNUR 104	Pharmacology I	2	PNUR 111	Pharmacology II	2	
PNUR 105	Integrated Nursing Practice I	3	PNUR 112	Integrated Nursing Practice II	4	
PNUR 106	Consolidated Practice Experience I	2	PNUR 113	Consolidated Practice Experience II	4	
PNUR 114	Anatomy and Physiology for Practical Nurses	5				
Total Semester Credits		20	Total Semester Credits		18.5	
					Year Credits	38.5
Practical Nursing Diploma						
Semester 3			Semester 4			
Course Code	Course	Credit	Course Code	Course	Credit	
PNUR 200	Professional Practice III	1.5	PNUR 206	Professional Practice IV	1.5	
PNUR 201	Professional Communication III	1.5	PNUR 207	Professional Communication IV	1.5	
PNUR 202	Variations in Health III	3	PNUR 208	Variations in Health IV	3.5	
PNUR 203	Health Promotion III	2.5	PNUR 209	Health Promotion IV	1.5	
PNUR 204	Integrated Nursing Practice III	2.5	PNUR 210	Integrated Nursing Practice IV	4	
PNUR 205	Consolidated Nursing Experience III	2	PNUR 211	Consolidated Practice Experience IV	6.5	
Total Semester Credits		13	Total Semester Credits		18.5	
			Semester 5			
			Course Code	Course	Credit	
			PNUR 212	Transition to Preceptorship	2	
			PNUR 213	Preceptorship	6	
			Total Semester Credits		8	
					Total Year Credits	39.5
					Total Program Credits	78

PART III: STUDENT CONDUCT (See also *College Policy 3400: Student Code of Conduct*)

A. ATTENDANCE

1. Attendance at all scheduled lectures, integrated nursing practice classes, nursing practice experiences, CPEs, examinations and other learning experiences is expected.
2. Students absent, due to illness or extenuating circumstances, from any learning experience must contact the associated instructor and the practice agency directly prior to the scheduled start time.
3. Students may be required to supply documentation to substantiate extenuating circumstances.
4. Students are responsible for any work they miss and may be required to complete make-up assignments as recommended by the instructor.
5. Absence from learning experiences may preclude the student being able to meet the learning outcomes for that course and in turn, progression to the next semester.
6. Absence for reasons that are not deemed professional (i.e., vacation, personal choice) will be noted as "unsatisfactory" or "needs improvement" in the Practice Appraisal Form.
7. Students missing more than 10% of a practice experience may be required to repeat the course or complete extra hours at an additional cost to the student.

PROFESSIONAL REQUIREMENTS

Students in the PNP shall:

1. acknowledge that Indigenous specific racism and colonialism exist and that students will integrate trauma-informed practice and work towards reconciliation of Indigenous health and wellness. (See also [In Plain Sight: Addressing Indigenous-specific Racism and Discrimination in BC Health Care, 2020](#)).
2. conduct themselves in an informed way to be inclusive, culturally safe and always striving towards cultural humility. (See also Selkirk College Policy 6040: Equity, Diversity and Inclusivity and [In Plain Sight: Addressing Indigenous-specific Racism and Discrimination in BC Health Care, 2020](#)).
3. adhere to the Professional Standards of Practice for the Licensed Practical Nurse (See also [British Columbia College of Nurses and Midwives](#) (BCCNM): Professional Standards of Practice for LPNs)
 - a) Responsibility and Accountability: The licensed practical nurse maintains standards of nursing practice and professional conduct established by BCCNM.
 - b) Competency-Based Practice: The licensed practical nurse applies appropriate knowledge, skills, judgment, and attitudes consistently in nursing practice.
 - c) Client-Focused Provision of Service: The licensed practical nurse provides nursing services and works with others in the best interest of clients.
 - d) Ethical Practice: The licensed practical nurse understands, upholds, and promotes the ethical standards of the nursing profession.
4. maintain current vaccination status as required by practice partners and as ordered by the Medical Health Officer of British Columbia.
5. provide proof of negative Tuberculosis (TB) skin test as required by practice partners.
6. maintain a current CPR-Basic Life Support with oxygen therapy (BLS) certificate while enrolled in the program; re-certification is required annually.
7. maintain clear criminal record as per Ministry of Justice BC.
8. be prepared to meet current registration requirements of BCCNM.

B. GENERAL REQUIREMENTS

1. Students shall prepare for and demonstrate knowledge in their nursing practice performance. Instructors may refuse to permit students to continue in the clinical area if there is evidence in their performance of lack of preparation or lack of knowledge or if they compromise the safety or learning of others.
2. Students in nursing courses held in the Nursing Skills Labs shall actively participate in the practical learning experiences. In all nursing practice situations students will require supervision until such time as the instructor has stated that they are competent in the skill. Students who practice skills unsupervised when they have not received such clearance may be putting the client and/or themselves at risk. Students are legally and morally bound to adhere to this rule of supervision until deemed safe to be independent with each new nursing skill. Students may be asked to leave the nursing practice site if they do not comply with this requirement.
3. A student shall access clinical areas as a nursing student only when accompanied by an instructor, or at such times as arranged for with the practice agencies by the PNP (e.g., practicum or preceptorship experiences, to research assigned client records, or with the specific written permission of a Practical Nursing instructor).
4. The College's PNP dress code must be followed in clinical areas at all times. The student's name/ID tag is always to be worn when the student is in clinical practice sites.
5. Students are subject to the policies of the clinical agency in which they are obtaining their practice experience, as well as to the policies of the College's PNP.
6. Students in the PNP are subject to the relevant provisions of the BCCNM as it applies to students.

E. PROBATION (See Policy 8619 Student Probation and Policy 3400 Student Code of Conduct)

In addition to criteria outlined in the above policies, students may be placed on probation if they fail to adhere to the Canadian Council for Practical Nurse Regulators (CCPNR) Code of Ethics for Licenced Practical Nurses in Canada or the British Columbia College of Nurses and Midwives (BCCNM) Practice Standards.

1. Students will be limited to one probationary period while enrolled in the PNP. Subsequent unacceptable behaviours or academic performance will result in required withdrawal.

C. REQUIRED WITHDRAWAL (See Selkirk College *Policy 3400 Student Code of Conduct*)

1. Breaches to confidentiality, as outlined in the PNP Confidentiality Agreement, IHA Policy AU1100, or the Canadian Council for Practical Nurse Regulators (CCPNR) Code of Ethics for Licenced Practical Nurses in Canada are grounds for dismissal from the program.
2. Students who compromise the safety of clients in nursing practice courses will be required to withdraw from the PNP.
3. Students who fail two practice courses will be required to withdraw from the PNP.

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS

Policy 3400: Student Code of Conduct
Policy 6010: Human Rights, Harassment, & Discrimination
Policy 6030: Sexual Violence Prevention & Response
Policy 6040: Equity, Diversity and Inclusivity
Policy 6550: Protection of Privacy
Policy 8400: Student Appeals
Policy 8600: Pre-Admissions Basic Skills Assessment
Policy 8611: Admission
Policy 8612: Grading
Policy 8613: Evaluation of Student Learning
Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit
Policy 8615: Standards of Academic Progress
Policy 8616: Student Withdrawals and Refunds
Policy 8617: Credentials and Graduation
Policy 8618: Cheating and Plagiarism
Policy 8619: Student Probation
Policy 8620: Interdisciplinary Studies