

### Student Consolidated Clinical Checklist

In order to enroll in Consolidated Clinical, the following items will be required in order to register for the course. This document is a **tool** for you to ensure you have completed the necessary items for Clinical so you can apply and move to STEP 1 right away. If you send in an incomplete application you will need to address the outstanding items before you can complete the Criminal Record Check and join the queue of students registering for clinical:

#### Things to consider when applying to clinical:

- I am currently in the Lower Mainland and I am able to remain here for at least 4-6 months as my placement can start anytime within the semester.
- If I am currently working, I am able to secure time off work for the duration of my placement which is approximately 8 weeks (250 practice hours) once my placement starts. I understand that I will not know the start date of my placement until it is accepted, so I will have to ensure my employer is aware my notice may be short.
- I understand that I cannot select my start date; the hospital unit will decide based on the assigned preceptor's schedule.
- I understand that I can't pick my hospital site as FOHPS will use the capacity tools in HSPNet to find available sites. *If I am approved for a remote site I understand there are no guarantees that the remote site will accept, and I may be placed in the Lower Mainland if IHA/VIHA/NHA sites decline.*
- I cannot move my registration to the next semester because my personal circumstances change for any reason, including family emergencies. I will have to withdrawal without refund from the course and reapply at a later date
- I need to use the BC Services Card APP to apply for the CRC
- I need to set up my KPU Student email account to apply for clinical
- I need to order my KPU Student ID to attend clinical

#### Prior to sending in my application I need to ensure I am eligible for clinical:

- Successfully complete all my required education that has been identified either through my BCCNM decision letter following NCAS/Inspire, or my CAEN Report which is current in the last two (2) years.
- If my NCAS/Inspire Assessment was completed more than two (2) years ago I will need to complete the CAEN assessment and address any recommended education prior to applying to clinical.
- If I have restrictions on my license with BCCNM, I will be required disclose those to FOHPS. In some cases, this may delay my entry to clinical

#### These are the prerequisites I need to submit to [FOPHS@kpu.ca](mailto:FOPHS@kpu.ca) to apply to clinical:

- A negative TB skin test that is current within the last 6 months. If my TB skin test is positive then I must ensure I have a negative chest x-ray valid within the last year. A skin test is considered valid for 6 months. A chest x-ray is considered valid for 1 year. The TB Screening must be valid for the semester I am applying for, so I must update prior to sending in my application.

- ❑ A valid CPR level C ticket (or higher) or if I don't have one, then complete a CPR level C course. Some Standard First Aid tickets include CPR C but require annual recertification of the CPR portion. The CPR ticket must be valid for the semester I am applying to, so I must update prior to sending in my application.
- ❑ The Health Gateway Immunization Report is the **only form of immunizations accepted**. Links are available on the clinical website on how to update this report if I had immunizations administered outside of Canada, or my Health Gateway immunization report is missing any of the vaccines below. If I do not send the Health Gateway Immunization report, my application will not be accepted and will delay my entry to clinical. We **do not accept** GNIE forms, employer immunization forms, serology from the lab (unless directed to provide such copies); we only accept the Health Gateway Immunization Report. Individuals residing outside of Canada can contact our office at [fohps@kpu.ca](mailto:fohps@kpu.ca) regarding this requirement.
  - A guideline for immunizations for HealthCare workers would be
    - Tetanus/Diphtheria
    - Poliomyelitis
    - Measles, Mumps & Rubella
    - Hepatitis B
    - Varicella Vaccination
    - Flu vaccinations
    - COVID vaccinations
- ❑ Signed Policy form – link is on the clinical website
- ❑ Signed Confidentially form – link is on the clinical website (anyone can witness)
- ❑ Signed HSPNet Consent form – links is on the clinical website, and **student number must be included on the form.**
- ❑ BCCNM Decision letter (this will serve as proof of my ELP, verify the education required, and confirm I have completed NCAS/Inspire) – **send all pages**, not just the education page. Depending on the date of this letter, I may be required to confirm proof of NCAS/Inspire date. If I petitioned BCCNM to amend their educational recommendations, I will be required to submit the addendum email/letter from BCCNM approving those changes.
- ❑ Proof of ELP – if I have a BCCNM decision letter/email I do not need additional proof of ELP. If I do not have a BCCNM decision letter then I will need **one** of the following:
  - IELTS/CELBAN transcript (see clinical site for benchmarks) OR
  - Proof of current LPN/RN licensure with BCCNM
- ❑ Completed Resume form – **send in WORD format only**, not “pages” or PDF format, as all other formats will be rejected. I will follow the directions carefully and include my KPU FOHPS courses, and list my RN experience first, not any current LPN or Canadian experience. I am applying to an RN course therefore I must list the RN experience first. If I have never worked as a RN then I'll note my RN student experience. If I also work as a HCA or LPN in Canada/BC, I can reference that experience **AFTER** my RN experience is listed. If my resume does not follow these guidelines, it will not be accepted and will delay my entry to clinical. **Note:** if you are current pediatric or perioperative (OR) nurse and plan to remain in this specialty, please contact our office if you'd like to be considered for a specialty pediatric or OR placement. **Your specialty experience should be recent, and you should have a minimum of 2 years of**

**practice experience in that nursing field.** BCCNM will need to approve the specialty and it comes with conditions.

- Current Fit testing certification – I can opt to be fit tested at KPU or I can find a vendor close to home. The fit testing must be valid for the full semester I am applying to, so I must update prior to sending in my application.

#### How to apply to clinical once ready:

- When submitting my clinical application, I must be ready to purchase a seat immediately and start my clinical placement. I will not submit an application if I am not ready to commit to clinical, or have upcoming travel plans.**
- Once I have all my prerequisites prepared and am ready to commit to clinical, I will email them in **one email** to [fohps@kpu.ca](mailto:fohps@kpu.ca) via my KPU student email address only, and will include my valid KPU student number.
- I will allow the FoHPS office one week (7 days) to review my application prior to following up.
- If my application is complete, I'll receive the STEP 1 email to my KPU email account.
- If my application is incomplete, I'll be sent an email outlining my next steps.

#### STEP 1 Email:

The STEP 1 email includes details on next steps that I must follow. These directions include:

- Complete my CRC via the BC Services Card App and sending the receipt for the CRC to [fohps@kpu.ca](mailto:fohps@kpu.ca) – I must verify my ID via the BC Services Card App. If I reside outside of Canada I will advise the office.
- Complete and send the Clinical Intake Form (attached to STEP 1 email)
- Send the “understanding” email statement with the two items above included – I will not send in multiple pieces, and will wait until I have all three items complete and will send one email.
- Once the FoHPS office receives my three (3) STEP 1 items, they will be in touch once my CRC comes back clear.
- When the CRC comes back clear, I'll receive the STEP 2 email.

#### STEP 2 Email:

- The STEP 2 email includes a personal registration link to buy a seat. I will not share this link.
- I have one week to purchase a seat.
- If I opt to not purchase a seat within the one week, I will need to reapply for clinical at a later date when I am ready to commit.
- If I have travel booked within the next 6 months, I will not proceed with purchasing as seat.
- If I am ready to buy a seat, I will follow the directions in the STEP 2 email and purchase my seat.
- I'll notify the FoHPS office of the purchase, and they will begin the placement search.
- I'll access to Course Moodle site within 24-48 hours of purchase and start preparing for clinical.

#### While waiting for your placement:

- Placements take time to secure, so I do not need to check in with the FoHPS office on the status of the placement request.

- I will log into Moodle and review the entire site.
- I will order my KPU Student ID, if I have not done so already.
- I will arrange any time off work, if applicable.
- I will update the FoHPS office if my immunization status changes, i.e. I receive a flu shot or COVID booster.
- I will attend the mandatory “expectations” meeting hosted by the Director when advised of details.
- I will monitor my KPU email daily.

When will I hear about my placement?

Placements take time to secure; once my file is uploaded to HSP, a request is sent out on my behalf using a start date six (6) weeks in advance. If it is declined, a new request is sent out to a different unit/hospital six (6) weeks out. Kwantlen can’t determine the actual start date until a placement is accepted by the hospital, and Kwantlen can’t determine when that will happen. Please be patient and do not follow up with the FoHPS office on your placement request status.

Once my placement is confirmed:

- I will be notified to my KPU email that my placement has been confirmed, and have 24 hours to accept the placement.
- Instructions will be in that email, and I can also read the information on the course website for my next steps.
- I will be given access to HSPNet, and I will log in right away.
- I will be given access to the Placement Moodle site to prepare for my specific unit.
- If I decline to accept the placement (or do not accept within the 24-hour period) that has been secured for me, Kwantlen will consider that as a withdrawal from the course. A grade of NCG will be noted for my transcript and I will have to register and pay again in the next semester, if I wish to proceed with an additional placement.
- From this point forward, I will direct my questions to my clinical instructor that has been assigned to me.