



ONTARIO PRIMARY HEALTH CARE
NURSE PRACTITIONER PROGRAM

Supplementary Guide:

PRIMARY HEALTH CARE NURSE PRACTITIONER PROGRAM

2016-17

PHCNP Office:

School of Nursing
HNES Building
3rd Floor
4700 Keele St.
Toronto ON M3J 1P3

Introduction

Since 1995, the Primary Health Care Nurse Practitioner (PHCNP) Program forms the largest university consortium in Ontario. York University School of Nursing is one of nine partners in the Council of Ontario University Programs in Nursing (COUPN) PHCNP Consortium.

Although very exciting, the PHCNP Program is **extremely intense** in course and clinical workload. It is designed for experienced nurses with strong clinical skills and a sound knowledge of nursing science, anatomy, physiology, health assessment, and pharmacology. Pre-course materials are available to help you assess your current skills and knowledge and develop a learning plan.

Because of this, it is imperative that students access the program materials early (usually available by mid-June for incoming students) and keep abreast of communiqués, policies, procedures, and information about the program, and in accordance to the Faculty of Graduate Studies. The information in this guide should be referred to on a regular basis. Also, it is essential that students navigate through the consortium's website at <http://np-education.ca> for important updates, communiqués; directories of staff, faculty, and students; calendars; guidelines; Central Registry Data Base (CRDB); and course work. Some information is also available on the York University School of Nursing website at: <http://www.yorku.ca/gradnurs/phcnp/index.html>

PHCNP Program Coordinator

Shelley Walkerley NP-PhC PhD
Room 329A, HNES Building
416-736-2100, Ext 20298
swalkerl@yorku.ca

- Full Time (Office hours variable)
- Academic advising to PHCNP Program students
- Provides ongoing support, information, and counsel/advice to students
- Coordinates admissions
- Organizes student workshops & special lectures, and information sessions
- Oversees marketing strategies
- Communicates and collaborates with provincial PHCNP program

Clinical Placement Coordinator

Rebecca Metcalfe RN, BScN, MScN
Rm. 330, HNES Building
416-736-2100 ext. 20068
rebam@yorku.ca

- Sources, negotiates and confirms student clinical placements.
- Customizes student placements to student learning needs and clinical placement availability.
- Maintains and expands clinical partnerships through site visits, and recruitment of preceptors and placement sites.
- Creates and coordinates student placement contract offers.

PHCNP Program Assistant

Heather Maunder
Room 301E, HNES Building
416-736-2100, Ext 30009
maunderh@yorku.ca

- Offers information to learners and all other inquiries
- Facilitates exam and course process (i.e., course sectioning, room bookings, exam reviews)
- Offers administrative support to NP team at York University

- Oversees student issues regarding access to NP courses and forums

Distance Education and IT Specialist:

Mr. Guillaume Semblat, Manager, PHCNP Distance Education/Information Technology Team

gsemb@np-education.ca

tel : 613-562-5800 ext.8527

University of Ottawa

The Distance Education Team is responsible for:

- Managing the Central Registry Data Base (including course plans from learners)
- Developing and configuring NP software
- Assisting with navigating on the NP network
- Supporting NP students, staff, and faculty for all NP network related issues, NOT computer issues in general (that is managed by York IT services)

Tutor/Instructors:

Please see online directory

- Facilitates seminars
- Assigns grades to assignments and submits final grades
- Provides educational support to learners
- Liaises with clinical preceptors (including site visits)

Course Professors:

Please see online directory

- Design courses and curriculum
- Develop assignments and exams
- Provide course specific support to learners

IMPORTANT POINTS:

- Faculty and staff do not work on weekends (as per university usual hours of operation) and typically respond to voicemails/emails within **72 business hours.**
- It is preferable for students to use their university email account (**yorku.ca**); consistency in the email account you choose to use will prevent confusion and missed communications. Generally course related communications will be sent to your **yorku.ca** address.
- If students need to talk to staff face-to-face, it is **advisable that they make an appointment first.**
- It is the students' responsibility to review this entire handbook thoroughly.
- Computer terminal with internet access available at the School of Nursing; call ahead to book a time (416-736-5271).
- Students must read PHCNP forums regularly (every 2-3 days) to keep abreast of important messages; this is our primary means of communicating general information and announcements.
- The Central Registry Data Base (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, including address, email and phone numbers.
- Students should know who to contact using the York University website and the directories found in the NP Network.
- Students must know and adhere to the Faculty of Graduate Studies policies and procedures.
- Given the intensity of the program, it is the student's responsibility to prioritize schoolwork and other obligations.
- It is **not** recommended that students work and enroll in NP courses on a full-time basis.
- There are funding opportunities available including scholarships, bursaries and Graduate Assistant positions. Check the York University website for more information.

- **Each** clinical course (AHAD, Therapeutics, Integrative Practicum) requires commitment to **weekly** face-to-face seminars (3 hrs), field/clinical work (6 hrs), and 15-25 hours of homework. IP requires a total of 455 hours over 13 weeks.
- As seminars are held at York University, students must adhere to York University alerts (i.e., closures, security, weather alerts, etc.).
- All NP courses include online exams held on campus.
- University policies supersede any Consortium guidelines.

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 only)
- Therapeutics 1 & 2: 3 hrs on-site (York) seminar and 6.5 hours clinical per week or 78 hrs per semester (minimum). 15-25 hours homework per week per course. Usually offered on Tuesdays and Thursdays, but this schedule is subject to change. Therapeutics 1: September-December only; Therapeutics 2: January-April only. **Students will remain in the same course section for both the Fall and Winter terms.**
- Advanced Health Assessment and Diagnosis (AHAD) 1 & 2: 3 hrs (York) on-site seminar and 6.5 hours per week or 78 hours per semester (minimum). 15-25 hours homework per week per course. Usually offered Tuesdays and Thursdays, but this schedule is subject to change. AHAD 1: September-December only; AHAD 2: January-April only. **Students will remain in the same course section for both the Fall and Winter terms.**
- Integrative Practicum (IP): a total of 455 clinical hours with a seminar every other week over a 12 week period (May-August only). Seminars are on-site at York.
- Pathophysiology is a pre-requisite to AHAD, Therapeutics, and IP. AHAD is a pre-requisite of Therapeutics; however, it can also be taken concurrently. All courses are a pre-requisite to IP.

CLINICAL PLACEMENT POLICIES/GUIDELINES:

- Students are expected to travel to clinical placements; access to a vehicle is advisable. Students living outside the York University placement catchment will be required to travel longer distances. You will not be placed outside the defined catchment area unless the placement has been approved by the Placement Coordinator for that area. Those requests are managed by the Placement Coordinator at York University.
- Where students reside is **not** a factor when considering placement requests however every effort is made to keep your commute to a manageable time.
- 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; if students do not 'accept' their placement, the student will **not** have a clinical placement and this will jeopardize your progress in the program.
- Students must strictly follow York University placement processes as outlined or the placement will be in jeopardy.
- Students must never make their own placement arrangements without authorization from the Placement Coordinator or they may jeopardize their enrollment in the program. **The School of Nursing will not honor any placements arranged without prior approval by the Placement Coordinator.**
- All students will have 4 placements throughout their time in the Program.
- Once a student is assigned a clinical placement, no switches/changes can be made unless there are extenuating circumstances. Any changes must be approved by the Placement Coordinator.
- Preceptors include NPs and Medical Doctors (students will have at least 1 NP-PhC preceptor within the duration of the program). Most students will have a least one placement in a clinical specialty area.
- 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.

Required Forms/Documents:

•Clinical Request Form (Located: NP website, under General Resources – online version) – **Commencing early in June and due by the end of June.**

•Clinical Requirements: Immunizations, Mask Fit, CPR, Police Check (Vulnerable Persons), Immunizations (Located: York University School of Nursing website) **Due before the beginning of the Fall term; placements cannot commence without these requirements.**

Website: <http://nurs.info.yorku.ca/clinical-preparedness-permits/>

Instructions specific to graduate students for CPP checking for Fall 2016 will be communicated to students from Synergy and the NP Clinical Placement Coordinator when they are finalized.

Process:

Step 1: Register in the NP Network and submit your completed Course Plan into the Central Database (as soon as possible).

Step 2: Register for courses on the York University site; if you are not Registered for your courses at York you will receive a failing grade for those courses. For AHAD and Therapeutics there will be Sections for students taking only one course (AHAD or Therapeutics) and Sections for students taking both courses. Make sure you enroll in the correct Section; you will be able to attend both seminars in one evening. The Sections will be discussed at Orientation and posted in the forums.

Step 3: If you are planning to be in a clinical placement in the Fall term request a Police Check (Vulnerable Persons: this takes a minimum of 14-20 weeks in the GTA), Mask Fitting, Immunizations, and all the other components of the **Clinical Preparedness Package**. This has to be completed and stamped by Synergy™ before you can start your clinical placement.

Step 4: Submit Clinical Preparedness Package as per instructions specific to graduate students for CPP checking for Fall 2016 that will be communicated to students from Synergy and the NP Clinical Placement Coordinator when they are finalized.

Step 5: Complete the Clinical Placement Request form (online version only).

Step 6: Once a placement is confirmed the student will be notified by email.

Step 7: Obtain your photo ID. The School of Nursing requires all students in clinical placement to have York U photo identification – students can get their School of Nursing photo ID card at the YU Card office, Rm. 200, Williams Small Centre (#15 on the York U Map/in the same building as

The Arboretum Parking Garage)

Visit <http://yucard.info.yorku.ca/get-your-yu-card/> for hours and location. Be sure to tell the receptionist that you are a graduate program nursing student with an RN designation so that you are provided with both a generic York University student ID card as well as a School of Nursing photo identification card, which should have your RN designation on it - students must display their School of Nursing photo identification card while at all placement sites.

Students will need their student number and one piece of government issued ID (such as a Driver's License, Passport, Citizenship Card).

Step 8: Ensure all requirements are met and processed before clinical placement begins; failure to comply will mean a delay in starting your placement and may jeopardize your completion of the course.

Keep in Mind:

- Students are placed in various agencies within the boundaries of the geographical map (see NP Network); 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; the emphasis is on primary health care settings.
- Students typically commence their Fall placements in mid-to-late September.
- Students cannot commence their placement before the semester officially starts (as per Faculty of Graduate Studies calendar) and they must complete their placement hours when the semester/course officially ends. See 'significant dates' available on the Faculty of Graduate Studies website.
- Please respect the complexity of the clinical placement process.
- Please use professional language/etiquette when communicating with all faculty & staff as per University policies.
- Students may offer potential placement sites/preceptors; 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) along with a brief interview.

•There are limited preceptors/placement sites available and the placement process is extremely complex, therefore, students' patience and understanding will be greatly appreciated. You will be notified about your placement as soon as it is confirmed. This is usually by the first week of September for the Fall term, the third week of December for the Winter term, and the end of April for the Summer term.

GET READY!

- Submit your complete Course Plans and demographics via central registry (CRDB). If you need help contact the Program Assistant or the Program Coordinator.
- Start surfing the NP Network. Get to know how the website works, review and familiarize yourself with the available resources, forms, information, and communication tools.
- All exam dates are posted in September; these dates are firm and cannot be changed (as per policy) and must be written ON-SITE, therefore, students must schedule their lives accordingly and ahead of time.
- Students should check email accounts and forums regularly (daily) as many messages will be sent during the summer!
- Students should begin reviewing all pre-course materials. Identify your learning needs and implement a plan to meet those needs before your classes start in September.
- Please complete all forms as necessary for clinical placements (e.g. police checks, health records, CPR) and check your **yorku.ca email** regularly for further instructions regarding CPP stamping for Fall 2016.
- Physical assessment/head to toe review courses are offered at various higher education institutions; the PHCNP Program office does not coordinate this. These options will be reviewed at the June Orientation.

- Plan to attend the Orientation Program in June (date will be announced in April or May). This is your best opportunity to learn about the Program, get all the information you need to ready to start your courses in September, and have your questions answered.