



ONTARIO PRIMARY HEALTH CARE
NURSE PRACTITIONER PROGRAM

Supplementary Guide:

PRIMARY HEALTH CARE NURSE PRACTITIONER PROGRAM

2019-20

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 has formed 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
- Collaborates in designing 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.
- Collaborates in designing marketing strategies
- 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

Aqleema Khan
Room 336, HNES Building
416-736-2100, Ext 20362
azkhan@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 (Course Directors):

Please see online directory

- Facilitate seminars
- Assign grades to assignments and submits final grades
- Provide 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 generally 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 terminals with internet access are available at the School of Nursing; call ahead to book a time (416-736-5271).
- Students must read PHCNP discussion groups 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 hours), field/clinical work (total of 78 hours per term), and 15-25 hours of homework. The Integrative Practicum requires a total of 455 hours over 13 weeks including seminars and clinical placement hours.
- 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)
- Roles and Responsibilities: distance methods, no clinical. Online seminar every other Wednesday (September-April)
- Therapeutics 1 & 2: 3 hrs on-site (York) seminar and on average one day of clinical per week for a total of a minimum of 78 hours per semester. 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 on average one day of clinical per week for a total of a minimum of 78 hours per semester. 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 419 clinical hours and 36 hours of seminar 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, AND EXPECTATIONS:

- Students are expected to travel to clinical placements; access to a vehicle is advisable. Students who are traveling via transit should expect longer travel times. Students living outside the York University placement catchment will be required to travel longer distances. Students 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.
- 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. **The School of Nursing will not honor any placements arranged without prior approval 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, generally 2 or more). Most students will have at least one placement in a clinical specialty area and one placement in Long Term Care/Geriatric Outreach.
- 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 their progress in the program.

- Not all learning needs will be met at each clinical placement setting; other opportunities throughout the program will arise.
- Once a student is assigned a clinical placement, no changes will be made unless there are extraordinary circumstances.
- If a student drops a clinical course they are expected to communicate this to their clinical preceptor.
- Expectations regarding student patient care load and clinical performance are dependent on the course and the setting.
 - AHAD I: at York University students in AHAD I are in their first or second year, and this is their first clinical placement. They are very new to the role and the curriculum and will need extra time. We recommend that they observe the preceptor for the first week. Once they start seeing patients they may need closer supervision and more frequent consultation. The expectation is that by the end of the 12-week placement they can see 4-6 patients per day with minimal supervision. They should be able to conduct a history and physical exam and develop a diagnostic plan that includes evidence-based screening for patients of all ages (depending on the nature of the practice where they are in placement). All students in all courses must review all their patients with their preceptor before the patient leaves the clinical area.
 - AHAD II: during AHAD II students will enhance their skills and should be able to increase their patient load. They will need less supervision and less consultation and can manage increased patient complexity.
 - Therapeutics I/II: at York University students taking Therapeutics I and II are in their second or third year. They will have completed several courses by this time and are expected to be able to function more independently and with greater confidence. They should be able to see 6-8 patients per day (depending on the clinical practice environment). Initially they will require more supervision and consultation related to their therapeutic plan of care. By the end of the first 12 weeks they will be able to manage that load more independently. Students in Therapeutics I and II must review their assessment and diagnostic plan as well as the therapeutic plan of care including their recommendations for pharmaceutical and non-pharmaceutical interventions. They are not authorized to write prescriptions but should be practicing so that they can enhance their knowledge and skills.
 - Integrative Practicum (IP): these students will be in the clinical setting for 4-5 days per week and should be functioning independently. They will consult with you for each case but should be able to present a

comprehensive assessment, diagnostic plan and therapeutic plan of care independently. They are not authorized to write prescriptions but should be practicing so that they can enhance their knowledge and skills. At this level students should be able to manage a daily patient load approximating that of a novice NP in your setting (8-12 patients per day in general practice).

- Clinical preceptors will have the opportunity to evaluate student performance at the mid-term and at the end of the placement. The form is a fillable on-line form. The student will complete a self-evaluation. The preceptor and the student are expected to meet to review both evaluations.
- Course Directors will contact the Clinical Preceptor a minimum of 3 times during the placement to discuss student progress. The Clinical Preceptor can and should contact the Course Director if there are concerns or issue with student performance.
- Students who are not meeting clinical expectations need to be advised as soon as possible. Clinical Preceptors are expected to contact the Course Director about these concerns. The Course Director and Clinical Preceptor will work together with the student to develop a progression/remediation plan. This will be documented on the PHCNP Practicum Progression Plan. This form should be discussed and signed by the student, the Preceptor and the Course Director and forwarded to the NP Program Coordinator. Program Course Directors are available to make site visits when indicated.

Incidents/Accidents in the Clinical Environment

- **A York University Incident/Accident Report** form must be filled out by the student and the Course Director for any of the following reasons:
 - Clinical incident involving a student's client who suffers an incident/fall/injury/error while under the student's care.
 - Occurrence that requires a site incident form that the student was involved.
 - Medication error of omission or commission; near misses (error related to the eight rights of medication administration or the requirements related to prescribing medication as set out by the College of Nurses of Ontario),
- Practicum activity not completed, due to the student's feeling unsafe in the area due to potential/actual abuse and/or violence.

Students must report any injuries or incidents promptly, however minor, to the

- preceptor and administration at the practicum site;
- Course Director
- NP Program Coordinator
- NP Program Placement Coordinator

The incident/accident report (please refer to the nursing Web site) must be filled out for any accident/injury requiring or resulting in:

- Health care by a medical practitioner for which there is a fee for service;
- Lost time from the University beyond the date of accident; and/or
- Exposure to a communicable disease.

Note:

The incident/accident report form is available on the NPCO website

a) Incident involving client.

Link to the form:

<http://nursing.info.yorku.ca/files/2016/11/Incident-Accident-Report-Updated.pdf>

b) Incident involving student.

Link to the form:

http://www.yorku.ca/finance/documents/YU-IncidentReport_%28NonEmployee%29.pdf

All incident forms must be filled out within 48 hours of the incident/accident and must be faxed or brought to the SON Office (Fax Number: 416-650-8226).

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). Include all information regarding your location and mode of travel.

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 and 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 must 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 the 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 discussion groups 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 be ready to start your courses in September, and have your questions answered.

