



# Welcome to UBC-Vancouver BSN Program!

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## Congratulations!

Welcome to Nursing! We are excited to welcome you to our community of students, scholars, faculty and staff this Fall. We look forward to meeting you and to working with you to support your success. You have been selected from a very competitive pool of applicants and are about to embark on an exciting journey in a fast-paced, intensive nursing program.

To help prepare you for the new term and what lies ahead we have compiled some important information in this welcome package. Please read it *carefully* and use the checklist provided at the end of the letter to ensure you have completed all tasks.

## Resources:

### 1. BSN Orientation Blog

The [BSN Orientation Blog](#) contains important information to assist you in making the transition to nursing student. This Blog is the official site where we post important information about getting prepared for September. Make sure to check the Blog if you have any questions, or contact the program.





## 2. 2022 BSN Cohort Canvas Shell

During your time in the school, you will upload various documents required to progress through the BSN program using the [2022 BSN Cohort Canvas site](#) (For example, BSN Program Requirements and SPECO (Student Practice Education Core Orientation) Checklist, and 3<sup>rd</sup> year BSN Program Requirements). Since you've already completed the tasks assigned when accepting the admission offer, you now need to complete all the tasks found in the BSN Program Requirements and SPECO Checklist folders. Please refer to the 2022 BSN Cohort Canvas site for more information and deadlines.

## 3. UBC Centre for Accessibility

UBC's Centre for Accessibility (CFA) facilitates disability-related accommodations designed to remove barriers for students with disabilities and ongoing medical conditions, including for students in health professional programs. If you have received accommodations during your previous educational experiences or believe that you may qualify for accommodations during your time in the BSN program, please review the [CFA's website](#) at your earliest convenience for more detailed information.

## Orientation, Classes and Program Information:

### 1. Meet & Greet and Orientation

Participation in the in-person BSN Orientation on *Wednesday, August 31 and Thursday, September 1, 2022* is mandatory. Students are expected to be present for all sessions. At the current time, the intention is that Orientation will be a face-to-face format on campus depending on COVID-19 pandemic public health orders. The orientation agenda and other important information will be posted on the [BSN Orientation Blog](#) in the weeks to come. However, orientation is planned to be full day sessions. Please monitor the [BSN Orientation Blog](#) frequently.







## 2. First Day of Classes and Class Schedule

Classes start on Tuesday, September 6th. UBC is planning for a return to on-campus activity for Winter Session, Term 1, with the guidance of the Provincial Health Officer, Dr. Bonnie Henry, and public health teams in the health authorities. The health and wellbeing of our BSN students and faculty remain our first priority. As such, we are embarking on further planning, in collaboration with public health, to accommodate on-campus program delivery. Further updates regarding the Fall course schedule and various orientation activities will be provided in the coming weeks. As a reminder, you are also encouraged to review the [UBC COVID-19 Campus Rules](#).

Expect to have full days every day from day one, including lectures/seminars/lab activities. Specific details will be shared as they become available. Nursing practice starts closer to the end of September and will include weekdays, weekends, day and evening shifts. While you will have practice experiences, you will not be assigned to work with patients who are COVID-19 positive, or on units dedicated to patients with COVID-19 at the beginning of your studies. Course syllabi will be available on UBC Canvas when ready. Term 1 course schedule will be posted on our [website](#) as we get closer to Orientation.

## Learning Resources:

### 1. Textbooks

Required textbooks and learning resources are available for purchase at the UBC Bookstore, online or from other sources. You must purchase the textbooks and learning resources before the beginning of classes. The 2022 Cohort Term 1 Textbook list will be available under "[Program Textbook List](#)" The current list is last year's list for your reference on textbooks required. *The updated list will be available by in early July 2022.* Check back frequently, and consult with the updated list to purchase the correct edition of required textbooks.





## 2. Finances and Funding for your education

You are assigned a UBC Enrolment Services Advisor (ESA) who provides personalized support throughout your studies at UBC. Your ESA is your go-to person for guidance throughout the program including financial assistance and planning, and referrals to the appropriate student services and resources across campus. To contact your ESA, log on to the Student Service Centre, go to the Personal Info menu and select UBC Contacts. If you have not been assigned an ESA yet, but you have pressing questions related to student loans or financial planning, you may contact ESAs via phone (604-822-9836/Toll free: 1-877-272-1422) or [online form](#). For more information about ESAs and what they can support you with, please visit [UBC website](#). Please note that an online workshop tailored to BSN student will be offered by ESAs (Bushra Mirza and Sabrina Materie) on July 7, 2022 at 2 pm PST. This session will be recorded for those students who are not available at that time. More information on this workshop will be available at later date.

## Practice Placement Learning and Preparation:

### 1. Practice Placement

Nursing is a practice discipline and a large proportion of your nursing program will be in practicums, working with actual patients of all ages, across all health care settings in hospitals, clinics, patients' home in the community or in simulated practice contexts. The School of Nursing secures all practice placements and assigns students to practice experiences across the Lower Mainland each term. There is an expectation that students can travel to practicums outside of Vancouver city. Practice Placement in hospital, clinic, and the community requests are made through an online placement management system known as HSPnet (Health Sciences Placement Network). This system is used across Canada and internationally, and provides a database and various tools to secure placement opportunities, assign students to specific practice placement settings, and manage contact information and schedules.

You will begin practice learning by the third week of September, and in preparation for your practice experiences, you need to learn how to use HSPnet and manage the information related to





specific practice setting requirements. To create your account in *HSPnet* and to facilitate receiving and accessing information for practice orientation, you must first set up your UBC Student email account. This is a mandatory requirement for all UBC Health Professional students, and is the **only** email to be used for practice and School of Nursing correspondence. Your UBC email will also be the only way the Health Authorities and other practice sites will communicate with you, so it will be important to monitor that email regularly. Failure to set-up your UBC Student account will result in your inability to be placed in a practice placement, meet practice requirements or access clinical computers for documentation and other patient records. To set up your account please visit <https://it.ubc.ca/services/email-voice-internet/ubc-student-email-service> and review the documents and instructions included in the BSN 2022 Cohort Canvas shell related to practice placements and HSPnet, then upload all required documents by **August 8, 2022 (11:59 pm PST)**. Also, please familiarize yourself with the [current School of Nursing policies and practices associated with BSN Clinical Practice Placements](#).

## 2. Uniforms

Students are required to wear the UBC School of Nursing approved uniform during their practice placements. Students must obtain the approved uniform from our supplier, [Uniform Central](#) (The website is under maintenance at the moment). We recommend you purchase at least two uniforms before you start practice placement. Be sure to allow enough time for ordering and fitting. Contact via email at [info@uniformcentral.ca](mailto:info@uniformcentral.ca) or by phone at 778-331-8335/toll free 1-888-531-8335 about obtaining uniforms. They are also on social media (Instagram @uniform\_central\_Vancouver) where you can find their information and products. Uniform central receives a list of confirmed students for the 2022 Cohort from the BSN Program to verify your purchase of a UBC Nursing uniform. Please note, in person fitting is only available to students purchasing uniforms at Uniform Central.







### 3. Equipment

Before classes begin, you must purchase a good quality Stethoscope (e.g., ADC, Littman or MDF) and a sphygmomanometer (manual blood pressure cuff) for lab and practicum. Further details about cost and options for purchase are posted on the [Undergraduate Program FAQs](#) (search for Equipment).

### Program Fees:

The following program fees must be collected online and in-person. Other required expenses are outlined on [our website](#) under Tuition and Financial Planning.

#### 1. Fees payable to CNSA

- CNSA membership: \$20.  
Fee is payable during the BSN orientation. **Please prepare exact change in cash.**

#### 2. Program Fees payable online to School of Nursing

(You can pay with major credit card (Mastercard or Visa), or pay directly from your bank account using INTERAC online.)

- Go to <https://nursing-axis.sites.olt.ubc.ca/home/students/>
  - Click “BSN Student Fee Payment”, fill in your information, and choose “I will be attending BSN 3<sup>rd</sup> Year in September 2022”
  - Select “Proceed to UBC e-Payment Site”
  - Once you’ve paid BSN 3<sup>rd</sup> Year Fee, return to the e-payment site select another fee to pay
- Immunization Review (Mandatory for all/one-time fee) \$162.00 + Program Materials Fee (Mandatory for all/annual fee) \$28.65= total of **\$190.65**  
**Payment Deadline: September 15, 2022**
  - Artona Photo ID (Mandatory for all/practice placement Photo ID) \$20.00 – **Payment collected and photo taken at BSN orientation. Please prepare exact change in cash.**





- Key Fob Deposit \$10.00 (required for access to student spaces. However, due to the pandemic, student spaces are currently closed. We will notify you when they re-open). **Do not pay this fee until instructed to do so.**
- Clinical Fob Deposit \$40.00 – Under “Clinical Fob Deposit” (Only required when clinical instructor instructed to obtain the Fob). **Do not pay this fee until instructed to do so.**

## Membership:

### 1. Nursing Undergraduate Society

The UBC School of Nursing supports your student involvement through the Nursing Undergraduate Society (NUS). Please review the letter from the NUS for information regarding important upcoming events and programs.

### 2. Canadian Nursing Students’ Association

All UBC Nursing BSN students are part of the Canadian Nursing Student’ Association (CNSA). Membership fee for 2022/23/24 is \$20.00. **NUS will be collecting the fee during the orientation. Please prepare the exact amount in cash.**

## Checklist to be completed:

Complete all tasks and upload all required documents to the [2022 BSN Cohort Canvas site](#) (BSN Program Requirements folder). Please read instructions carefully as there are several different deadlines. Some deadlines are before the offer acceptance deadline and you must complete some tasks as mentioned below.

### 1. Criminal Record Check- **Deadline: June 7, 2022**

In the 2022 BSN Cohort Canvas site, please ensure you have followed the steps to begin your Criminal Record Check – Details are provided in the [2022 BSN Cohort Canvas site](#).







## 2. Book 2 Immunization Review Appointments- Scheduled Appointment Dates Confirmation - **Deadline: June 7, 2022**

Booking two (2) immunization review appointments with UBC Student Health Services (SHS) must be completed by **June 7th**. Delays in completing the immunization review may prevent students from attending practice placement learning, and jeopardize progress in the program. After you settle both appointments with UBC SHS, please respond to the quiz on the [2022 BSN Cohort site](#).

For local students, the program recommends you book your immunization review as early as possible as UBC SHS deals with the entire UBC community (all new incoming UBC students). Please do not wait until end of August to complete your appointments.

## 3. Complete 2 Immunization Review Appointments at UBC SHS- **Deadline: August 26, 2022**

Complete your 2 in-person Immunization Review Appointments at UBC SHS by August 26, 2022. As the program is planning the face-to-face orientation (depending on the provincial health order), all BSN students should move into the Metro Vancouver area before September 1, 2022. If you are unable to complete your SHS appointments by August 26, 2022, please notify us at [information@nursing.ubc.ca](mailto:information@nursing.ubc.ca) immediately. Any delay in completing the immunization review may prevent students from attending practice placement, and jeopardize progress in the program.

## 4. Complete 2 Orientation Surveys — **Deadline: July 20, 2022**

In preparation for the orientation, we would appreciate it if you could answer a few questions so that we can be as prepared as possible for your arrival. Please complete “[2022 Cohort BSN Welcome Survey](#)” and “[BSN Welcome Ceremony 2022 – Food Preferences Survey](#)” by July 20, 2022. Those Surveys will be circulated to you end of June/beginning of July, 2022.





### 5. UBC Student Email - **Deadline: July 31, 2022**

Please note that you will not be able to complete this task until **AFTER** you have registered into courses. Registration will begin June 28-30, 2022, and this quiz will be available on [2022 BSN Cohort Canvas shell](#) on June 28, 2022. In order to start receiving practice placement information 1) Sign up for the UBC Student Email service; 2) Upload your UBC Student email on Canvas; and 3) Update your email account on the Student Service Centre (SSC). The UBC Student email address is the only email used for practice placement confirmation and all School of Nursing related correspondence.

### 6. Practice Placement Consent & HSPnet Consent Forms - **2 quizzes, Deadline: August 8, 2022**

Fill out the Practice Placement and HSPnet Consent forms, and upload them on the [2022 BSN Cohort site](#). The forms are included as links on the Canvas shell in the “Quiz instructions” section of each task.

### 7. SPECO (Student Practice Education Core Orientation) Checklist – **Deadline: September 19, 2022 at 8am**

SPECO are provincial guidelines that were developed to support your practice experiences in health care settings across all Nursing Schools in the province. Complete all required modules and upload proof of completion in each checklist item’s respective quiz on the [2022 BSN Cohort site](#). The link to the modules is included in each respective [quiz](#) on the document collection Canvas shell.

### 8. N95 Mask Fit Testing- **Deadline: August 8, 2022**

As requisite for practicums, all students must be fitted with an N95 respirator. Important information regarding the N95 fit testing process and options for testing will be available on the [2022 BSN Cohort site](#) when available. **N95 respirator certification is to be renewed every year thereafter.** **Please note that your certificate must have been issued after May 1, 2022.**





### 9. Basic Life Support (BLS) for Healthcare Certificate- **Deadline: August 8, 2022**

You are required to have completed a Basic Life Support (BLS) for healthcare certificate course for your practice experience. NB: This is NEW for the BSN Program 2022 cohort - your BLS Certificate must be **valid until May, 2023**. Important information regarding First Aid / CPR BLS Level for Healthcare Certification process will be posted on the [2022 BSN Cohort site](#). **Please note that your certificate must have been issued after May 1, 2022 as you are required to have a BLS Certificate for the duration of your clinical practice. You will be required to renew and re-submit updated BLS certificates in May 2023.**

### 10. Pay program fee online – **Deadline: September 15, 2022**

Please refer to the [Program Fee Section](#) in this letter.

### 11. Preventing and Addressing Workplace Bullying WorksafeBC Certificate-

**Deadline: September 21, 2022**

All nursing students are required to complete the online Preventing and Addressing Bullying and Harassment course offered through UBC Risk Management Services. You will not have access to the course until September 6th (the first day of class). You will receive an email from the UBC Nursing Student Tracking System (STS) with instructions about how to complete the course and upload the certificate. The deadline to complete and upload the certificate is September 21 at 11:59 pm.

Thank you for taking the time to read and follow these instructions. If you still have questions, please check the [BSN Frequently Asked Questions \(FAQ\) website](#) or contact the Student Support Office at [bsnprogram@nursing.ubc.ca](mailto:bsnprogram@nursing.ubc.ca). Best wishes for a good and restful summer, and see you in September!

