



Rankin SON Electronic Student Files

Classification:	Student Policy
Responsible Authority:	Associate Director, Rankin School of Nursing
Executive Sponsor:	Director, Rankin School of Nursing
Approval Authority:	Director, Rankin School of Nursing & Rankin School of Nursing
Date First Approved:	2017-06-26 (date of original policy)
Date Last Reviewed:	2020-07-22 (date last reviewed)
Mandatory Review Date:	2023-07-22 (3 years for existing policies)

PURPOSE

Clinical practica are an essential component of Baccalaureate Education for Nursing. Agencies where students are placed for clinical practica require the School of Nursing to provide written confirmation that students are up-to-date with immunizations and other required documents (WHMIS, Standard First Aid, HCP CPR, criminal record/vulnerable sector check, child abuse registry). In order to participate in required clinical practica, the Rankin School of Nursing requires incoming students to submit necessary documentation.

As students proceed through the program, documents pertaining to their clinical experiences will be stored in their electronic file (PCS, student self-evaluation, etc.).

The purpose of electronic student files is to provide secure storage of student documents.

SCOPE

This policy applies to all students enrolled in the nursing program.

DEFINITIONS

Word/Term	Definition
SON	School of Nursing
Electronic File	A file maintained in a computer readable form
CAR	Child Abuse Registry
WHMIS	Workplace Hazardous Materials Information System
HCP CPR	Health Care Provider Cardiopulmonary Resuscitation
PCS	Patient Care System

POLICY

Student documents are a requirement for progression through the School of Nursing program. Electronic student files will be maintained to provide efficient and safe storage of students documents.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Submission of Documents	
1.1 Students must submit required documents by the specified date as determined by the SON.	Student
1.2 Students will submit documents in an electronic format (via email or One Drive) to the Academic Administrative Assistant.	Student Academic Administrative Assistant
1.2.1 Students will submit original CAR and criminal record/vulnerable record check documents in paper format to the Academic Administrative Assistant .	Student Academic Administrative Assistant
1.3 Clinical Instructors will submit Clinical Evaluations in an electronic format (via email, One Drive or Fax) to the Academic Administrative Assistant.	Academic Administrative Assistant Student
2. Storage of Electronic Files	
2.1 The Academic Administrative Assistant will create an electronic folder for each cohort in the SON. In the appropriate cohort folder, another electronic folder will be created for each student prior to semester three.	
2.2 These electronic folders will be housed to the "SharePoint" group on OneDrive for St. Francis Xavier University named Nursing.	Academic Administrative Assistant
2.3 Each folder will be saved in the format of LastName_FirstName. Within the student's individual folder, files will be named in the format of what the file is, i.e. a WHMIS certificate would be named WHMIS_LastNameF.	Academic Administrative Assistant
2.4 Any confidential or personal letters will be stored in paper format along with the submitted documents from 1.2.1	Academic Administrative Assistant
3. Access to Student Electronic Files	
3.1 The Academic Administrative Assistant will ensure that access to Electronic Student Files is limited to the following: the Director, the	Academic Administrative Assistant

Associate Director, Placement Coordinator, and Clinical Placement/
Scheduling Assistant.

- 3.2 Clinical Instructors requesting information about a student's practice history must discuss this with the Associate Director. If the Associate Director is unavailable, the Academic Administrative Assistant may be contacted.

Academic Administrative Assistant

- 3.3 Students are permitted to view their file/evaluations by appointment only. Photos or copies of documentation after they are submitted is not permitted. This is considered third party information. Students are advised to maintain their own records prior to submission.

4. Maintenance of Student Electronic Files

- 4.1 The Student Electronic Folder will be maintained within the SON for five years following graduation or after leaving the Nursing program.

Academic Administrative Assistant

- 4.2 Five years following graduation or after leaving the Nursing program, the Academic Administrative Assistant will delete the student electronic folder from the SharePoint group on OneDrive for St. Francis Xavier University.

Academic Administrative Assistant

SUPPORTING DOCUMENTATION

Appendix 1 Nursing Student Information Form

RELATED POLICIES

[National HSPnet Policy](#)

Rankin SON Policy on the Assignment of Clinical Placements

RELATED MATERIALS

[StFX University Academic calendar](#)

Nursing Student Information Form

All documentation must be received by the School of Nursing.

Please send the documents and checklist to:

StFX Rankin School of Nursing
Academic Administrative Assistant
Box 5000, Antigonish, NS B2G 2W5

Students are strongly advised to keep a copy of all documentation for their own records (i.e.: Immunizations, First Aid, Criminal Record, etc.) as the Rankin School of Nursing is not permitted to return copies to students for summer jobs, volunteering etc.

- **Criminal Record and Vulnerable Sector Check (Original)** - You must contact your local police or RCMP detachment to have your Criminal Record and Vulnerable Sector checks completed.
- **Child Abuse Registry Screen (Original)** - All nursing students must be screened through the Child Abuse Register in their home province (if your province offers this service) **AND** the Nova Scotia Child Abuse Registry. The NS form is available at <http://novascotia.ca/coms/families/abuse/ChildAbuseRegister.html>. ***Please note that processing of this screening may take several weeks.
- **Proof of Standard First Aid** (Scanned copy)
- **Health Care Provider (HCP CPR) (Note CPR C is not sufficient)** (Scanned copy) Annual recertification is required for Health Care providers, including student nurses.
- **Proof of required immunizations** (Scanned copy) A form is enclosed. As part of the admissions requirements to the nursing program, you are required to submit the completed Immunization form by the mandatory date provided by the School of Nursing. (photocopy is acceptable)

If you have any questions about these requirements, please feel free to contact the School of Nursing at (902) 867-2240 or nursing@stfx.ca