



College Procedures Manual	
Category	2 Student Affairs
Policy #	2.1.8 Admissions & Progression Provincial Practical Nursing Program (PPNP) & Access to Practical Nursing Program (PNAP)

2.1.8 Admissions & Progression Provincial Practical Nursing Program (PPNP) & Access to Practical Nursing Program (PNAP)

Health Programs

POLICY

This policy outlines requirements for admission and progression in the Provincial Practical Nursing Program and Access to Practical Nursing Program.

PURPOSE

This Policy defines performance standards and outlines processes for learners and college staff to monitor progress and to support students when minimum standards are not met.

This policy is designed to increase learner success and to support and encourage learners to use college resources and services effectively.

SCOPE

This policy applies to all students enrolled or seeking enrolment in the Provincial Practical Nursing Program or the Access to Practical Nursing Program.

Program Course Reference:

Refer to Provincial Practical Nursing Program Outline and Access to Practical Nursing Program Outline for course numbering, descriptions and sequencing.

Students in the Provincial Practical Nursing Program (PPNP) and Access to Practical Nursing Program (PNAP) are subject to the overall policies affecting all students at College of the Rockies, with the following additions. College policies¹ may be viewed on-line at the College website.

¹ [College Policies](#)

GUIDELINES

A. Admissions

A Copy of these Admissions Regulations shall be given to all applicants for entry into the PPNP/PNAP Program(s).

A.1 Eligibility

A.1.1 The College of the Rockies' Admissions Office, in consultation with the Program Coordinator or Department Head, shall determine an applicant's eligibility for admission.

A.1.2 The Dean of Health, in consultation with the Registrar's office, shall determine eligibility for re-admission of all students to the PPNP/PNAP program(s).

A.1.3 The College of the Rockies selects qualified applicants on a first-come, first-served, basis.

A.2 Admission Requirements - Academic

A.2.1 Applicants shall meet the following Academic Requirements:

- Grade 12 or equivalent
- Biology 12 or Biology 090 (Human Biology) with a minimum grade of 60%.
- English 12 or English 90 with a grade of 65% or Technical Communications 12 with a grade of 80%.
- Math 11 Principles with a grade of 60% or Math 11 Foundations with a grade of 60% (commencing 2012) or Math 80 or Math 82 with a minimum grade of 60%.
- Human Anatomy and Physiology for Practical Nurses with a minimum grade of 65% or equivalent must be completed by the start of specified courses.
- Applicants with English as an additional language must meet the current language requirements set by CLPNBC.

NOTE: Please view CLPNBC current English requirements at the following site:

<http://www.clpnbc.org>

A.3 Admission Requirements - Non-Academic

A.3.1 Applicants shall meet the following non-academic requirements:

- CPR (Level C)
- St. John's Standard First Aid Level 1 or Worksafe BC's Occupational First Aid Level 1 is required prior to entry and must be valid during entire program through yearly recertification (the cost of which is the responsibility of the student).
- PN applicants shall provide proof of 30 hours of volunteer experience.
- Immunizations as required by practice sites and as recommended by BC Center for Disease Control (2009): diphtheria and tetanus, polio, hepatitis B, measles, mumps, and rubella (MMR), varicella, and influenza. Negative TB skin test or chest x-ray, or medically verified documentation of completed treatment for TB.
- Satisfactory health as documented by self-disclosure form "Nursing Requisite Skills & Abilities" in the admission package.
- Solicitor General Criminal Record Check. A consent form is in the admission package. Note: Conviction for a criminal offence may prevent an applicant from obtaining practicum placements and/or employment opportunities following graduation.

A.4 Criminal Records

A.4.1 Applicants shall submit a consent form for a Solicitor General criminal record check, with payment, as part of the application process.

- The criminal record search will be available, on request, to any health care facility or agency placing students in the Provincial Practical Nursing Program. Some kinds of criminal records may be unacceptable to clinical placement agencies and facilities.
- The College will not seek alternative clinical placements for any student denied a placement because of a criminal record deemed unacceptable to the facility or agency.
- Students who are denied a clinical placement under this policy will be required to withdraw from the Provincial Practical Nursing Program.

A.5 Immunization

A.5.1 Students entering the PPNP/PNAP Program must meet the requirements for immunization established for health care workers by the B.C. Ministry of Health prior to entering clinical practice settings.

A.6 Selection

A.6.1 Admission to the PPNP/PNAP is limited to a specific number of students and not all qualified applicants may be accommodated. Applications are received during the 12-month period preceding the entry date. Early application is recommended.

A.6.2 Applications for the PPNP/PNAP will be separated, as objectively as possible, into three levels, namely *Qualified*, *Tentatively Qualified* and *Not Qualified*:

- *Qualified*: The applicant meets all of the requirements stated in A.1 through A.3 above.
- *Tentatively Qualified*: The applicant is currently enrolled in the program prerequisites.
- *Not Qualified*: The applicant is deficient in meeting some or all of the admission requirements stated in A.2 through A.3 above.

A.6.3 Once the class intake has been filled, applicants who meet admission requirements but have not been accepted for admission will be placed on a "waiting list". Individuals on the "waiting list" will be admitted if vacancies occur. Waiting lists are carried over from year to year. Applicants do not need to re-apply but must advise Admissions of their intentions.

A.7 Application Procedures

A.7.1 The following documentation must be received by the College of the Rockies Admissions Office before an application will be considered complete:

- Completed Application Form.
- Official transcripts of high school grades (an interim statement of grades is acceptable if applicant is still attending school).
- Official transcripts of all other post-secondary education grades.
- Completed "Nursing Requisite Skills and Abilities" Declaration Form.
- Two completed personal reference forms (examples may include current or previous teacher, counselor, employer, etc.) Personal references should be submitted directly by the referee to the Admissions Office. (Photocopies are not acceptable.)
- One completed reference from an employer or a reference from a volunteer experience in a health or social service agency.
- Applicant information questionnaire.
- Current CPR certificate (Level C).

- Criminal Record Search form.
- Proof of 30 hours of volunteer experience.

A.7.2 All costs related to the application process will be borne by the applicant.

A.8 Transfer Credit and Residency Requirement: Refer to Policy 2.5.6 Transfer of Credit and 2.4.1, A.2 Credential Framework

A.9 Flexible Assessment (FA) Refer to Policy 2.5.5 Flexible Assessment

A.9.1 A student who wishes to prove mastery of all the course content without taking that course must consult with an Education Advisor prior to the course start date. PPNP 117, 206, 216, 217, and 218 (CPE, Transition to Preceptorship, and Preceptorship) are not available for Flexible Assessment.

A.9.2 An Education Advisor, in consultation with the assigned instructor, will determine whether Flexible Assessment is an option.

A.10 Program Re-Admission

A.10.1 Readmission to the PPNP/PNAP may be permitted only when spaces become available due to attrition.

A.10.2 Students in good standing who must interrupt their Program may apply for readmission within one year of departure.

A.10.3 Students who fail to successfully complete a course or level may apply to re-enter and repeat the incomplete course or level when it is next offered. (Normally, there is a waiting period of 12 months between offerings of the same course or level.)

A.10.4 Students must apply for readmission at least six months in advance of the level start date, as it may be necessary to repeat part of the work from the previous level in order to upgrade skills and/or knowledge which have been lost in the intervening period. Students in the PPNP/PNAP must repeat Integrated Nursing Practice at the appropriate level as part of their re-entry into the program.

A.10.5 Priority for readmission will be given in the following order:

- Students in good standing who interrupted their program for illness or other personal reasons.
- Students who failed to meet program requirements for promotion.
- Students transferring from another program within British Columbia.

A.10.6 Normally, returning in one year or less will permit the student to maintain full credit for all courses previously completed successfully.

- A.10.7 After more than one year's absence, students may be required to update or repeat courses previously completed.
- A.10.8 Students must complete the entire Program within 36 calendar months (3 years) of initial entry.
- A.10.9 Reentry applicants who cannot meet this deadline will not be readmitted.
- A.10.10 The PPNP/PNAP program(s) reserves the right to deny re-admission to any student who is:
- Guilty of serious misconduct.
 - A safety risk to patient or students.
 - Demonstrating a consistent lack of achievement of the course outcomes throughout the term/program.
 - Unable to access a practicum in the workplace due to two previous practicum failures in this program.
 - Otherwise considered unsuitable by the Registrar/Dean.

A.11 Decisions Final

- A.11.1 The College's decisions regarding eligibility, admission and readmission, including denials thereof, shall be final and not open to any appeal process.

B. Progression

A copy of these Progression Requirements shall be given to all students upon entry into the PPNP/PNAP Program.

Note: *Where academic performance and progression is concerned, Policy 2.1.8 Admissions & Progression PPNP/PNAP supersedes Policy 2.4.8 Academic Performance.*

B.1 Evaluation

B.1.1 Grading

Grading will be based on the categories defined in the course outlines.

B.1.2 Frequency of Evaluation

In courses involving nursing practice (PPNP 107, 108, 116, 117, 205, 206, 215, 216, 217, and 218) evaluation occurs on a continual basis. All activities in which students participate may be considered evaluative events. Informal verbal and/or written feedback is regularly provided by the instructor or preceptor. Formal, written practice appraisals are summaries of all evaluative events to date.

B.2 Progression

B.2.1 The following requirements must be met in order to progress from level to level

- Receive a passing grade of 65% in Professional Practice, Professional Communication, Variations in Health, and Health Promotion courses in each level.
- Receive a passing grade of 80% in the Pharmacology courses in Level 1, Level 2 and/or Access semester of PNAP. (i.e.: PPNP 106, 115, PNAP 115). Learners must achieve an 80% average on the theory portion and achieve 100% on the drug calculation portion of the pharmacology course. Students who are unsuccessful in three attempts at the drug calculation portion will be deemed unsuccessful in the course. Students must also achieve an 80% pass on the Final Comprehensive Exam for Pharmacology 1 (PPNP 106) or Pharmacology A (PNAP 115).
- Receive a COM grade in the Integrated Nursing Practice Course for each level. Students must achieve a 70% average on written assignments and demonstrate satisfactory competency in all the skill components to pass the course.
- Receive a COM grade in the Consolidated Practice Experience courses by demonstrating satisfactory competency of practice criteria and pass any written assignments.

B.2.2 A student who does not meet the requirements listed in B.2.1 may apply for Program Readmission as per A.10.

B.2.3 Students are required to maintain a current CPR certificate – Level C while enrolled in the Program. The Red Cross recommends re-certification every two years.

B.3 Probation

B.3.1 Purpose

Students may be placed on probation by the PPNP/PNAP Program Department Head. Probation is intended to provide a formal mechanism to assist students with unsatisfactory or marginal performance to improve their performance. Probation may take the form of a learning contract or behavioural contract.

B.3.2 Student Responsibilities

It is the student's responsibility to seek the required support for improved performance in the program.

B.3.3 Criteria for Placement on Academic Probation

A student may be placed on academic probation under the following circumstances:

- Failure to meet course requirements at a satisfactory level in formative (interim) appraisals.
- Inconsistent performance over a period of time.

B.3.4 Criteria for Placement on Behavioural Probation

A student may be placed on behavioural probation at any time during the term if the student:

- Compromises the safety of others.
- Disrupts the learning opportunities of others.
- Displays a level of absenteeism from learning experiences which results in the student being unprepared or compromising the safety or learning of others.
- Behaves in threatening or blatantly uncooperative manner towards students, College employees or clinical staff.

B.3.5 Criteria for Removal from Probation

Conditions for removal from probation will be specified in the official written notification of probation.

B.3.6 Failure to Meet Conditions of Probation

Students who fail to meet the specified conditions or stipulated standards as outlined in their probation letter will be required to withdraw from the Program.

B.3.7 Limiting Number of Probation Periods

- Students will be limited to two probationary periods while enrolled in the PPNP/PNAP. If a third probationary period should be recommended by the faculty, the student will be required to withdraw from the program.
- Exceptional cases will be considered on an individual basis.

B.4 Required Withdrawal

B.4.1 A student may be required to withdraw (i.e., be excluded) from a class, a course or a program as specified in College of the Rockies policy *2.4.5 Student Conduct & Responsibilities* and following policy *2.4.6 Student Discipline*. The instructor shall report in writing to the Dean the circumstances giving rise to the withdrawal.

B.4.2 An instructor may recommend to the Dean that a student be completely withdrawn from a course per policy *2.6.2 Vocational Student Withdrawals as a Result of Absence*

- B.4.3 A student denied a practice placement by a health care facility or agency because of a criminal record deemed unacceptable will be required to withdraw from the PPNP/PNAP. The Program will not seek an alternative clinical placement
- B.4.4 There will be immediate dismissal from the program of any student who in any way breaks confidentiality by allowing information regarding persons with whom he/she is in contact in his/her role as a nursing student to be known to others outside the professional sphere.

B.5 Appeal

- B.5.1 A student dissatisfied with a final grade or program decision may appeal the College's action by following College of the Rockies Policy 2.5.3 *Final Grade Appeal Procedures*.
- B.5.2 Students may appeal only those disciplinary actions taken by the College which have an immediate direct impact on the student's completion of his/her education and training by following College of the Rockies Policy 2.4.7 *Appeal Process on Student Discipline*.

B.6 Attendance: Refer to Policy 2.6.2 Vocational Student Withdrawals as a Result of Absence

- B.6.1 Attendance at all scheduled lectures, laboratories, seminars, tutorials, nursing practice experiences, examinations and other learning experiences is mandatory.
- B.6.2 Students absent from any PPNP/PNAP course, for any reason, are responsible for the work they have missed. They must make up assignments as required.
- B.6.3 Students claiming illness or compassionate reasons for absence from learning experiences must contact the instructor concerned. Failure to do so results in an unexcused absence for each day the student has not had direct contact with the course instructor.
- B.6.4 A student who must be absent from a nursing practice or simulated learning experience is responsible for notifying the agency and/or instructor at least one hour prior to the scheduled time for the experience to begin.
- B.6.5 The PPNP/PNAP cannot undertake to provide substitute learning experiences in Nursing courses when students have been absent, for any reason.

B.7 Examinations: Refer to Policy 6.4.1 Administration of Exams

B.8 Student Behaviour: Refer to Policy 2.4.5 Student Conduct &Responsibilities

B.9 Student Behaviour: Professional Standards of Practice for the Licensed Practical Nurse

B.9.1 Students in the PPNP/PNAP shall adhere to the Professional Standards of Practice for the Licensed Practical Nurse.

- Responsibility and Accountability: The licensed practical nurse maintains standards of nursing practice and professional conduct established by CLPNBC.
- Competency-Based Practice: The licensed practical nurse applies appropriate knowledge, skills, judgment and attitudes consistently in nursing practice.
- Client-Focused Provision of Service: The licensed practical nurse provides nursing services and works with others in the best interest of clients.
- Ethical Practice: The licensed practical nurse understands, upholds and promotes the ethical standards of the nursing profession.

(Taken from the College of Licensed Practical Nurses of British Columbia² – Professional Standards of Practice November 2010)

B.9.2 In order to meet requirements for Registration as a Practical Nurse in BC following graduation from the program, students are subject to evidence of “good character” as follows:

- There is no evidence of a criminal conviction for any offence.
- There is no evidence of immoral or dishonest behaviour.

Any such evidence to the contrary may prevent or delay registration. Students affected by this policy should consult with the faculty and CLPNBC for advice regarding an appropriate course of action.

B.10 Cheating and Plagiarism: Refer to Policy 2.4.4 Academic Misconduct

B.11 General Requirements

B.11.1 Students shall prepare for and demonstrate knowledge in their nursing practice performance. Instructors may refuse to permit students to continue in the clinical area if there is evidence in their performance of lack of preparation or lack of knowledge or if they compromise the safety or learning of others.

B.11.2 Students in nursing courses held in the Nursing Simulation Centre shall actively participate in the practical learning experiences. In all nursing practice situations students will require supervision until such time as the instructor has stated that they are competent in the skill.

² <https://clpnbc.org/Documents/Practice-Support-Documents/Professional-Standards-of-Practice-for-Licensed-Pr.aspx>

Students who practice skills unsupervised when they have not received such clearance may be putting the client and/or themselves at risk. Students are legally and morally bound to adhere to this rule of supervision until deemed safe to be independent with each new nursing skill. Students may be asked to leave the nursing practice site if they do not comply with this requirement.

- B.11.3 A student shall access clinical areas as a nursing student only when accompanied by an instructor, or at such times as arranged for with the practice agencies by the Program (e.g., practica or preceptorship experiences, to research assigned client records, or with the specific written permission of a Practical Nursing instructor). The student must adhere to the PPNP/PNAP dress code in the clinical area at all times.
- B.11.4 A student may not withdraw from one of the PPNP/PNAP core courses and remain registered in the PPNP/PNAP unless an alternative academic plan stipulating required studies in a set time period has been approved by the /Dean.
- B.11.5 The College's PPNP/PNAP dress code must be followed in clinical areas at all times. The student's name/ID tag is always to be worn when the student is in clinical practice sites.
- B.11.6 Students are subject to the policies of the clinical agency in which they are obtaining their practice experience, as well as to the policies of the College's PPNP/PNAP.
- B.11.7 Students in the PPNP/PNAP are subject to the relevant provisions of the College of Licensed Practical Nurses as it applies to students.