



Medication Administration

N2500

2023-24

Copyright © 2024 Western University

All rights reserved. This book is protected by copyright. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means – electronic, mechanical, photocopied, recorded, or otherwise – without the permission from Western University, London, Ontario, N6A 3K7

N2500: Medication Administration

Calendar Description

This course focuses on safe, effective, and ethical administration of medications.

Expanded course description:

This course is designed to teach students about the administration of medications by various routes. The role and professional accountability of the nurse administering medications will be discussed. Students will learn about various practice standards and best practice guidelines used in the safe medication administration. Ethical considerations will also be discussed. Students will be taught how to correctly calculate medication dosages and develop the necessary psychomotor skills required for safe, competent medication administration, keeping in mind physical, psychosocial, and cultural factors.

Course Weight & Delivery: 0.125FCE, Lab, 4 hours/week

Course Learning Outcomes

Students will:

1. develop knowledge of the professional responsibilities of the nurse when administering medications
2. become familiar with best practice guidelines related to medication administration
3. demonstrate competence in dosage calculations
4. integrate previous knowledge of health assessment to identify necessary assessments pre-and-post-medication administration
5. practice safe medication administration by oral, intravenous, subcutaneous, intramuscular, and enteral routes
6. integrate principles of infection prevention & control
7. demonstrate competence in safe medication administration.

Major Concepts in the course:

- health assessment
- safety
- caring
- professionalism
- clinical judgment
- infection prevention and control
- evidence-informed practice

Competencies for entry-level Registered Nurse practice (CNO, 2020) addressed in the course:

Clinician: 1.4, 1.7, 1.8, 1.11, 1.21

Professional: 2.2, 2.13

Communicator: 3.5, 3.8

Coordinator: 5.2

Leader: 6.6

Advocate: 7.2

Educator: 8.4

Scholar: 9.8

Interprofessional Competencies (CIHC, 2010) addressed in the course:

- Interprofessional communication

- Role clarification
- Patient/family/community-centred care

Nursing Informatics Competencies (CASN, 2015) addressed in the course:

- uses relevant information and knowledge to support the delivery of evidence-informed patient care: indicators 1, 2
- uses ICTs in accordance with professional and regulatory standards and workplace policies: indicators 1, 5
- uses ICTs in the delivery of patient/patient care: indicators 1, 3

How this course will contribute to your development as a professional nurse:

Incorporating previous knowledge of health assessment, students learn how to safely administer medications by various routes in accordance with the standards for medication administration set by the College of Nurses of Ontario (CNO). Students begin developing knowledge and skill in the use of the electronic medication administration record (eMAR) which allows for comprehension, interpretation, and enactment of medication orders alongside their own assessments of simple to more complex patient situations.

Course Materials

Required:

- College of Nurses of Ontario Practice Standards (2019). www.cno.org
- Drug guide of student's choice
- Astle, B.J., & Duggleby, W. (Eds.) (2019). *Canadian fundamentals of nursing* (6th ed.). Toronto, ON: Elsevier Canada.
- *Undergraduate Student Information Site*
<https://uwoca.sharepoint.com/sites/NursingUndergraduateInformation?e=1%3A9bcb11eb675d42f1867e859267a302ae&CT=1690304572539&OR=OWA-NT&CID=d6022dc4-883c-f129-18eb-4f2f5576da36>
- Lab kit, purchased through the UWO Bookstore.
- Uniform, name tag, watch, & stethoscope are required. Please refer to the Undergraduate Student Information Site for more information on the dress policy.

Methods of Evaluation

all medication quizzes are 5 questions in 10 minutes
All quizzes are hard copy and completed at the beginning of the lab

Due Date	Assessment	Weight
Lab 3	Oral medications	Cumulative average of all 5 quizzes must be \geq 90%.
Lab 6	Intravenous medications I	
Lab 8	Intravenous medications II	
Lab 10	Subcutaneous medications	
Lab 12	Intramuscular medications	
Jan 31 Or Mar 20	IV therapy module final test	Minimum 70% required.

--	--	--

Students must be able to meet the competencies associated with safe medication administration, including dosage calculations. Failure to achieve a satisfactory grade in the following components will result in an unsatisfactory grade (failure) in the course.

To achieve a satisfactory grade in this course:

- attend and participate in all laboratory sessions
- demonstrate safety and competence in practice
- complete all assignments by the due date
- achieve minimum 70% on the final test in the 'Intravenous Therapy' online learning module
- attain cumulative average of 90% on all medication administration quizzes
- complete the 'Medication Information' template, as required
- complete and submit weekly clinical worksheet, as required

Title: Medication Quizzes (5 total)

(relates to course learning outcome #3)

Due: In-class during labs 3, 6, 8, 10, & 12

The purposes of the quizzes are for students to:

- demonstrate accuracy with dosage calculations
- demonstrate knowledge of CNO practice standards
- demonstrate clinical judgment related to medication administration.

Full Description

Students write five short medication quizzes. A 90% *cumulative* average on all quizzes is required to achieve a satisfactory grade in the course. There are **no** opportunities for rewrites. In keeping with the NCLEX examination, calculators may be used.

Title: Intravenous Therapy Final Test

(relates to course learning outcomes #1, 2, 4)

Due: Jan 31, 2024, by 11:55 pm (1st round)

Due: Mar. 20, 2024, by 11:55 pm (2nd round)

The purposes of the test are to:

- challenge students' understanding of intravenous access device safety
- promote competence in intravenous access site/patient assessment and clinical judgement
- assist students to develop their knowledge and skill related to intravenous therapy

Full Description

The Intravenous Therapy Module is a self-directed learning package prepared using a variety of learning activities to provide students with basic knowledge of intravenous therapy. When students have completed the module, they will complete a multiple-choice test in the OWL tests & quizzes tab on the course site. Students may take the test **once** and a minimum of 70% is required to pass.

Medication Administration Lab Schedule

FW23

Rotation 1 January 9-February 16 **Room 301**

Date	Top	Course Concept	Course Goals
Lab 1 January 9	Introduction to Medication Administration	Clinical judgment Infection prevention & control	1, 2, 3
Lab 2 January 11	Oral Medication Administration 1 <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control	1, 2, 3
Lab 3 January 16	Oral Medication Administration 2	Clinical judgment Infection prevention & control	1, 2, 3
Lab 4 January 18	Intravenous Medication Administration (1) Primary lines <i>Quiz 1-oral medication dosage</i>	Clinical judgment Infection prevention & control Evidence -informed practice	2, 3, 4, 5, 6, 7
Lab 5 January 23	Intravenous Medication Administration (2) secondary medications <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 6 January 25	Intravenous Medication Administration (3) <i>Final test to be completed in the Intravenous Therapy self-directed learning module on Feb.1 by 2100</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 7 January 30	Intravenous Medication Administration (4) <i>Quiz 2- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 8 February 1	Subcutaneous Medication Administration (1)	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 9 February 6	Subcutaneous Medication Administration (2) <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 10 February 8	Subcutaneous Medication Administration (3)	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 11 February 13	Intramuscular Medication Administration	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 12 February 15	Medication Medley <i>Quiz 3- Injectable medication dosage calculations</i>	Clinical judgment Infection prevention & control Evidence-informed practice	3, 4, 5, 6, 7



Medication Administration

N2500

2023-24

Copyright © 2024 Western University

All rights reserved. This book is protected by copyright. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means – electronic, mechanical, photocopied, recorded, or otherwise – without the permission from Western University, London, Ontario, N6A 3K7

N2500: Medication Administration

Calendar Description

This course focuses on safe, effective, and ethical administration of medications.

Expanded course description:

This course is designed to teach students about the administration of medications by various routes. The role and

The University of Western Ontario Compressed Time-Frame BScN Program, N2500 Medication Administration, FW 23

professional accountability of the nurse administering medications will be discussed. Students will learn about various practice standards and best practice guidelines used in the safe medication administration. Ethical considerations will also be discussed. Students will be taught how to correctly calculate medication dosages and develop the necessary psychomotor skills required for safe, competent medication administration, keeping in mind physical, psychosocial, and cultural factors.

Course Weight & Delivery: 0.125FCE, Lab, 4 hours/week

Course Learning Outcomes

Students will:

8. develop knowledge of the professional responsibilities of the nurse when administering medications
9. become familiar with best practice guidelines related to medication administration
10. demonstrate competence in dosage calculations
11. integrate previous knowledge of health assessment to identify necessary assessments pre-and-post-medication administration
12. practice safe medication administration by oral, intravenous, subcutaneous, intramuscular, and enteral routes
13. integrate principles of infection prevention & control
14. demonstrate competence in safe medication administration.

Major Concepts in the course:

- health assessment
- safety
- caring
- professionalism
- clinical judgment
- infection prevention and control
- evidence-informed practice

Competencies for entry-level Registered Nurse practice (CNO, 2020) addressed in the course:

Clinician: 1.4, 1.7, 1.8, 1.11, 1.21

Professional: 2.2, 2.13

Communicator: 3.5, 3.8

Coordinator: 5.2

Leader: 6.6

Advocate: 7.2

Educator: 8.4

Scholar: 9.8

Interprofessional Competencies (CIHC, 2010) addressed in the course:

- Interprofessional communication
- Role clarification
- Patient/family/community-centred care

Nursing Informatics Competencies (CASN, 2015) addressed in the course:

- uses relevant information and knowledge to support the delivery of evidence-informed patient care: indicators 1, 2
- uses ICTs in accordance with professional and regulatory standards and workplace policies:

indicators 1, 5

- uses ICTs in the delivery of patient/patient care: indicators 1, 3

How this course will contribute to your development as a professional nurse:

Incorporating previous knowledge of health assessment, students learn how to safely administer medications by various routes in accordance with the standards for medication administration set by the College of Nurses of Ontario (CNO). Students begin developing knowledge and skill in the use of the electronic medication administration record (eMAR) which allows for comprehension, interpretation, and enactment of medication orders alongside their own assessments of simple to more complex patient situations.

Course Materials

Required:

- College of Nurses of Ontario Practice Standards (2019). www.cno.org
- Drug guide of student's choice
- Astle, B.J., & Duggleby, W. (Eds.) (2019). *Canadian fundamentals of nursing* (6th ed.). Toronto, ON: Elsevier Canada.
- *Undergraduate Student Information Site*
<https://uwoca.sharepoint.com/sites/NursingUndergraduateInformation?e=1%3A9bcb11eb675d42f1867e859267a302ae&CT=1690304572539&OR=OWA-NT&CID=d6022dc4-883c-f129-18eb-4f2f5576da36>
- Lab kit, purchased through the UWO Bookstore.
- Uniform, name tag, watch, & stethoscope are required. Please refer to the Undergraduate Student Information Site for more information on the dress policy.

Methods of Evaluation

all medication quizzes are 5 questions in 10 minutes
All quizzes are hard copy and completed at the beginning of the lab

Due Date	Assessment	Weight
Lab 3	Oral medications	Cumulative average of all 5 quizzes must be $\geq 90\%$.
Lab 6	Intravenous medications I	
Lab 8	Intravenous medications II	
Lab 10	Subcutaneous medications	
Lab 12	Intramuscular medications	
Jan 31 Or Mar 20	IV therapy module final test	Minimum 70% required.

Students must be able to meet the competencies associated with safe medication administration, including dosage calculations. Failure to achieve a satisfactory grade in the following components will result in an unsatisfactory grade (failure) in the course.

To achieve a satisfactory grade in this course:

- attend and participate in all laboratory sessions

- demonstrate safety and competence in practice
- complete all assignments by the due date
- achieve minimum 70% on the final test in the 'Intravenous Therapy' online learning module
- attain cumulative average of 90% on all medication administration quizzes
- complete the 'Medication Information' template, as required
- complete and submit weekly clinical worksheet, as required

Title: Medication Quizzes (5 total)

(relates to course learning outcome #3)

Due: In-class during labs 3, 6, 8, 10, & 12

The purposes of the quizzes are for students to:

- demonstrate accuracy with dosage calculations
- demonstrate knowledge of CNO practice standards
- demonstrate clinical judgment related to medication administration.

Full Description

Students write five short medication quizzes. A 90% *cumulative* average on all quizzes is required to achieve a satisfactory grade in the course. There are **no** opportunities for rewrites. In keeping with the NCLEX examination, calculators may be used.

Title: Intravenous Therapy Final Test

(relates to course learning outcomes #1, 2, 4)

Due: Jan 31, 2024, by 11:55 pm (1st round)

Due: Mar. 20, 2024, by 11:55 pm (2nd round)

The purposes of the test are to:

- challenge students' understanding of intravenous access device safety
- promote competence in intravenous access site/patient assessment and clinical judgement
- assist students to develop their knowledge and skill related to intravenous therapy

Full Description

The Intravenous Therapy Module is a self-directed learning package prepared using a variety of learning activities to provide students with basic knowledge of intravenous therapy. When students have completed the module, they will complete a multiple-choice test in the OWL tests & quizzes tab on the course site. Students may take the test **once** and a minimum of 70% is required to pass.

***Please pay CAREFUL attention to the lab schedule: there are two rotations so be sure to look at the dates. There are two lab spaces in use for this course (301 & 307) and it is important that you prepare for the correct topic as activities differ between rooms at times (weeks 8 & 11). Please ensure you follow the correct schedule.**

LAB SCHEDULES: Rotations 1 & 2

Rotation 1: January 9-February 15 **Room 301**

Date	Topic	Course Concept	Course Goals
Lab 1	Introduction to Medication Administration	Clinical judgment Infection prevention & control	1, 2, 3
Lab 2	Oral Medication Administration 1 <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control	1, 2, 3
Lab 3	Oral Medication Administration 2 <i>Quiz 1-oral medication</i>	Clinical judgment Infection prevention &	1, 2, 3
Lab 4	Intravenous Medication Administration I Primary lines <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice	2, 3, 4, 5, 6, 7
Lab 5	Intravenous Medication Administration II Secondary medications	Clinical judgment Infection prevention & control Evidence -informed practice	2, 3, 4, 5, 6, 7
Lab 6	Intravenous Medication Administration III <i>Quiz 2- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 7	Intravenous Medication Administration IV <i>IV therapy test to be completed online in OWL tests & Quizzes on the 2500 course site - DUE Friday Feb. 2/Friday March 22 by 11:55 pm</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 8	Subcutaneous Medication Administration I <i>Quiz 3- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 9	Subcutaneous Medication Administration II <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control	3, 4, 5, 6, 7
Lab 10	Subcutaneous Medication Administration III <i>Quiz 4- subcutaneous dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 11	Intramuscular Medication Administration <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7

Lab 12	Medication Medley <i>Quiz 5 – intramuscular dosage calculations</i>	Clinical judgment Infection prevention & control Evidence-informed practice	3, 4, 5, 6, 7
--------	--	---	---------------

Rotation 1: January 9-February 15 Room 307

Date	Topic	Course Concept	Course Goals
Lab 1	Introduction to Medication Administration	Clinical judgment Infection prevention & control	1, 2, 3
Lab 2	Oral Medication Administration 1 <i>Practice questions to be submitted</i> <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control	1, 2, 3
Lab 3	Oral Medication Administration 2 <i>Quiz 1-oral dosage calculations</i>	Clinical judgment Infection prevention & control	1, 2, 3
Lab 4	Intravenous Medication Administration I Primary lines	Clinical judgment Infection prevention & control Evidence -informed practice	2, 3, 4, 5, 6, 7
Lab 5	Intravenous Medication Administration II Secondary medications <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 6	Intravenous Medication Administration III <i>Quiz 2- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 7	Intravenous Medication Administration IV <i>IV therapy test to be completed online in OWL tests & Quizzes on the 2500 course site - DUE Friday Feb. 2/Friday March 22 by 11:55 pm</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 8	Intramuscular Medication Administration <i>Quiz 3- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 9	Subcutaneous Medication Administration I <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 10	Subcutaneous Medication Administration II <i>Quiz 4- subcutaneous dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 11	Subcutaneous Medication Administration III	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 12	Medication Medley <i>Quiz 5 – intramuscular dosage calculations</i>	Clinical judgment Infection prevention & control Evidence-informed practice	3, 4, 5, 6, 7

Rotation 2: February 27-April 4 Room 301

Date	Topic	Course Concept	Course Goals
Lab 1	Introduction to Medication Administration	Clinical judgment Infection prevention & control	1, 2, 3
Lab 2	Oral Medication Administration I <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control	1, 2, 3
Lab 3	Oral Medication Administration II <i>Quiz 1-oral dosage calculations</i>	Clinical judgment Infection prevention & control	1, 2, 3
Lab 4	Intravenous Medication Administration I Primary lines	Clinical judgment Infection prevention & control Evidence -informed practice	2, 3, 4, 5, 6, 7
Lab 5	Intravenous Medication Administration II Secondary medications <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 6	Intravenous Medication Administration III <i>Quiz 2- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 7	Intravenous Medication Administration IV <i>IV therapy test to be completed online in OWL tests & Quizzes on the 2500 course site - DUE Friday March 22 by 11:55 pm</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 8	Subcutaneous Medication Administration I <i>Quiz 3- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 9	Subcutaneous Medication Administration (2) <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 10	Subcutaneous Medication Administration III <i>Quiz 4- subcutaneous dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 11	Intramuscular Medication Administration	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 12	Medication Medley	Clinical judgment Infection prevention & control Evidence-informed practice	3, 4, 5, 6, 7

Rotation 2: February 27-April 4 Room 307

Date	Topic	Course Concept	Course Goals
Lab 1	Introduction to Medication Administration	Clinical judgment Infection prevention & control	1, 2, 3
Lab 2	Oral Medication Administration 1 <i>Practice questions to be submitted</i> <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control	1, 2, 3
Lab 3	Oral Medication Administration 2 <i>Quiz 1-oral dosage calculations</i>	Clinical judgment Infection prevention & control	1, 2, 3
Lab 4	Intravenous Medication Administration I Primary lines	Clinical judgment Infection prevention & control Evidence -informed practice	2, 3, 4, 5, 6, 7
Lab 5	Intravenous Medication Administration II Secondary medications <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 6	Intravenous Medication Administration III <i>Quiz 2- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 7	Intravenous Medication Administration IV <i>IV therapy test to be completed online in OWL tests & Quizzes on the 2500 course</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	2, 3, 4, 5, 6, 7
Lab 8	Intramuscular Medication Administration <i>Quiz 3- IV dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice Health assessment	1, 2, 3, 4, 5, 6
Lab 9	Subcutaneous Medication Administration I <i>Practice questions to be submitted</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 10	Subcutaneous Medication Administration II <i>Quiz 4- subcutaneous dosage calculations</i>	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 11	Subcutaneous Medication Administration III	Clinical judgment Infection prevention & control Evidence -informed practice	3, 4, 5, 6, 7
Lab 12	Medication Medley <i>Quiz 5 – intramuscular dosage calculations</i>	Clinical judgment Infection prevention & control Evidence-informed practice	3, 4, 5, 6, 7

Undergraduate Program Site

All students are required to visit the Undergraduate Program Site and be familiar with its contents. The Undergraduate Program Manual and full list of School of Nursing Policies can be accessed:

Requires login with UWO username and password:

<https://uwoca.sharepoint.com/sites/NursingUndergraduateInformation?e=1%3A9bcb11eb675d42f1867e859267a302ae&CT=1690304572539&OR=OWA-NT&CID=d6022dc4-883c-f129-18eb-4f2f5576da36>

Attendance

Attendance in the lab is **mandatory**. Students are expected to demonstrate professional responsibility through attendance and participation in all course learning activities. Much of the learning that takes place is a result of preparation and engagement with the material, as well as active dialogue with colleagues and faculty. Students are expected to organize their schedules such that weekly preparation for class is completed, and classes are attended.

Absence from Lab

If you are absent from a lab session for *any* reason, the absence form must be completed as soon as possible. The form can be found on the Undergraduate Student Information site:

<https://uwoca.sharepoint.com/sites/NursingUndergraduateInformation?e=1%3A9bcb11eb675d42f1867e859267a302ae&CT=1690304572539&OR=OWA-NT&CID=d6022dc4-883c-f129-18eb-4f2f5576da36>

Infection Prevention and Control (IPAC)

Students are responsible for cleaning up after their sessions, ensuring the lab is set up for the next session as a courtesy to their peers and as part of their professional responsibility. Students are to wipe down all bedside surfaces and equipment once they have finished their lab.

Hand hygiene must be performed upon entering and exiting the lab space using either soap and water or hand sanitizer. Hands will be cleaned throughout each session as required.

Policies

The centrally administered email account provided to students will be considered the individual's official University email address. It is the responsibility of the account holder to ensure that email received from the University at the official University address is attended to in a timely manner.

See policy: https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf

Course Correspondence

To maintain the confidentiality of correspondence between students and course professor and/or Teaching Assistant(s), all electronic correspondence must take place within the course site on OWL. DO NOT send emails through the regular email system. You are expected to check the course site regularly for any messages/announcements posted by the course professor and/or teaching assistant(s).

Social Media

Posting information on social media related to laboratory experiences demonstrates a breach of patient privacy and confidentiality and violates the Student Code of Conduct. Such behavior will be reported to the Associate Dean and may compromise a student's standing in the program.

Plagiarism

Student work is expected to be original. Plagiarism is a serious academic offence and could lead to a zero on the assignment in question, a zero in this course, or your expulsion from the university. You are plagiarizing if you insert a phrase, sentence or paragraph taken directly from another author without acknowledging that the work belongs to him/her. Similarly, you are plagiarizing if you paraphrase or summarize another author's ideas without acknowledging that the ideas belong to someone else. All papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between Western University and Turnitin.com (www.turnitin.com).

Re-submission of Previously Graded Material

Without the explicit written permission of the instructor, you may not submit any academic work for which credit has been obtained previously, or for which credit is being sought, in another course or program of study in the University or elsewhere.

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request (in writing) any necessary academic considerations at least two weeks prior to the holiday to the academic counsellors in their Home Department. Additional information is provided in the [Western Multicultural Calendar](#).

Academic Accommodation

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. Students with ongoing accommodation needs within this course are also encouraged to contact accessible education which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing.

Academic Consideration

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances that are medical or compassionate in nature. These extenuating circumstances may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. In all cases, students are advised to consult with the academic counsellors in their home units, at their earliest opportunity. Academic counsellors may refer students to Accessible Education for ongoing academic accommodations.

Most forms of academic consideration require documentation, and this documentation is to be submitted to academic counsellors within five (5) business days of their return to academic responsibilities. Any such documents will be retained in the student's file, and will be held in confidence in accordance with the University's [Official Student Record Information Privacy Policy](#). Once the petition and supporting documents have been received and assessed, appropriate academic considerations shall be determined by academic counseling, in consultation with the student's instructor(s). Academic considerations may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic considerations shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities.

(Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”).

Whenever possible, students who require academic considerations should provide notification and documentation in advance of due dates, examinations, etc. Under no circumstances are students expected to submit rationales for (or documentation of) any absences, to course instructors. Students are, however, required to follow-up with course instructors, in a timely fashion, to identify the ways in which academic consideration will be implemented.

Electronic Devices

Electronic devices are not permitted in the laboratory setting. Mobile phones and laptops are not necessary for lab activities. Calculators may be used if they are basic, non-programmable devices. **Mobile phones may not be used in place of a calculator.**

Mental Health

Students who are in emotional/mental distress should refer to MentalHealth@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options for support.

Undergraduate Program Site

All students are required to visit the Undergraduate Program Site and be familiar with its contents. The Undergraduate Program Manual and full list of School of Nursing Policies can be accessed:

Requires login with UWO username and password:

<https://uwoca.sharepoint.com/sites/NursingUndergraduateInformation?e=1%3A9bcb11eb675d42f1867e859267a302ae&CT=1690304572539&OR=OWA-NT&CID=d6022dc4-883c-f129-18eb-4f2f5576da36>

Attendance

Attendance in the lab is **mandatory**. Students are expected to demonstrate professional responsibility through attendance and participation in all course learning activities. Much of the learning that takes place is a result of preparation and engagement with the material, as well as active dialogue with colleagues and faculty. Students are expected to organize their schedules such that weekly preparation for class is completed, and classes are attended.

Absence from Lab

If you are absent from a lab session for *any* reason, the absence form must be completed as soon as possible. The form can be found on the Undergraduate Student Information site:

<https://uwoca.sharepoint.com/sites/NursingUndergraduateInformation?e=1%3A9bcb11eb675d42f1867e859267a302ae&CT=1690304572539&OR=OWA-NT&CID=d6022dc4-883c-f129-18eb-4f2f5576da36>

Infection Prevention and Control (IPAC)

Students are responsible for cleaning up after their sessions, ensuring the lab is set up for the next session as a courtesy to their peers and as part of their professional responsibility. Students are to wipe down all bedside surfaces and equipment once they have finished their lab.

Hand hygiene must be performed upon entering and exiting the lab space using either soap and water or hand sanitizer. Hands will be cleaned throughout each session as required.

Policies

The centrally administered email account provided to students will be considered the individual's official University email address. It is the responsibility of the account holder to ensure that email received from the University at the official University address is attended to in a timely manner.

See policy: https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf

Course Correspondence

To maintain the confidentiality of correspondence between students and course professor and/or Teaching Assistant(s), all electronic correspondence must take place within the course site on OWL. DO NOT send emails through the regular email system. You are expected to check the course site regularly for any messages/announcements posted by the course professor and/or teaching assistant(s).

Social Media

Posting information on social media related to laboratory experiences demonstrates a breach of patient privacy and confidentiality and violates the Student Code of Conduct. Such behavior will be reported to the Associate Dean and may compromise a student's standing in the program.

Plagiarism

Student work is expected to be original. Plagiarism is a serious academic offence and could lead to a zero on the assignment in question, a zero in this course, or your expulsion from the university. You are plagiarizing if you insert a phrase, sentence or paragraph taken directly from another author without acknowledging that the work belongs to him/her. Similarly, you are plagiarizing if you paraphrase or summarize another author's ideas without acknowledging that the ideas belong to someone else. All papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between Western University and Turnitin.com (www.turnitin.com).

Re-submission of Previously Graded Material

Without the explicit written permission of the instructor, you may not submit any academic work for which credit has been obtained previously, or for which credit is being sought, in another course or program of study in the University or elsewhere.

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request (in writing) any necessary academic considerations at least two weeks prior to the holiday to the academic counsellors in their Home Department. Additional information is provided in the [Western Multicultural Calendar](#).

Academic Accommodation

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. Students with ongoing accommodation needs within this course are also encouraged to contact accessible education which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing.

Academic Consideration

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances that are medical or compassionate in nature. These extenuating circumstances may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. In all cases, students are advised to consult with the academic counsellors in their home units, at their earliest opportunity. Academic counsellors may refer students to Accessible Education for ongoing academic accommodations.

Most forms of academic consideration require documentation, and this documentation is to be submitted to academic counsellors within five (5) business days of their return to academic responsibilities. Any such documents will be retained in the student's file, and will be held in confidence in accordance with the University's [Official Student Record Information Privacy Policy](#). Once the petition and supporting documents have been received and assessed, appropriate academic considerations shall be determined by academic counseling, in consultation with the student's instructor(s). Academic considerations may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic considerations shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities.

(Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)

Whenever possible, students who require academic considerations should provide notification and documentation in advance of due dates, examinations, etc. Under no circumstances are students expected to submit rationales for (or documentation of) any absences, to course instructors. Students are, however, required to follow-up with course instructors, in a timely fashion, to identify the ways in which academic consideration will be implemented.

Electronic Devices

Electronic devices are not permitted in the laboratory setting. Mobile phones and laptops are not necessary for lab activities. Calculators may be used if they are basic, non-programmable devices. **Mobile phones may not be used in place of a calculator.**

Mental Health

Students who are in emotional/mental distress should refer to MentalHealth@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options for support.