

Process for NICU Placement Application

Timelines and Activities for NICU Faculty Committee

Dates	Activity	Comments
February PC + PAA Organize Info Session	Update NICU information for students (Application, and Island Health documents)	Practica Coordinator (PC), NICU Faculty Application Review Committee and Practica Administration
March	NICU Information Session Held	Attended by Practica Coordinator, Practica Administration Assistant, NICU Faculty Review Committee, NICU CNE, and past and current NICU students
Deadline: May 29th (4pm)	Electronic application, cover letter (named and anonymous), résumé (named and anonymous), faculty reference forms, and the letter of intent will be placed in the student's folders. Along with \$100 non-refundable fee by 4:00 pm deadline NOTE: no applications, support documents or fees are accepted after the deadline	Students send NICU application electronically to Practica Administrative Assistant at nursprac@uvic.ca who prepares a student practicum folder for UVic NICU Faculty Review Committee, PC (HSPnet requests) and Admissions Team (Genny and Esme) will provide access to semester 5 PAFs for the NICU Faculty Application Review Committee
June	Student applicant must meet the UVic GPA criteria	Calculated by BSN Student Advisor (Genny) Will forward GPA to Practica Administration (Michelle) who will provide list to NICU Faculty Application Review Committee
Mid-June	Applications reviewed by UVic NICU Faculty Application Review Committee following UVic placement criteria. NICU applicant's names must be determined by NICU Faculty Application Review Committee by mid June . The NICU Manager and CNE will interview the selected students. PAA will send the resume and cover letter to the NICU manager and CNE.	The NICU Application Review Committee advise of conditional acceptances and location requested for each student. PC to give Practicum Administration Assistant conditional acceptances by the end of June. BCIT NSNE-Neonatal Theory 1 completed. BCIT NSNE – Neonatal Theory 2 taken for September. Nursing Elective – Uvic Credit if the nursing student is accepted to the January 2020 NICU placement. NICU Faculty Review Committee will discuss with the Practicum Coordinator the selected students for NICU.

July 1st	The manager and CNE will choose the 2 nursing students for NICU placement.	NICU nursing applicants will be given a conditional acceptance based on CPE 370/470 and courses and practice in September 2019. At a later date, the preceptor's name and email addresses will be assigned in HSPnet.
August	NICU Faculty Review Committee review NURS 370 and 470	Admissions team (Genny and Esme) provide the NICU Faculty Review Committee electronic access to most recent practice appraisals
October 1st	HSPnet requests sent via Practicum Coordinator	Practica administration assistant (Michelle) will add student's resume and cover letter to HSPnet
November/December	Updates on requests	Faculty and students are NOT to contact sites while they are in process of making decisions.
Mid December	Declined requests	Students whose NICU request is declined will be given options from remaining practica available in Island Health
During CPEs	Students, preceptor and faculty maintain contact	Evaluations are completed at 3, 6, 9 and 12 weeks Students may do a presentation of their experience to the SON

Key points:

- Application and fees must be adhered to as late entries will not be accepted
- One request per student; if declined the student will accept what is available in early December
- Official request is made through HSPnet and followed by Practicum Coordinator and any questions directed to the PC. Students (and their family members/advocates) and faculty are NOT to contact the request location for updates
- NICU Faculty Review Committee will receive access to electronic PAF's for NURS 370/470 in August
- BCIT NSNE Neonatal Theory 1 Completed before taking BCIT NSNE Neonatal Theory 2 in September for the Nursing Elective

Submitted by:

Diane MacLeod, BScN, RN, UVic BSN Practicum Coordinator

Heather Ulmer, MPH, BScN, RN(C), UVic BSN Practicum Coordinator