



Offsite Practicum Placement Application Information Sheet

Placement Timeframe for 2020

January to mid-February for NURS 475 (6 weeks) OR mid-February to early April for NURS 491 (6 weeks),
OR January to early April 2020 for NURS 475 and NURS 491 (12 weeks total).

Location

Canada only; placement acceptance dependent. **Note that requests in other provinces or jurisdictions in BC, outside of Island Health South where UVic SON is given priority, are placed in lower priority sequence to the Schools of Nursing local to that area. This does not mean you should not inquire, if you are interested.*

Prerequisites

UVic criteria

UVic registration status in good standing; GPA 6.0 (B+) or higher; no BSN program practice probation; meet application due date.

Health Authority Criteria

Must meet relevant Health Authority professional practice requirements including but not limited to: current CPR and Mask Fit certifications; clear Criminal Record Check (CRC); confidentiality training or acknowledgement; agency orientation and computer training; Photo ID; current immunizations; current TB status.

Application process

1. One offsite or specialty application per student.
2. When submitting your application package, input 'Offsite Application' in email subject.
3. Provide Faculty Reference Forms from:
 - a. An instructor from UVic, Camosun, or COTR in a clinical setting in semester/term 5; and,
 - b. A second reference from any semester (may be non-clinical).
4. Current resume – 2 copies, 1 must be anonymized (i.e., no student name or contact info) for blind review.
5. Cover Letter for clinical destination Manager or CNE/CNL – 2 copies, 1 must be anonymized (i.e., no student name or contact info) for blind review.
6. A Letter of Intent (double-spaced, two-page maximum) addressed to the Offsite Faculty Application Review Committee, specifying:
 - a. Reasons for choosing an offsite request and how this choice fits with your professional career goals;



- b. What specific and relevant coursework, knowledge, skills, and attitudes you bring which prepares you for the placement request;
- c. Ways you will attend to the learning required and what strategies to support your learning in this specific context of off-site;
- d. Strategies you will use to meet the standard UVic practicum course requirements and the British Columbia College of Nursing Professionals' (BCCNP) New Graduate Competencies and Standards of Practice; and,
- e. A site preference, including health authority and hospital.

*Note that we recommend you a) complete a Resume and Cover Letter Workshop (provided free by UVic Career Support) prior to preparing your resume and letters (cover, intent), and b) contact the Offsite Faculty for further information as to relevant information to include.

7. Submit \$100 non-refundable administrative fee to SON office by May 31, 2019: cash, cheque or money order, payable to University of Victoria.
8. **Application Due Date – Submit entire application electronically to nursprac@uvic.ca by May 31, 2019 at 4 p.m.**

After applications are submitted

Faculty Review Committee – Mary Lougheed (lougheed@uvic.ca) and Wendy Neander (wneander@uvic.ca)

The Offsite Faculty Application Review Committee will review the electronic applications, semester/term 5 Practice Appraisal Forms (PAFs) from Camosun/College of the Rockies, and UVic criteria. The committee members may suggest revisions, will confirm or decline the applicant's conditional acceptance, and will notify the applicant and Practica Coordinator. The Offsite Faculty Application Review Committee will also review NURS 370 and NURS 470 PAFs, and NURS 456 PAFs, as you complete these courses.

Practicum Coordinator

The Offsite placement request is submitted by the Practica Coordinator via HSPnet by Oct. 1, 2019 for January 2020 placement. In any placement area, local nursing students are given first priority. The placement receiving our UVic (Offsite) application can indicate whether the application has been accepted or declined any time from November 1 to mid-December 2019.

All nursing students who are approved and accepted for an Offsite placement must attend an UVic orientation on Campus November 2019, date TBD.

