School of Nursing Specialty and Offsite Application

Applicant Name:  
Student Number:  
UVic Email:  

Faculty Reference Form by:

Please Note:

- Completed during CPE 5 (NURS 475) and Nursing Practice VIII: Transitions (NURS 491) 12 weeks between January and April
- One application per student from one of the four areas below
- Submit application electronically to nursprac@uvic.ca by 4pm, Friday May 25, 2018; no late/incomplete applications accepted
- Submit $100 administrative fee to SON office by May 25, 2018: cash, cheque or money order (payable to University of Victoria)
- UVic Faculty Application Review Committee reviews all applications and forwards successful applications to the Practica Coordinator for review--UVic SON and Practice Partner must both agree to accept the applicant
- Application is not a guarantee of a practicum request being accepted; this is a competitive process.
- Student must be in good standing. All practice and academic courses prior to the start of the January to April term must be successfully completed
- If unsuccessful, students will be assigned from remaining available Island Health requests

Emergency Department Partnership: BCIT & various health authorities  
Operating Room Partnership: Island Health  
Neonatal Intensive Care Partnership: Island Health  
Off-site (outside South IH) Partnerships: nursing sites in Canada

<table>
<thead>
<tr>
<th>Pre-Practicum Applicant Responsibilities</th>
<th>During/Post-Practicum Student Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Information Session</td>
<td>Plan schedule with instructor and preceptor</td>
</tr>
<tr>
<td>Faculty Reference Form</td>
<td>Regular connections with instructor and preceptor as per syllabus</td>
</tr>
<tr>
<td>Application submitted by email in Word with title: (ED/OR/Offsite/NICU) Application plus initials</td>
<td>Keep emergency contacts, immunizations and other safety information with you</td>
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<tr>
<td>$100 non-refundable fee submitted</td>
<td>Brief report to instructor of process insights for future planning</td>
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UVic Faculty Reviews Committee Responsibilities  

Health Authority

- Notify applicant of conditional acceptance by UVic Faculty Application Review Committee
- Successful application forwarded to Practica Coordinator and then Health Authority for acceptance
- Unsuccessful applicant notified by UVic Faculty Application Review Committee and referred to Practica Coordinator

Student interview with HA to confirm fit (ED(IH), OR and NICU only)
Assign preceptor(s)

Application cover letter and current résumé (both named and anonymous): Two page letter maximum addressing items below:

1. Reasons for choosing specialty/offsite request and how this choice fits with your learning and professional career goals
2. What experience you bring that prepares you for the request

Updated April 12, 2018
3. How you will attend to the extra learning/workload required
4. Site preference; Health Authority, hospital, unit, service
5. For ED and OR applications, please list your preferences