

Process for PACU Placement Application

Timelines and Activities for PACU Faculty Committee

Dates	Activity	Comments
February PC + PAA Organize Info Session	Update PACU information for students (Application and Island Health documents)	Practica Coordinator (PC), PACU Faculty Application Review Committee and Practica Administration
March	PACU Information Session Held	Attended by Practica Coordinator, Practica Administration Assistant, PACU Faculty Review Committee, and Island Health PACU CNE's/ Manager
Deadline: May 29th (4pm)	Electronic application, cover letter (named and anonymous), résumé (named and anonymous), and faculty reference form, letter of support along with \$100 non-refundable fee by 4:00 pm on the deadline NOTE: no applications, support documents or fees are accepted after the deadline	Students send PACU application electronically to Practica Administrative Assistant at nursprac@uvic.ca who prepares a student practicum folder for UVic PACU Faculty Review Committee, PC (HSPnet requests) and Admissions Team (Genny and Esme) will provide access to semester 5 PAFs for the PACU 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 PACU Faculty Application Review Committee
Mid-June	Applications reviewed by UVic PACU Faculty Application Review Committee following UVic placement criteria. PACU applicants' names must be determined by PACU Faculty Application Review Committee by mid June .	The PACU Faculty Application Review Committee will send the PACU applicants names to be interviewed by the PACU manager. Practicum Administrative Assistant will send the resume and cover letter to the PACU manager. The manager will select the nursing student for the PACU placement (at VGH or RJH). The PACU Application Review Committee will advise the nursing student of their conditional acceptance by the end of June. The preceptor name will be given at a later date.
July 1st	PACU student nursing applicants will know what PACU department is assigned to them.	PACU nursing applicants will be given a conditional acceptance based on CPE 370/470 and courses and practice in

		September.
August	PACU Faculty Review Committee review NURS 370 and 470	Admissions team (Genny and Esme) provide access to the PACU Faculty Review Committee electronic access to most recent practice appraisals
Mid December	Declined requests	Students whose PACU 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
- PACU Faculty Review Committee will receive access to NURS 370/470 electronically in August

Submitted by:

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