



# Offsite Specialty Placement Application Information Sheet

## Timeframe

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January to late February for N475 (6 weeks), late February to early April for N491 (6 weeks), and January to early April 2019 for N475/491 (12 weeks).

## Location

Canada only; site acceptance dependent. *\*Students must recognize 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.*

## Prerequisites

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### *UVic criteria*

UVic BSN GPA 6.0 (B+) or higher; no BSN program practice probation; meet application deadline (no exceptions).

The Offsite UVic Faculty Committee will review N370/470 Practice Appraisal Forms (PAFs) and N456 PAFs for accountability, communication skills, critical thinking, participation and practice.

### *Health Authority Criteria*

Must meet health authority professional practice requirements: UVic in good standing; current CPR and Mask Fit certifications; clear Criminal Record Check (CRC); confidentiality training / acknowledgement; agency orientation and computer training; Photo ID; current immunizations; current TB status

## Application process

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1. One application per student
2. Provide a letter of support from UVic, Camosun College, or College of the Rockies nursing instructor with whom the student has taken/is taking a practice course.
3. Name Offsite in email subject
4. Application Cover Letter – named and un-named
5. Two page letter maximum addressing items below:
  - a. Reasons for choosing specialty/offsite request and how this choice fits with your learning and professional career goals
  - b. What experience you bring that prepares you for the request
  - c. How you will attend to the extra learning/workload required
  - d. Site preference; Health Authority, Hospital and unit



6. 2 copies of current resume- 1 copy must be anonymized (no name or contact)
7. Faculty Reference Form- a clinical instructor from UVic, Camosun, or COTR
8. Submit \$100 non-refundable administrative fee to SON office by May 25, 2018: cash, cheque or money order (payable to University of Victoria)
9. **Application Deadline – Submit entire application electronically to [nursprac@uvic.ca](mailto:nursprac@uvic.ca) by May 25, 2018 at 4 p.m.; no late/incomplete applications accepted**

### **After applications are submitted**

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#### *UVic Offsite Faculty Application Review Committee*

The UVic Offsite Faculty Application Review Committee will review the electronic applications, semester 5 PAFs from your college and UVic Criteria. The UVic Offsite Faculty Application Review Committee members will make a conditional acceptance for the Offsite placement. The UVic Offsite Faculty Application Review Committee will review N370/470 PAFs and N456 PAFs.

#### *Practica Coordinator*

The Offsite placement request is submitted by the Practica Coordinator via HSPnet by Oct. 1, 2018 for Jan. 2019 placement. The local nursing students are given first priority. The Offsite placements can be accepted/ decline any time from Nov. 1 to mid-Dec. 2018.

All nursing students who are approved and accepted for an Offsite placement must attend an Uvic orientation on Campus November 2018, date TBD.

All nursing students going to another Health Authority will have to complete their student orientation and be set up for their charting system etc. The preceptor name and contact information will be added at a later date.

