



Title	Graduate Program Clinical Experiential Learning Involuntary Withdrawal
Date	May 10, 2024
Applies to	<i>MN- Primary Health Care Nurse Practitioner (MN-PHCNP)</i> <i>MN Leadership in Professional Nursing Practice (MN-LPNP)</i>  <i>Primary Health Care Nurse Practitioner Graduate Diploma Program (PHCNP)</i> <i>Graduate Diploma in Professional Practice, Clinical Leadership and Education (PPCLE)</i>

The faculty in the graduate program at the School of Nursing are committed to facilitating safe clinical experiential learning opportunities for students. A component of this commitment to safety is ensuring all students meet all expectations for the provision of safe client care.

Students may be subject to involuntary withdrawal from clinical placement courses in the following scenarios:

1. The student fails to complete any required placement-related processes, including pre-placement requirements as per the School of Nursing [Graduate Programs Pre-Placement Policy](#) and/or the provision of any request information to the Placement Coordinator or Faculty Lead;
2. the student fails to complete the agency onboarding requirements as per the placement agency;
3. The student fails to complete required course specific orientation or course activities, including ongoing seminar attendance;
4. The student is unable to commence placement within a time frame that allows for the demonstration of the successful completion of course competencies and outcomes.
5. The student fails to disclose any real, actual, or perceived conflict of interests to the Placement Coordinator prior to the commencement of the placement;
6. The student's performance disrupts the safe functioning of the placement agency, jeopardizes the safety of clients, and/or demonstrates failure to meet course requirements and/or professional standards for Nurse Practitioner Entry Level Competencies as per the College of Nurses of Ontario (CNO, 2018); or,
7. The placement agency/preceptor cancels the placement due to unsafe and/or unprofessional behaviours by the student, or other extenuating circumstances.

The involuntary withdrawal in the above mentioned relevant scenarios will occur as per the following protocol:

1. Placement-related requirements and pre-placement requirements as per the Graduate Program Clinical Experiential Learning Pre-Placement Requirements:
  - 1.1. Students will be notified by the Faculty Lead of any specific course requirements that must be completed prior to confirmation and/or commencement of the placement.
  - 1.2. Students will be notified of pre-placement requirements by the Placement Coordinator.
    - 1.2.1. Students will be provided with a deadline for pre-placement requirement clearance.
    - 1.2.2. Students who require an exemption for any pre-placement requirements will contact the Placement Coordinator a minimum of 1 month from deadline to discuss.
  - 1.3. Students who fail to meet the deadline for pre-placement requirements will be notified by the Placement Coordinator regarding outstanding requirements.
  - 1.4. Students must receive clearance, verifying their requirements have been met will remain in good standing throughout the duration of their placement, by the specified deadline. Students who have not completed pre-placement clearance by 5 business days from their placement start date (as per the student's placement date in HSPnet or at the specified course start dates, depending on the course) will be involuntarily withdrawn from the course for the academic term and cannot attend placement.
    - 1.4.1. The Placement Coordinator will notify the Faculty Lead/Course Coordinator of the student's



- status.
- 1.4.2. The Remediation Committee will follow the procedure(s) outlined by the [Graduate Program Remediation for Clinical Practice Courses](#) policy and notify the student of their involuntary withdrawal.
  - 1.4.3. The Faculty Lead/Course Coordinator will notify the instructor of student's withdrawal and connect with the student to discuss program progression.
  - 1.4.4. The Placement Coordinator will notify the preceptor and placement agency representative(s) of the placement cancellation.
2. The student fails to complete the agency onboarding requirements as per the placement agency:
    - 2.1. The student will be notified of agency onboarding requirements (including attendance at or completion of agency orientation sessions or activities) by the agency representative or via the Placement Coordinator, depending on agency preference.
      - 2.1.1. The student will be provided a deadline for agency onboarding requirements.
      - 2.1.2. The student who requires an exemption for any agency onboarding requirements will contact the Placement Coordinator a minimum of 1 month in advance to discuss.
    - 2.2. The student who fails to meet the deadline for agency onboarding requirements will be notified by either the agency representative or Placement Coordinator.
      - 2.2.1. The student will be involuntarily withdrawn from the course for the academic term.
      - 2.2.2. The Placement Coordinator will notify the Faculty Lead/Course Coordinator of student's status.
      - 2.2.3. The Remediation Committee will notify the student of their involuntary withdrawal.
      - 2.2.4. The Faculty Lead/Course Coordinator will notify the instructor of the student's withdrawal and connect with the student to discuss program progression.
  3. The student fails to complete required course specific orientation activities:
    - 3.1. The student will complete the mandatory course orientation at the beginning of each course.
    - 3.2. The student who has not completed the required orientation by the defined deadline will be involuntarily withdrawn from the placement course for the academic term.
      - 3.2.1. The Remediation Committee will notify the student of their involuntary withdrawal.
      - 3.2.2. The Faculty Lead/Course Coordinator will notify the instructor of student's withdrawal and connect with the student to discuss program progression.
      - 3.2.3. The Placement Coordinator will notify the placement agency of the placement cancellation.
  4. Students cannot meet the course requirements within the required timeframe:
    - 4.1. Students in the MN-PHCNP or PHCNP Diploma programs must adhere to the mandatory clinical and seminar requirements as outlined by the Ontario Primary Health Care Nurse Practitioner Program.
    - 4.2. Students in the MN-LPNP and PPCLE programs must meet the required course requirements as outlined in the syllabus.
  5. The student who fails to disclose any real, actual, or perceived conflict of interests to the Placement Coordinator:
    - 5.1. The student must refer to the [Graduate Program Clinical Learning Placement Policy](#) to determine if they are at risk of a conflict of interest (will be notified) - 5(f in) - 3(t60 1 19n n. q0. on d) - 3(ethB/he) 5 also any. 9



- 5.2. Disciplinary action may occur as per academic policies. Link to specific policy(ies)
  - 5.3. The Faculty Lead/Course Coordinator will notify the Associate Director, Graduate Studies, and other PHCNP Faculty of the outcome, as needed.
  - 5.4. The Faculty Lead/Course Coordinator will notify student of outcome.
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6. The placement agency cancels the placement, due to unsafe and/or unprofessional behaviours, or other extenuating circumstances:
    - 6.1 The Placement Coordinator (or person receiving cancellation notification) will notify the Faculty Lead/Course Coordinator of the placement cancellation.
    - 6.2 The Faculty Lead/Course Coordinator in consultation with the instructor and the Placement Coordinator will investigate further to determine the appropriate course of action based on the circumstances.
      - 6.2.1 Possible outcomes remain in accordance with School of Nursing and Ontario Primary Health Care Nurse Practitioner Program policies.
    - 6.3 The Faculty Lead/Course Coordinator will notify the instructor, Placement Coordinator, and the student of outcome.

: The use of clinical experiential learning in the context of this policy includes all program activities related to experiential learning, including but not limited to laboratory practice, clinical placements and experiential learning in research, practice and leadership.

<a href="#">Faculty of Health Sciences Policies and Procedures</a> <a href="#">University Policies</a> <a href="#">Senate Policies and Procedures and SGPS Regulations</a> <a href="#">School of Nursing Graduate Policies</a>

