Rankin SON	Electronic Student Files
Classification:	Student Policy
Responsible Authority:	Associate Director, Rankin School of Nursing
Executive Sponsor:	Director, Rankin School of Nursing
Approval Authority:	Director, Rankin School of Nursing & Rankin School of Nursing
Date First Approved:	2017-06-26 (date of original policy)
Date Last Reviewed:	2023-03-13 (date last reviewed)
Mandatory Review Date:	2027-03-13 (3 years for existing policies)

PURPOSE

Clinical practica are an essential component of Baccalaureate Education for Nursing. Agencies where students are placed for clinical practica require the School of Nursing to provide written confirmation that students are up-to-date with immunizations and other required documents (Standard First Aid, HCP CPR, criminal record/vulnerable sector check, child abuse registry). The Rankin School of Nursing requires incoming students to submit necessary documentation in order to participate in required clinical practica.

As students proceed through the program, documents relevant to their clinical experiences, such as clinical evaluations will be stored in their electronic file.

The purpose of electronic student files is to provide secure storage of student documents. Paper records will continue to be required for certain legal documents such as criminal record checks.

SCOPE

This policy applies to all students enrolled in the nursing program.

DEFINITIONS

Word/Term	Definition
SON	School of Nursing
Electronic File	A file maintained in a computer readable form
CAR	Child Abuse Registry
HCP CPR	Health Care Provider Cardiopulmonary Resuscitation

POLICY

Student documents are a requirement for progression through the School of Nursing program. Electronic student files will be maintained to provide efficient and safe storage of students documents.

PROCEDURE

Action	**Responsibility**
1. **Submission of Documents**	
1.1 Students must submit required documents by the specified date as determined by the SON.	Student
1.2 Students will submit documents in an electronic format to the Academic Administrative Assistant.	Student Academic Administrative Assistant
1.2.1 Students will submit original CAR and criminal record/vulnerable record check documents in paper format to the **Academic Administrative Assistant.**	Student Academic Administrative Assistant
1.3 Clinical Instructors will submit Clinical Evaluations in an electronic format to the Academic Administrative Assistant.	
2. **Storage of Electronic Files**	
2.1 The Academic Administrative Assistant will create an electronic folder for each cohort in the SON. In the appropriate cohort folder, another electronic folder will be created for each student prior to semester three.	Academic Administrative Assistant
2.2 Any confidential or personal letters will be stored in paper format along with the submitted documents from 1.2.1	Academic Administrative Assistant
3. **Access to Student Electronic Files**	
3.1 Access to Electronic Files is limited to the following: the Director, Associate Director, Placement Coordinator, and Clinical Placement/Scheuduling Assistant.	Academic Administrative Assistant
3.2 Clinical Instructors requesting information about a students practice history must discuss this with the Associate Director who will share information on a need-to-know basis only.	Academic Administrative Assistant
3.3 Students are permitted to view their file/evaluations by appintment only. Photos or copies of documentation after they are submitted is not permitted. Students are advised to maintain their own records prior to submission.	
4. **Maintenance of Student Electronic Files**	
4.1 The Student Electronic Folder will be maintained within the SON for five years following graduation or after leaving the Nursing program.	Academic Administrative Assistant

4.2	At that five year point, the Academic Administrative Assistant will delete the student electronic folders.	Academic Administrative Assistant

SUPPORTING DOCUMENTATION

Appendix 1   Nursing Student Information Form

RELATED POLICIES

National HSPnet Policy

Rankin SON Policy on the Assignment of Clinical Placements

RELATED MATERIALS

StFX University Academic Calendar

Nursing Student Information Form

All documentation must be received by the School of Nursing.
Please send the documents and checklist to:
StFX Rankin School of Nursing
Academic Administrative Assistant
Box 5000, Antigonish, NS B2G 2W5

Students are strongly advised to keep a copy of all documentation for their own records (i.e.: Immunizations, First Aid, Criminal Record, etc.) as the Rankin School of Nursing is not permitted to return copies to students for summer jobs, volunteering etc.

- **Criminal Record andVulnerable Sector Check (Original)** - You must contact your *local* police or RCMP detachment to have your Criminal Record and Vulnerable Sector checks completed.

- **Child Abuse Registry Screen (Original)** – All nursing students must be screened through the Child Abuse Register in their home province (if your province offers the service) **AND** the Nova Scotia Child Abuse Registry. You can apply for the NS Child Abuse Regisry Check at https://beta.novascotia.ca/apply-child-abuse-register-search **Please note that this screening may take a several weeks.

- **Proof of Standard First Aid** (Scanned copy)

- **Health Care Provider CPR (HCP/BLS or AED)** (Scanned copy) Annual recertification is required for Health Care providers, including student nurses.   **Note CPR C is not sufficient.**

- **Proof of required immunizations** (Scanned copy) A form is enclosed. As part of the admissions requirements to the nursing program, you are required to submit the completed Immunization form by the mandatory date provided by the School of Nursing. (photocopy is acceptable)

If you have any questions about these requirements, please feel free to contact the School of Nursing at (902) 867-2240 or nursing@stfx.ca