



# WOUND, OSTOMY, & CONTINENCE EDUCATION PROGRAM POLICIES



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## 1.0 General Policy

### 1.01 Academic Calendar

#### *Purpose and Scope*

The Academic Calendar is the official record of academic programs and Wound, Ostomy and Continence (WOC) Institute academic policies as reviewed and approved by the Nurses Specialized in Wound, Ostomy and Continence Canada (NSWOCC) Executive Board.

By the act of registration each student becomes bound by the policies of the WOC Institute. Students are responsible for familiarizing themselves with the policies, general information and specific requirements contained in the Calendar.

The Academic Calendar will include, but is not limited to:

- Session Start Dates, Assignment Due Dates, and Completion Dates
- WOC Institute academic policies and regulations, including admission requirements
- WOC Institute non-academic policies relevant to students, including Code of Student Conduct
- Description of the program including:
  - Specific admission requirements and procedures
  - Specific progression and graduation requirements
  - Listing of academic courses

### 1.02 Academic Records and Student Transcripts

#### *1.02a Personal Information Collection Notice*

The WOC Institute collects personal information directly related to and needed by the Institute for the purposes of recruitment, admission, registration, graduation, administration, and other activities related to its programs. For example, personal information

will be used to determine academic status, record academic achievement, produce class lists, issue student cards, process transcript requests, maintain tuition accounts, issue tax receipts, notify students of important issues and updates, and determine eligibility for student awards and scholarships. Personal information may be used for statistical and research purposes by the Institute. The lists will be shared with the NSW OCC regional directors to ensure that students are aware of regional educational and networking opportunities.

Personal information will be stored in our secure, encrypted database for 5 years after the student has completed or left the program. The personal information is confidential and is available only to individuals authorized to view the files. These include members of the Registrar's Office, WOC-Institute Chair or delegate. Student lists will NOT be distributed to industry or other 3<sup>rd</sup> parties without the student's consent.

### ***1.02b Academic Records and Student Transcripts***

The WOC Institute maintains a record of a student's academic progress throughout their career at the WOC Institute. This record provides information for academic counselling purposes and serves as the basis for producing grade reports and student transcripts. The following is a description of the kinds of information held by the WOC Institute and the information that is provided on grade reports and transcripts.

### ***1.02c Academic files***

The Registrar's Office keeps an electronic file of all information relating to a student's academic progress.

This includes a student's:

- basis of admission
- address and contact information
- some biographic information (e.g., date of birth) that is collected and reported for Revenue Canada
- registration history and status

- courses attempted and grades achieved
- special permissions granted (e.g., recognition of prior learning)
- all information relating to recognition of prior learning
- information on seals on academic records because of non-payment of fees

The academic file is a confidential internal document that is available only to individuals authorized to view the files. These include members of the Registrar's Office, WOC-Institute Chair or delegate, Academic Advisors, and Preceptor Coordinator.

There are other electronic files/databases on students, including:

- scholarship data
- fee payment information
- the Alumni database which includes information on diplomas attained as well as the address of the student

In addition to these electronic records, the Registrar's Office may keep a file containing written documents relating to a student's academic progress. These may include:

- special permission forms
- special examination forms
- medical documents
- correspondence
- notes of interviews that students may have had with Academic Advisors or the WOC-Institute Chair

The academic file is a confidential internal document that is available only to individuals authorized to view the files. These include members of the Registrar's Office, WOC-Institute Chair or delegate, Academic Advisors, and Preceptor Coordinator. A student who has been found guilty of a scholastic offence (see section 10.9), may also have an offence record that is kept separate from the academic file. (See section on Scholastic Offences.)

### ***1.02d Grade Reports***

Students can access their grades throughout and at the end of each academic term through the WOC-Institute DualCode website <https://my.dualcode.com/> in the My WOC-EP Program Area. Courses attempted, the grades achieved, graduation eligibility, and averages where appropriate, are reported to the student. This information is confidential and may only be accessed by entering their unique user ID and password.

### ***1.02e Academic Transcripts***

A transcript is a copy of a student's permanent academic record at the WOC Institute, duly certified by the Registrar. If in paper format, the transcript will bear the embossed seal of the WOC Institute. If in electronic format, the transcript will be certified with a cryptographic signature. A transcript is privileged information and is available only upon the written or online request and payment of the fee by the student. (For current fees and processing time check the NSWOC <http://nswoc.ca/> members only section)

A transcript is required as one of the supporting documents for application to another university, graduate school, fellowship, and scholarship applications, and is commonly required by prospective employers.

The transcript is a record of a student's academic progress. It contains the following information:

- A listing of all courses attempted, and the grades achieved, including courses from which a student has withdrawn without academic penalty.
- A statement of completion of the WOC-EP.
- Comments relating to a student's academic progress. These may include statements about a student's standing in a program, or that the student was required to withdraw from the WOC-Institute or was placed on academic probation (e.g., for failing to meet progression requirements).

Note that a transcript reflects the current status of a student's record at the time it is issued. Students should ensure that any changes to the transcript (e.g., name changes) are recorded before ordering a transcript. **Transcripts will not be issued if there are any outstanding tuition or fees.**

### ***1.02f Recording Students' Names***

To maintain the integrity of the Institute's student records, each student is required to provide on application for admission, their complete legal name, if this name is different from the name used to register with the provincial college students must provide and explanation for the discrepancy. Any requests to change a student's name by means of alteration, deletion, substitution, or addition, must meet the criteria outlined below.

### ***1.02g Printing Students' Names on Diplomas***

Students' names (first, middle and last names) as confirmed during the application to graduate process, will be printed on Diplomas in capital letters.

### ***1.02h Requests to Change Students' Names on Academic Records and Transcripts***

Students who wish to change their name used for official registration purposes are required to provide acceptable government issued documentation and photo identification reflecting the change.

### ***1.02i Requests to Change Students' Names on Diplomas***

Students who wish to include a variation of their complete name for the purpose of their printed diploma are required to put this request in writing to the Office of the Registrar using the official name change form available from the NSWOC <http://nswoc.ca/> members only section. The name variation for the printed diploma will be retained as part of the student's permanent record and displayed on official transcripts. To maintain data integrity, name change requests will not



be accepted by email or through third parties without written authorization by the student.

The following are examples of acceptable requests for student name changes **without** documentation:

Change	Example
Truncation of names	Alexander to A.
Diminutives of names	James to Jim
Variation in the order of names	Surname/Given name
Use of religious names	Addition of Mohammad
Removal of middle names	Jane Ann Smith to Jane Smith
Using both capital and lower-case letters	MACKENZIE to MacKENZIE MCKENNA to McKENNA VON KUSTER to Von KUSTER
Addition of accents Use of previously approved Preferred/Chosen first name	NOELLE to NOËLLE FRANCOIS to FRANÇOIS

### 1.03 Definitions of Grades; Grading Scale

\* Average calculations will INCLUDE failed marks. All marks below 50% are considered failures. Failing marks below 40% will be included in average calculations as 40%, marks from 40% to 49% will be included as the actual mark reported. A count of failed attempts will be maintained. Averages will be calculated to two decimal places and rounded to the nearest whole number with .45 rounded up.

#### WOC-EP Official Grade Conversion Scale

Grade	Numerical Range	Grade Point Equivalent
A+	90-100	4.3
A	85-89	4.0
A-	80-84	3.7
B+	77-79	3.3
B	73-76	3.0
B-	70-72	2.7
C+	67-69	2.3
C	63-66	2.0
C-	60-62	1.7
D+	57-59	1.3
D	53-56	1.0
D-	50-52	0.7
F	49 and below	0.0

### 1.04 Official Student Record Information Privacy Policy

#### 1.04 a Purpose

This document sets out the Institute’s policy on the collection, use and disclosure of the personal information that forms part of the Official Student Record and the personal information collected on prospective applicants and applicants who do not become students. It applies to the Office of the Registrar, and all other academic and administrative units that are the primary and secondary custodians of specified data collected and stored about prospective applicants, applicants, students, and alumni/ae of the Institute.

### ***1.04 b Definitions and General Principles***

For the purposes of this policy:

- a) prospective applicant means a person who has indicated an interest in applying for admission to the WOC Institute and/or who has been identified by the WOC Institute as a person who will be considered for recruitment
- b) applicant means any person who has formally applied for admission to the WOC Institute and whose application is still active
- c) current student means any person who is active in the current term and/or active in any program at the WOC Institute (A student is active in the current term if they have taken some action, such as completing registration, paying a tuition deposit or a portion of term tuition fees, or completing an add/drop. A student is considered active in a program within a period of 2 years of being active in a term)
- d) alumnus or alumna means any person who has received a diploma or certificate from the WOC Institute and is not active in a program
- e) former student means any person who has attended the WOC Institute but has not received a diploma or certificate and is not active in a program.

During the WOC Institute recruitment process, information will be collected and used to identify prospective applicants who will be encouraged to apply for admission to the WOC Institute.

During the admission process, information will be collected and used to establish a record and assess an applicant's qualification for admission to the WOC Institute.

During the registration process and the student's subsequent academic career, specific information that constitutes the Official Student Record will be collected, maintained and used by the WOC Institute to:

- record performance in programs and courses,
- record decisions of academic appeals/petitions and scholastic and non-academic
- offence decisions and sanctions,
- provide the basis for financial aid, awards, and government funding; and,
- assist the University in the academic and financial administration of its affairs which, for example, can range from the day-to-day administration of academic programs to long-range financial or capital planning

All documentation submitted to the WOC Institute in support of an application for admission, residence accommodation, or financial award, or as part of any investigation, appeal/petition or request, becomes the property of the WOC Institute.

Other than disclosure of information specified in Section **1.04 d** below, the WOC Institute is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in the Official Student Record or collected on prospective applicants and applicants who do not become students. Such information must not be disclosed to any individual or institution outside the WOC Institute, or organizations offering joint programs, placements, internships, etc., as part of a course or program at the WOC Institute, except in the following circumstances:

- with the student's consent (written preferred),
- under compulsion of law,
- in accordance with the requirements of professional licensing or certification bodies,
- pursuant to an investigation of possible misrepresentation concerning an individual's academic record or credentials
- in compassionate or emergency situations, as determined by the custodian of the information

The WOC Institute will maintain a record of all occasions on which Official Student Record information, other than information specified in Section **1.04 d**, is provided to a third party in the absence of consent by the student. The contents of this record will be available to the student upon request unless disclosure of the information would compromise an ongoing WOC Institute or criminal investigation or is prohibited by law.

General statistical material drawn from academic records that does not disclose the identities of prospective applicants, applicants, students, alumni/ae or former students may be released for research and information purposes authorized by the WOC Institute.

### ***1.04 c Information Contained in Official Student Records***

Official Student Records, in electronic or paper form, contain the following information relating to a student's application, admission, and performance at the WOC Institute:

- personal information (name, address, e-mail address, telephone, date of birth, citizenship, social insurance number, student number, photograph, etc.)
- basis of admission information (application, record of previous studies, letters of recommendation, test results, etc.)
- registration and enrollment information (programs of study, dates of attendance, academic load, courses taken, credits transferred, etc.)
- performance information (grades, averages and ranks, narrative evaluations, clinical evaluations, distinctions/awards, special permissions, academic
- counselling information, diplomas obtained, requirements to withdraw, scholastic offence etc.)
- decisions relating to academic appeals/petitions
- decisions against a student, including appeal decisions, under the Code of Student Conduct

- medical information given to a faculty related to a student's performance that is provided by or collected with the consent of the student
- financial information (tuition fees and other charges, payments, awards, debts, etc.)

The following information is not considered to form part of the Official Student Record and is not covered by the provisions of this policy:

- information relating to the employment by the WOC Institute of current students, alumni/ae or former students
- information other than basic demographic data that is maintained by or on behalf of NSWOCC and which is deemed to constitute the Official Alumni Record

### *1.04 d Access to and Disclosure of Information*

#### **A. "Public" Personal Information**

It is the practice of the WOC Institute to consider the following information to be publicly available and to provide it to third parties in response to requests (e.g., confirmation of information for a potential employer) without first seeking the consent of the individual each time a request is received:

- Full name
- Certificate or diploma(s) awarded by WOC Institute and date(s) conferred,
- Academic or other WOC Institute honors or distinctions

However, at any time an individual may request that this information cease to be made publicly available by contacting the Office of the Registrar [registrar@wocinstitute.ca](mailto:registrar@wocinstitute.ca) in writing. This does not include official judicial or provincial college of nurses inquiries.

### **B. Prospective Applicants and Applicants**

Prospective Applicants and Applicants may, upon written request, be granted limited access to records containing their personal information. Access will not be provided to records that have been submitted to the WOC-Institute in confidence either implicitly or explicitly (e.g., letters of reference), that document deliberative processes. Outdated records for prospective applicants, records for unsuccessful applicants, and records for those who do not accept an offer of admission, are not retained indefinitely. They will be destroyed after five (5) years.

### **C. Current Students**

Current students normally have access to their Official Student Record, except material submitted to the WOC-Institute in confidence (e.g., letters of reference), by making an informal request to the appropriate University office. If a student has outstanding debts to the WOC-Institute, access may be restricted and certain academic documents (e.g., transcripts, graduation diplomas) may be withheld until payment is received.

### **D. Next of Kin**

Next of kin will not be given access to information in the Official Student Record except as provided for in Section **1.04 b** above, the most common circumstance being with the prior consent of the student. This provision applies regardless of the age of the student (i.e., whether they are under the age of 18) as it is the student's ability to consent, rather than their age, that is the determining factor in their right to exercise control over their own personal information.

### **E. Faculty and Staff**

Within the WOC-Institute, access to the Official Student Record is restricted to faculty and staff who have a legitimate need for the information to carry out the

responsibilities of their position or office as it relates to the administration of student affairs and services. Similarly, details of medical information supplied to Faculty offices will not be released without the prior consent of the individual. Ensuring the security and privacy of personal information is a collective responsibility of the Office of the Registrar and the WOC-Institute Chair and NSWOC office. All full-time and part-time faculty and staff who receive this information must be formally notified of the contents of the Policy, the requirement to adhere to its provisions, and the implications of non-compliance.

E-mail often provides the most efficient and timely medium for communicating with students, prospective applicants, applicants, former students and alumni/ae.

However, personal information should not normally be communicated electronically. Where such communication is necessary, a reasonable effort will be made to correctly identify the requester and/or recipient prior to sending personal information.

### **F. Alumni/ae and Former Students**

An alumnus, alumna or a former student may request access to his or her Official Student Record

#### **1.05 Custody, Storage and Retention of Official Student Records**

The WOC-Institute maintains Official Student Records in electronic or paper form. Electronic records contain information required to monitor the progress and performance of students, produce periodic performance reports, and provide attestations of achievement and official transcripts of academic records. They also form the basis of management information needed for the operation of the WOC-Institute and for enrollment reports and statistical information required by government agencies. All portions of the electronic student academic record needed to produce official transcripts are maintained indefinitely. As these records are retained on a permanent basis they will be reviewed periodically, especially at times of an upgrade of the electronic records system or migration to a new system. Metadata pertaining to the system itself will be



maintained in hard copy form in the WOC-Institute Archives. Other information in electronic and paper form is retained for and disposed of every 5 years.

## 2.0 Wound, Ostomy and Continence Education Program Overview

The WOC-Institute's online WOC educational program (WOC-EP) is delivered by a team of highly knowledgeable and dedicated nurse leaders who are Canadian Association of Nurses (CNA) certified Nurses Specialized in Wound, Ostomy and Continence (NSWOC). The WOC-EP has the endorsement and full support of the NSWOC and has accreditation by both the CNA and the World Council of Enterostomal Therapists (WCET).

The WOC-EP is a state of the art, competency based, and standards driven, paced, 12- month, online program which prepares university prepared nurses (BN/BScN's) for the role of a Nurse Specialized in Wound, Ostomy and Continence (NSWOC). The program consists of three (3) courses, Ostomy, Continence and Wound. Each course consists of 160 hours of education, 75 hours of which are spent in the clinical setting, for a total of 480 hours in total of WOC education, with 225 hours spent in the clinical setting.

The final exam for the program is the Canadian Nurses Associate (CNA) certification exam, which, upon achievement, enables the NSWOC to use the credential WOC(C). This rigorous exam ensures that our graduates possess the knowledge and critical thinking skills to work as certified NSWOCs. The online program is designed to address the education challenges Canadians face secondary to our extensive landscape and numerous remote communities.

Through the competency- based preceptorship component of the program, the WOC-EP strives to mentor and grow tomorrow's nurse leaders. NSWOCs graduates are among the nursing elite. They demonstrate an advanced level of critical thinking, clinical skill, and leadership qualities. The advantage of NSWOCs' tri-specialization is especially clear when patients have needs that require more than one area of specialty.

Employing NSWOCs is an effective strategy for controlling costs through high-quality, evidence-based care that leads to better outcomes for patients. NSWOCs bring about these benefits as deliverers of care but also as sources of specialized knowledge for interdisciplinary health care teams, best practice and protocol development, research, and other avenues. The NSWOC graduate leads Wound, Ostomy and Continence teams, including Skin Wellness Associate Nurses (SWANs) and Foundations in Skin Health graduates and has the knowledge, skills, and judgement to manage complex patient issues in the areas of Wounds, Ostomy and Continence.

### 2.01 Program Goals

The goals of the program are to assist the learner to build:

- New knowledge, skills and attitudes and integrate them with prior knowledge, skills and attitudes to prepare the learner to become a competent NSWOC
- Familiarity with the literature in the field of Specialized Wound, Ostomy and Continence Nursing
- The skills to critically analyze practice in the field, differentiate it from best practice and disseminate standards of NSWOC practice
- Problem solving skills through case-based learning and participation in a strong learning community

### 2.02 Program Objectives

The WOC-EP will:

1. Graduate NSWOCs who can critically appraise and incorporate research and best-practice guidelines into evidence-based clinical practice
2. Will support graduates to complete the CNA certification exam
3. Provide ongoing mentorship opportunities for graduates
4. Participate in discussions with NSWOCs and appreciate the important role all allied healthcare team members can bring to an interdisciplinary Wound, Ostomy and Continence -care team

5. Assist learners in preparing to take leadership roles related to Wound, Ostomy and Continence care teams
6. Facilitate the transfer of knowledge and skills to clinical practice through clinical placements with experienced NSWOC mentors and the application of the NSWOC core competencies and standards of practice
7. Foster professional growth and leadership
8. Articulate and exercise the professional responsibilities associated with the NSWOC role
9. Establish an environment to allow learners to acquire the skills necessary to meet the needs of the person with an ostomy, continent diversion, acute or chronic wound, percutaneous tube and incontinence.

### 2.03 Learner Objectives

At the end of this program the learner (WOC-EP student) will be able to:

1. Critically appraise and incorporate research and best-practice guidelines into evidence-based clinical practice
2. Develop and practice knowledge, skills, and behaviors needed to support and foster best practices in Wound, Ostomy and Continence care based on the Nurse Specialized in Wound, Ostomy and Continence (NSWOC) core competencies and standards of practice
3. Participate in discussions with NSWOCs and appreciate the important role all allied healthcare team members can bring to an interdisciplinary Wound, Ostomy and Continence care team
4. Be prepared to take a leadership role on Wound, Ostomy and Continence care teams
5. Facilitate the transfer of knowledge and skills to clinical practice through clinical placements with experienced NSWOC mentors and the application of the NSWOC core competencies and standards of practice
6. Improve communication skills (verbal and written)
7. Foster professional growth and leadership
8. Articulate and exercise the professional responsibilities associated with the NSWOC role

9. Meet the psychosocial needs of the person with a Wound, Ostomy and Continence issues
10. Manage care for the person with a Wound, Ostomy and Continence related issues

The learner will acquire the skills necessary to meet the biopsychosocial needs of the person with an ostomy, continent diversion, acute or chronic wound, percutaneous tube and incontinence

Wound Ostomy Continence Education Program (WOC-EP) Overview		
Ostomy Management (160 hours) Course number woc-ep001	Continence Management (160 hours) Course number woc-ep002	Wound Management (160 hours) Course number woc-ep003
<p><b>Description:</b> -16 weeks (plus 2 weeks or 75 hours of preceptorship)</p> <p><b>Evaluation of theory:</b> -Introductory assignment (5%) -Individual assignments (45%) -Discussion forums (20%) -Final exam (10%)</p> <p><b>Evaluation of the preceptorship:</b> -Clinical Evaluation grid completed by preceptor (10%) -Clinical Journal - reflective practice (10%)</p> <p>The theory is worth 80% and the preceptorship is worth 20% of the final mark for the course</p>	<p><b>Description:</b> -16 weeks (plus 2 weeks or 75 hours of preceptorship)</p> <p><b>Evaluation of theory:</b> -Individual assignments (44%) -Discussion forums (26%) -Final exam (10%)</p> <p><b>Evaluation of the preceptorship:</b> -Clinical Evaluation grid completed by preceptor (10%) -Clinical Journal - reflective practice (10%)</p> <p>The theory is worth 80% and the preceptorship is worth 20% of the final mark for the course</p>	<p><b>Description:</b> -16 weeks (plus 2 weeks or 75 hours of preceptorship)</p> <p><b>Evaluation of theory:</b> -Individual assignments (60%) -Discussion forums (20%) -Final exam (10%)</p> <p><b>Evaluation of the preceptorship:</b> -Clinical Evaluation grid completed by preceptor (10%) -Clinical Journal - reflective practice (10%)</p> <p>The theory is worth 80% and the preceptorship is worth 20% of the final mark for the course</p>

## 3.0 Admission

### 3.01 Admission Fraud

If evidence of falsified information and/or omission is found in the submission of an application for admission, any documentation in support of an application, and/or an appeal for admission or readmission, the WOC-Institute reserves the right to deny admission, withdraw an offer of admission, withdraw an offer of scholarship and/or cancel a student's course registration. Application fees are not refundable, and rules of tuition refunds (Section 10.0) will apply. Previous submission of falsified or fraudulent documentation may be considered in future applications made to the WOC-Institute. The appropriate provincial college of nurses will be notified of any fraudulent applications.

### 3.02 Admission Requirements

In addition to tuition fees, students **MUST** be an active NSWOCC member (WOC student associate membership) throughout the course of their WOC-EP study.

Acceptance into the Wound, Ostomy and Continence Education Program (WOC-EP) is a competitive process. Enrolment is limited to 44 students per cohort.

The WOC-EP is offered twice per year in English (fall and winter cohorts) and once per year in French (fall cohort).

Applications for WOC-EP are accepted throughout the year. Deadlines for completed applications are **April 30** for the fall cohort (English and French) and **September 30** for winter cohort (English only).

The online application and supplemental forms are to be completed and submitted electronically. The remainder of the application requirements must be scanned and sent via a single email to the Wound, Ostomy & Continence Institute's Registrar at [registrar@wocinstitute.ca](mailto:registrar@wocinstitute.ca).

Students must ensure that they name each file submitted clearly marked with their name and date of application. All application documents must be submitted via the online application portal. Only University Transcripts are to be sent separately.

References **MUST** be received directly from the reference via the secure link provided during the application process.

It is the responsibility of the applicant to ensure that all elements of the application have been received by the Wound, Ostomy& Continence Institute's registrar office. Please contact the program registrar at [registar@wocinstitute.ca](mailto:registar@wocinstitute.ca) with any questions regarding your application.

The personal information collected is maintained as part of the student's records and will be used for the purposes of admission review, registration, and issuing receipts, graduation certificates and for WOC-EP research and planning. Personal information will not be shared with any other business or organization (see Sections 1.04, 1.05).

### ***3.02a Wound, Ostomy and Continence Education Program Requirements:***

- Must be a registered nurse with a valid license to practice in the province or region where the clinical preceptorship is to be completed.
- Must be fluent in English and/or French both oral and in written. It is the student's responsibility to ensure language proficiency. Failure to be proficient (English or French) will greatly impact the student's ability to succeed in the program. No accommodations will be made for students who are not able to complete the program secondary to language comprehension issues.
- All students applying into the French program **MUST** be able to read English as the majority of the textbooks and articles will be in English. The WOC-EP strives to ensure as much material as possible is available in English and French.
- Evidence of successful academic achievement in the completion of at a minimum a Baccalaureate Degree in any field. As part of the

competitive admission process, higher ranking will be given to candidates with education at a Master's or PhD level.

*Note – Applicants who completed their university education outside of Canada or the United States must submit a formal credential evaluation completed by a recognized Canadian Credential Evaluation Service.*

- Applicants must have at least 3000 hours of employment, in the last 3 years, as a Registered Nurse.
- Current Cardiopulmonary Resuscitation (CPR) or Basic Cardiac Life Support (BCLS) Certificate.
- Current immunizations (Section 3.08).
- Two professional references (one must be from a direct supervisor or NSWOC, and one from a professional colleague or academic professor). Please note – References must be completed online by the professional providing the reference.
- Submission of the supplemental questionnaire.
- Application materials must be submitted as one file in .pdf format, other formats will not be accepted.
- Submit all application materials online (scan paper copies of documents as required). Only transcripts will be received by Post.
- Pay the \$50 non-refundable application fee online.
- Applicants must have a minimum of a Bachelor's degree. Nurses without a Bachelor's degree are invited to apply to the Skin Wellness Associate Nurse (SWAN) Program <https://wocinstitute.ca/swan/>.
- Applicants will be required to demonstrate a passion for wound, ostomy and continence nursing evidenced by a history of wound, ostomy and/or continence related volunteerism, education and leadership. The ideal applicant is committed to pursuing a career in wound, ostomy and continence nursing.

The admission process includes:

- Completion of an online application form,
- Submission of a current resumé/curriculum vitae,
- Completion of the supplemental questionnaire.

### *Curriculum Vitae /Resumé*

To enable the best possible match between your expectations, learning and experience, and the capacities and goals of the WOC-EP the information requested below is wide-ranging.

Your resumé should include the following:

- Name at the top of every page
- Formal educational achievements (most recent listed first), including any credentials (e.g., degrees, certificates, diplomas) awarded
- Other training/educational experiences (e.g., courses, workshops) that relate to wound, ostomy and continence nursing
- Informal/non-formal activities or life experiences that relate to your career and educational goals
- Professional employment history (most recent listed first), with enough detail to adequately describe the experiences and your level of responsibility including total full-time years as a Registered Nurse
- Publications, professional presentations, and research activities
- Membership and leadership involvement in professional organizations and governance activities (e.g., participation on work committees)
- Volunteer activities demonstrating your commitment to patients with challenges in wound, ostomy and continence
- Grants, scholarships and awards you have received
- Language proficiency



Include all relevant research, publications, education, presentations, and other leadership activities on your resumé/curriculum vitae. For more information about the application process please go to the application page <https://wocinstitute.ca/woc-ep-program/>.

### ***3.02b Computer Requirements***

The WOC-EP is a web-based program on a Moodle platform. Applicants must have basic computer skills, including knowledge of Microsoft Office. WOC-EP faculty are committed to mentoring students. Training and IT support are available.

Computer requirements include:

- Up to date computer – either a PC or a MAC
- High speed internet connection
- Windows Media Player
- Quick Time
- Java

### **3.03 Deadlines: General Policies on Admission and Application Deadlines**

The WOC-EP is offered twice per year in English (fall and winter cohorts) and once per year in French (fall cohort).

Applications for WOC-EP are accepted throughout the year. Deadlines for completed applications are April 30 for the fall cohort (English and French) and September 30 for the winter cohort (English only). Applications received after the deadlines may be placed on a wait list for the next course offering. If the applicant is not offered a spot in the next course offering, they will be automatically considered for the next available course offering. Admission is based on qualifications.

### 3.04 English / French Language Proficiency - Admission Requirement

Applicants and students **must be fluent in English and/or French both oral and in written**. It is the student's responsibility to ensure language proficiency. Failure to be proficient (English or French) will greatly impact the student's ability to succeed in the program. No accommodations will be made for students who are not able to complete the program secondary to language comprehension issues.

### 3.05 International Applicants' Admission Requirements

Applicants must have a minimum of a bachelor's degree from a recognized Canadian University. Applicants who have completed their bachelor's degree outside of Canada must provide proof of equivalency. If original supporting documents are not in English or French they must be translated and verified by an official translation company.

Example, the Internationally Educated Nurses Competency Assessment program for entry into practice in Ontario  
<https://www.cno.org/en/become-a-nurse/registration-requirements/education/internationally-educated-nurses-competency-assessment-program/> .

### 3.06 Offers of Admission, Deferred Registration

Offers of admission are sent in June for the fall start dates and October for the winter start dates. Students are required to pay session tuition in full or arrange for a payment plan by the date stipulated on the acceptance letter and student contract.

Students may request permission to defer their registration for up to one year. Requests for deferral of registration should be received by the Registrar prior to commencement of the session for which our offer of admission was given.

### 3.07 Tuition

#### *Tuition*

The student is responsible to pay tuition fees. If tuition is being covered by a third party the student remains responsible to ensure that all fees are paid within the mandatory payment schedule. If fees are in arrears, the student may face removal from the program. The fees are income tax deductible and tax forms will be provided.

#### *Tuition Fees*

The program consists of 3 mandatory courses. Fees must be paid 20 business days prior to the start of each course or may be paid in full prior to the start of the program.

Fees cover the cost of program support, correction of assignments, guidance during discussion forums, examinations, and support for arranging clinical preceptorship placements.

Payments plans must be negotiated with the registrar [registrar@wocinstitute.ca](mailto:registrar@wocinstitute.ca) at least 20 business days prior to the start of the program

Fees **DO NOT** cover the cost associated with the CNA certification exam, the clinical preceptorships (Refer to Clinical Preceptorship below) or the costs of textbooks. Students must arrange to purchase their textbooks prior to the start of each course. See information on the WOC Institute website <https://wocinstitute.ca/> for purchasing textbooks. Students will have CINHAL library access and access to the WOCN Journal as part of their NSWOC membership.

All tuition fees must be received by the WOC-Institute at least 20 business days prior to the start of the course unless negotiated otherwise. Changes to this policy are rare and must be approved by the WOC Institute Chair. Students who fail to submit fees on time will lose their position in the course and will be moved to the waiting list for the next course start date dependent on receipt of required fees.

**Fees are subject to yearly review and may be increased without notice.**

Students are requested to refer to the tuition fees listed on the WOC Institute website. Students who take a semester off may be subject to tuition increases if an increase was implemented during that time frame. It is the student's responsibility to verify tuition rates with the academy administration.

### ***Payment***

Fees for the program can be paid by credit card on the secure WOC Institute website. If the use of a credit card is not possible, a money order or a corporate cheque, made out to the Wound, Ostomy & Continence Institute is acceptable. Please contact the WOC Institute administration with any questions. NO personal cheques will be accepted.

### ***Default of Payment***

Late payment is subject to a \$100.00 penalty fee if the student is not removed from the course. No grading, letters of good standing or diplomas will be processed until outstanding payments have been made. Validation of program completion to write the Canadian Association of Nurses (CNA) certification exam will not be provided until all outstanding fees are paid in full.

### **3.08 Potential Health Risks/Immunization Requirements**

The WOC Institute has a legal obligation to our liability insurance carrier and the facilities in which students do their placement to ensure that all students meet the following prerequisites. These documents must be downloaded in your student file PRIOR to requesting a placement. This holds true even if you are doing your clinical placement in your place of employment.

**3.08a WOC-Institute students will be required to provide proof of up-to-date immunizations including:**

- Tuberculosis screening within the PAST 12 MONTHS. If you had a documented severe reaction (e.g., necrosis, blistering, anaphylactic shock, or ulcerations) to the Tuberculin Skin Test (TST or Mantoux), a documented positive result, or have received previous treatment for active or latent Tuberculosis, provide a chest X- Ray report taken within the PAST 12 MONTHS.
- Measles, Mumps, Rubella (MMR) vaccination within the PAST TWENTY YEARS
- Varicella (Chicken Pox/Shingles) vaccination within the PAST TWENTY YEARS
- Hepatitis B vaccination within the PAST TWENTY YEARS
- Tetanus, Pertussis and Diphtheria vaccination within the PAST TEN YEARS
- FLU Vaccination within the PAST 12 MONTHS.
- **COVID-19 vaccination approved by Health Canada and booster vaccination(s) if required (as outlined by Health Canada)**

\*\*\*proof of vaccination may be waived if the student has a medical exemption or has been granted an exception based on human rights or religion, with official documentation. It should be noted that the WOC-Institute does not have jurisdiction over clinical placement settings. Some healthcare setting may not allow student placements without complete immunizations even if the student has an exemption.

**3.08b Police Record Check and Vulnerable Sector Check**

You must submit an original Police Record Check (PRC) and Vulnerable Sector Check (VSC) obtained within the PAST 12 MONTHS. If you have not completed all your preceptorships within 12 months of the date of your original PRC/VSC or if the placement site requires an updated PRC/VSC, the WOC Institute will ask the student to sign a

waiver (Criminal Record Voluntary Declaration) instead of requiring a new one.

WOC-EP students must provide both a PRC and a VSC. However, it is common that when requesting a VSC, it will include the PRC. It is the students' responsibility to clarify this point with the issuing agency. A PRC and VSC are available from the RCMP, Provincial and Local Police Department.

Some issuing agencies require a WOC Institute attestation letter. This letter (Generic Request PRC\_VSC) is available in the Preceptorship area in Moodle.

Students requesting a PRC and VSC from the Toronto Police Department require a special form which can be obtained from the Placement Coordinator. Please contact [preceptor@wocinstitute.ca](mailto:preceptor@wocinstitute.ca)

### ***3.08c Cardiopulmonary Resuscitation***

You must provide a certificate showing you have completed the Cardiopulmonary Resuscitation [CPR] training within the PAST 24 MONTHS. If the certificate expires during your studies, the student is responsible to provide an updated certificate.

Basic Life Support (BLS) Providers is available through the Heart & Stroke Foundation and CPR for Healthcare Providers (CPR-HCP) is available through St. John Ambulance or the Canadian Red Cross.

### ***3.08d Mask-fit Testing***

You must provide a certificate showing a completed Mask-Fit Testing within the PAST 24 MONTHS. If the certificate expires during your studies, you are responsible to provide an updated certificate.

For additional information, consult the Preceptorship Planning Prerequisites Handbook available in the Preceptorship section in Moodle. The student is responsible for any costs associated with obtaining mandatory prerequisites such as immunization records, outdated vaccines, Mantoux/TST, blood tests and Xray; PRC/VSC; renewals of BLS, CPR or CPR-HCP; and renewals of Mask-Fit Test.

### 3.09 Readmission

Students seeking readmission to the WOC-Institute, following withdrawal for failure to achieve satisfactory academic standing, must reapply to the WOC-Institute by the applicable deadline. In addition, a “Formal Statement of Appeal”, supplied by the Registrar’s Office, must be submitted with supporting documentation to the Admissions Office. The session to which readmission is sought may not begin until one full year (twelve months) from the time of withdrawal, which has been established as the last day of the relevant academic session. Readmission is neither automatic nor guaranteed. Appeals against decisions to deny readmission will be considered only on presentation of additional evidence.

### 3.10 Recognition of Prior Learning

The WOC Institute recognizes that education at the level of the NSWOC graduate can occur outside of the WOC-EP. Recognition of prior learning (RPL) is a prescribed process wherein a student accepted into the WOC-EP, who has an extensive theoretical and clinical background prior to starting the program, can demonstrate that they have already achieved advanced beginner level consistent with completion of a WOC-EP course (Ostomy, Continence or Wound). For further information regarding the Recognition of Prior Learning process please contact [registar@wocinstitute.ca](mailto:registar@wocinstitute.ca)

It is a rigorous assessment. If successful in demonstrating that this level of learning has been achieved outside of the WOC-EP, the applicant will be given credit for this learning, in the theoretical and/or clinical portion of the course.

Students must apply for RPL prior to starting the WOC-EP. Students must apply and be accepted into the WOC-EP and pay all applicable fees prior to file review. A fee of \$250 per course being challenged must be paid prior to file review. Students who obtain RPL will NOT be eligible for educational awards.

Students who achieve RPL for the theory portion of the course and not the clinical component must complete a clinical preceptorship and an additional fee of \$250 per course will be applied. Students

wishing to apply for recognition of prior learning must meet the pre-determined criteria.

RPL could be given for the THEORETICAL portion of a course to those who have completed approved national or international programs if the student is able to demonstrate that the key NSWOC competencies and learning objectives were met in the program. For more information, please contact [registar@wocinstitue.ca](mailto:registar@wocinstitue.ca)

Transcripts from the program completed are required. If successful, students would be given credit for the didactic portion of the WOC-EP.

### 3.11 Time to Complete the Program

Students are expected to complete the program within two (2) calendar years from their start date. Course semesters are approximately thirteen (13) to sixteen (16) weeks. There are two start dates per calendar year (January and September) in the English Program and one start date for the French Program (September).

The student may take a semester off but must graduate within the two-year timeframe. Students must advise the Institutes Registrar Office [registar@wocinstitue.ca](mailto:registar@wocinstitue.ca) of their decision to take a semester off.

Students must also confirm their intent to enroll and pay all course fees for the next course **four (4) weeks** before the start date of the course. Admission to a course is not guaranteed. If the course is full, the student will be notified of the next possible opening. If they are unable to complete the program within two years, they will not graduate and will need to reapply to the program.

It is the student's responsibility to work with the Institutes Registrar Office to ensure that they are registered for courses within the time defined. Once accepted into the program prospective students may defer the start date of the program for up to **one (1) calendar year** from the date they were accepted into the program.



## 4.0 Canadian Nurses Association Wound, Ostomy and Continence Certification Exam

The CNA WOCC(C) exam is the final exam for the WOC-EP. At the completion of the three courses, including preceptorship requirements, students **MUST** register to write the Canadian Nurse's Association (CNA) wound, ostomy and continence certification exam (an additional fee will apply). For more information on the CNA WOCC(C) certification exam please visit: <https://www.cna-https://www.cna-aiic.ca/en/certification>

The exam is to be written within **one (1) year** of completing the program. Students can sign up to write the exam immediately upon completing the wound management course.

The WOC-EP will provide letters of completion to facilitate applying to write the exam.

Students must provide proof of exam registration to complete the program and graduate. Graduation certificates will not be provided without proof of exam registration.

A CNA certification prep course has been developed and is available to students upon completion of the course if required however, it is the belief of the WOC-EP that students will be well prepared to sit the exam.

## 5.0 Graduation from the Program

### 5.01a Application for Graduation and Notification of Eligibility to Graduate

Students must formally apply to graduate by completing the [application to graduate form](#) available in the My WOC-EP Program area. The WOC-Institute will review all applications to graduate and eligible students will be put forward for graduation. **Graduation occurs annually at the NSWOCC annual conference banquet. To those who cannot attend the graduation in person, diplomas will be mailed out AFTER the convocation ceremony.**

### 5.01b Graduation Requirements

- The student must have completed (by May 1<sup>st</sup> of the current year) **ALL** the academic requirements of the program. The WOC Institute's WOC-EP consists of three (3) required academic courses: Ostomy Management, Continence Management and Wound Management, and 225 hours of approved clinical preceptorship divided among the three courses. Students must complete ALL aspects of the program to be eligible to graduate.
- The CNA WOCC(C) exam is the final exam for the WOC-EP. At the completion of the three courses students **MUST** register to write the Canadian Nurse's Association (CNA) wound, ostomy and continence certification exam (an additional fee will apply). For more information on the CNA WOCC(C) certification exam please visit: <https://www.cna-aiic.ca/en/certification>
- The student must submit the signed [application to graduate form](#) by email **no later than March 1st** to the WOC Institute's Administrative Assistant at [registrar@wocinstitute.ca](mailto:registrar@wocinstitute.ca) . Ensure that your name is spelled EXACTLY how you want it to appear on your graduation diploma/certificate.
- The student must indicate on the form, plans to **attend convocation**. Convocation will take place at the banquet during the annual NSWOCC conference. **To attend the convocation graduates must register for the NSWOCC conference. Full conference or one day Saturday registration is required. A student/new graduate discount will apply. Graduates may purchase additional banquet tickets if they would like family members to attend the banquet/convocation.**
- If the student is **not attending** convocation and selected 'mail diploma', the diploma will be shipped to the student's primary address as listed with the **WOC Institute three to four weeks after the convocation**.
- It is the student's responsibility to ensure that contact information is up to date (including telephone phone number as this is a mailing requirement).

### 5.01c Letter of Good Standing

Students who expect to complete all aspects of the program prior to the CNA exam date, can request a letter of good standing which will allow them to apply to write the CNA exam.

If students do not have ALL aspects completed and marked before the exam date, they will not be eligible to write the exam. The WOC Institute sends a list to the CNA of those students who are eligible to write the exam. Please keep in mind that the preceptorship team needs time to mark preceptorship submissions and that last minute submissions may not be marked prior to exam writing dates. The NA does not provide refunds once a student registers for the exam.

## 6.0 Scholarships and Awards

Academic awards are available annually depending upon sponsorships. To be eligible for academic awards, students must graduate in the cohort they started in. Students taking a semester off are not eligible. Award information is found on the Wound, Ostomy & Continence Institute's <https://wocinstitute.ca/awards/> students who receive recognition of prior learning are not eligible for awards in courses they received recognition of prior learning.

### Awards

The following awards are available (depending on funding availability):

#### Mölnlycke Health Care Highest Achievement Award

- Sponsored by Mölnlycke
- A financial award to the top academic student from the French or English programs in any calendar year.
- Value of award varies from year to year.
- Application not required.

**Hollister Clinical Achievement Award in Ostomy Care Award**

- Sponsored by Hollister
- The Hollister Award for Excellence in Ostomy Care by an WOC-EP Student provides an award of \$1000.00 annually to a student who displays excellence in Ostomy Care.
- Application not required.

**The Coloplast Clinical Achievement Award in Continence Care**

- Sponsored by Coloplast
- The Coloplast Award for Excellence in Continence Care by an WOC-EP Student provides an award of \$1000.00 annually to a student who displays excellence in Continence Care.
- Application not required.

**The Smith and Nephew Achievement Award in Wound Care**

- Sponsored by Smith and Nephew
- The Smith and Nephew Award for Excellence in Wound Care will be awarded to 2 WOC- EP Students (1 French student and 1 English student) with the highest Wound Care marks overall.
- The award is in the amount of \$1000.00
- Application not required.

**7 Generations Medical LTD Award**

- Sponsored by 7 Generations Medical LTD
- The 7 Generations Medical LTD award is given to an indigenous WOC-EP student who has demonstrated academic excellence and community engagement.
- The award is in the amount of \$1000.00
- Application not required.

### **The Clement LeBlanc Memorial Scholarship**

- Sponsored by the family of Clement LeBlanc in his memory (pending funding)
- The Clement LeBlanc memorial scholarship is for a New Brunswick WOC-EP graduate with the highest academic marks each graduating year.
- Application is not required.

### **Nightingale Medical Award**

- Sponsored by Nightingale Medical
- Annual award to a WOC-EP student who:
  - resides in the province of British Columbia
  - has demonstrated that they are a leader in the tri-specialty of wound, ostomy and continence nursing
  - who meets the written criteria for this award
- Students must apply for this award

### **The Ostomy Canada Award**

- Sponsored by The Ostomy Canada Society
- Annual award to encourage Registered Nurses to pursue a NSWOC career with a focus on ostomy care  
Must have graduated within the past 5 years.
- Students must apply for this award.

### **The Vancouver United Ostomy Association Chapter Award**

- Sponsored by The Vancouver United Ostomy Association Chapter
- Annual award (pending funding availability) to recognize a WOC-EP student who:
- Resides in the province of British Columbia
- Had demonstrated a high degree of volunteerism with, and support of people in Vancouver, Lower Mainland or Province of British Columbia living with an ostomy.
- Students must apply for this award.

## 7.0 Assignments and Examinations

### 7.01a Access to and Retention of Exam Papers and Other Work

If a student requests it, an academic advisor shall produce and review with the student all papers (final examination or other) not returned to the student and for which a mark has been assigned. A student who has appealed in writing to the chair, shall be granted access, upon their request, to such papers under supervisory arrangements established by the chair. During this review, the student shall be entitled to see the assignment.

All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted.

The WOC-Institute shall require all academic advisors to maintain complete records of all marks/grades (and their relative weights) for individual assignments, tests, etc., which are used in calculating the final overall mark/grade in a course for a period of twelve months from the date of the last use\*. The WOC-Institute shall retain all papers (final examination or otherwise), which have not been returned to the student and for which a mark has been assigned, for a period of **twelve months** from the date of the last use\*. Students are encouraged to retain a copy of assignments for their own records.

The WOC-Institute Chair will make arrangements for storing such papers either with academic advisors or in a departmental depository. Academic Advisors are expected to provide complete records to the WOC-Institute. It is the duty of every faculty member who will be leaving the WOC-Institute temporarily or permanently at the end of the teaching term to formally transfer their records and exam papers to the Chair (or his or her designate). Records for online discussion forums which have been graded will be retained for a period of twelve months from the date of the last use\*, at which time they will be erased.

\* Last use will be interpreted as the date of the last class if there is no final examination, the date that the marks were submitted after

the final examination, or, if an appeal has been made, the date the student is informed of the decision on the appeal, whichever is later.

### **7.01b Evaluation of Academic Performance**

The WOC Institute WOC-EP is competency based and uses a variety of assignments, discussion forums, quizzes, clinical preceptorship evaluations and journals to formally evaluate the student's grasp of the competencies. This allows for the assessment of the acquisition of different kinds of knowledge by testing the understanding of facts and concepts and the demonstration of knowledge synthesis and critical evaluation capabilities in the clinical experience.

The various forms of evaluation are designed to capture various learning styles and to promote student success in the program. In addition, the various evaluation methods are also used to simulate real life situations and to promote the NSWOC leadership role. Students are encouraged to use these methods of evaluation as a means to solidify the WOC competencies and to enrich their personal leadership capabilities.

### **7.01c Course Evaluation Tools**

The objectives of all assessment tools are to reinforce learning and to measure knowledge acquisition and integration of knowledge into practice.

Each course uses a similar set of evaluation tools. Although the tools are similar and the rhythm of evaluations is consistent throughout the program, the amount that any one evaluation tool may contribute to the final course grade and the number of evaluations may vary. A schedule is posted in each course.

### **7.01d Assignments**

All assignments are compulsory and must be submitted online and in Microsoft word format. There are no exceptions to this rule. Failure to submit an assignment will result in failure of the course. The purpose of the assignment is to consolidate the learnings over several units. Students must achieve an overall mark of 70% for each course. This

means that students must achieve a 70% for the theory portion of the course AND the clinical preceptorship in order to pass the course.

Assignments are marked by an Academic Advisor or delegate using a rubric and are graded out of 100. Each assignment contributes a percentage that varies to the final academic mark. Grading will be completed and posted in the grade book within 3 weeks after the due date of the assignment. All assignments are submitted online, and the date and time of submission is recorded by the system.

Students are referred to the document “WOC Institute Guidelines for Preparing Assignments” available online in the WOC-EP area for information regarding acceptable APA formatting. All assignments MUST be completed using APA seventh edition formatting. Marks will be deducted for inappropriate APA formatting.

### **7.01e Length and Format of Assignments**

All written materials must be submitted in MS WORD. No other format will be accepted or graded. All assignments must be referenced using APA formatting. OWL Online Writing Lab is a useful resource.

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

Students are required to adhere to the assignment guidelines for style, length and format. Assignments required to be in table format must be submitted in table format. Marks will be deducted for assignments not submitted in the proper format.

Assignments found to be 10% longer than the guidelines will not be marked past the allotted page length. For example, if the assignment is to be 10 pages double space and the students submits an assignment which is 14 pages in length, the Academic Advisor will stop reading at page 10 plus 10%. If this results in a failed assignment the student may choose to use their re-write and will be allowed two weeks to resubmit the assignment. The maximum grade possible for a failed assignment is 70%. (Section 7.1i)



### 7.01f Extensions

NOTE: Only one (1) extension (see below) may be granted per academic course, at the sole discretion of the Academic Advisor. An extension will not be granted if there has already been an extension granted for the course.

The dates for submission of assignments are specified in the course schedule. Extensions may only be granted by the Academic Advisor. A request for an extension must be submitted at least **one (1) week** in advance of the assignment due date. Last minute extensions are rarely granted except in exceptional circumstances.

### 7.01g Extra Day

Students will be allowed one “extra day” per course. Students are permitted to request an extra day to complete an assignment or discussion forum post once per course without a late submission penalty. The request for the extra day **MUST** be made in writing to the student’s Academic Advisor no less than 24 hours before the assignment due date or closure of the discussion forum. The student will then be provided an extra 24 hours to submit their assignment or complete their discussion forum post.

### 7.01h Delay in Submitting an Assignment

For unauthorized delays in submitting an assignment the student will receive a 5% penalty deduction for each day (24-hour period) late up to 120 hours (5 days). After 120 hours, the grade will automatically be 0% and the student will be in the position of having failed to submit an assignment. See “Failure to Submit an Assignment” below.

### 7.01i Failure to Submit an Assignment

All assignments are mandatory. There are no exceptions to this rule. **The failure to submit an assignment will result in automatic zero on the assignment and result in failure of the course.**

### 7.01j Failure of an Assignment

Students who achieve less than 70% on an assignment have failed the assignment. If students fail an assignment, they have several options:

- Students may choose to let the grade stand as is and may continue with the course. **In order to pass the course, the student must have an overall 70% average in both the theory and clinical preceptorship portions of the course.**
- Students may re-write up to **one (1)** assignment per course. Students may not obtain more than 70% on a re-written assignment. If a student chooses to re-write an assignment, they will no longer be eligible for academic achievement awards related to the course.
- Students must decide **immediately** after receiving a failing grade if they wish to re-write the assignment. Requests to re-write the assignment must be submitted in writing to the Academic Advisor prior to the return of assignments.

Failed assignments will not be returned if the student opts to re-write the assignment until after the assignment has been re-submitted. The Academic Advisor will provide a summary of issues related to the assignment and where marks were lost on the grading rubric. Should the student choose to re-write a failed assignment, they must advise the Academic Advisor immediately and will have two weeks to resubmit the assignment. The assignment will again be marked out of 100. The maximum grade a rewritten assignment will be awarded is 70%. If the student's assignment still receives less than 70% the student may remain in the course and proceed to clinical preceptorship only IF they maintain an overall 70% average in the course. Students may only rewrite one assignment per course.

Students who fail to achieve a 70% average in a course will have failed the course. Students who fail a course will have the option to redo the course at a later date. The student will be required to redo all elements of the course (**including preceptorship**) and repay the tuition fees.

The student will need to confirm their intent to redo the course **four weeks** before the start date of the course. Admission to a course is not guaranteed. If the course is full, the student will be notified of the next possible opening. If they are unable to complete the program within two years of their start date they will not graduate and will need to reapply to the program.

**Students are only permitted to repeat a course ONE time. A second failure will result in failure of the program.**

### **7.01k Remarking of Assignments**

Students may request that an assignment be remarked. Students who would like to have an assignment re-marked, must submit a written request including rationale for the re-mark, to the Academic Advisor within one week of failing an assignment. The Academic Advisor will forward the assignment without any personal identification or the initial marking to the WOC Institute Chair. The Chair will forward the assignment to a new independent marker without the student's name or original mark. **The new mark provided by the independent marker will be the final mark.**

### **7.01l Discussion Forums**

All Discussion Forums are compulsory. There are no exceptions to this rule. The purpose of the Discussion Forum is to promote professional collaboration between students regarding a variety of topics that will be assigned by the Academic Advisor one week prior to the opening of the discussion. Discussion forums may be run differently among the three courses.

**The student is expected to participate within their assigned topic thread and contribute to other discussion topics as outlined in the individual course calendar.**

The Academic Advisor will assess the contributions of each student using the Discussion Forum rubric and assign a mark out of 100. Each Discussion Forum contributes a percentage to the final academic mark. Students are expected to demonstrate critical thinking that is evidence based and referenced. Plagiarism within the Discussion Forum will not be tolerated.

Grading will be completed and posted in the grade book within 4 weeks of the closure of the Discussion Forum.

### **7.01m Exemption from a Discussion Forum**

The dates and times for the Discussion Forum are specified in the course schedule. A student may, in special circumstances be exempted from the Discussion Forum and required to complete an assignment in lieu of participation. The decision to allow an exemption is at the sole discretion of the Academic Advisor in consultation with WOC Institute Chair and must be arranged at least one week before the start of the Discussion Forum. Only 1 exemption or extension may be granted per course.

### **7.01n Failure to Participate in the Discussion Forum**

Failure to participate in a discussion forum or make pre-arrangements for an exemption will result in automatic zero on the forum. Students are encouraged to pay attention to the date and time (hour and time zone) forums will open and close.

### **7.01o Failure of the Discussion Forum**

Students who fail a Discussion Forum will be permitted to continue in the course but must achieve an average of 70% for theoretical part of the course to pass the course. They will not have the option to complete an assignment in lieu of a failed discussion forum.

### **7.01p Final Course Quiz**

Each course includes a Final Course Quiz. The purpose of the Final Course Quiz is to confirm that the student has learned key principles and content of the course. Completion of the Final Course Quiz is mandatory. There are no exceptions to this rule. Each student may make only one attempt at the Final Course Quiz. Students are encouraged to pay attention to the date and time (hour and time zone) the quiz will open and close. In special circumstances an extension for the final course quiz may be granted. The decision to allow an exemption is at the sole discretion of the Academic Advisor in consultation with WOC Institute Chair and must be arranged at

least one week before the start of the final quiz. Only 1 extension may be granted per course.

### **7.01q Failure to Attempt the Final Course Quiz**

The dates for the Final Course Quiz are posted in the course schedule. Students MUST complete the final course quiz. If they choose not to do so they will receive a zero for the quiz. Students who fail the course quiz will not fail the course, but they must achieve an overall course average of 70%. If the quiz failure reduces their course average below 70%, they will have failed the course and will have to re-take the course in order to complete the program.

Readmission to a course is not guaranteed. If the course is full, the student will be notified of the next possible opening. If they are unable to complete the program within two years, they will not graduate and will need to reapply to the program.

If a student wishes to challenge their mark on a quiz question this must be done within 5 business days of the end of the Quiz week. They must send an email to the WOC Institute Chair and Academic Advisor stating the question and identifying the chapter and page of the text or journal article from which their challenge stems.

Students who do not pass course will have the option to redo the course. The student will be required to redo all elements of the course and repay the fee. The student will need to confirm their intent to redo the course 4 weeks before the start date of the course. Readmission to a course is not guaranteed. If the course is full, the student will be notified of the next possible opening. If they are unable to complete the program within two years, they will not graduate and will need to reapply to the program.

### **7.01r Failure to Complete the Final Course Quiz Due to a Systems Issue**

In the event of a system failure in the WOC Institute Education Platform during the time the student is attempting the Final Course Quiz, the student must immediately notify the Academic Advisor and the WOC Institute Chair [chair@wocinstitute.ca](mailto:chair@wocinstitute.ca) who will evaluate the

situation and determine the problem. A rewrite may be permitted at the sole discretion of the Academic Advisor in consultation with the WOC Institute Chair.

### **7.01s Failure of the Final Course Quiz**

Students who fail the course quiz will not fail the course, but they must achieve an overall course average of 70%. If the quiz failure reduces their course average below 70%, they will have failed the course and will have to re-take the course in order to complete the program.

Readmission to a course is not guaranteed. If the course is full, the student will be notified of the next possible opening. If they are unable to complete the program within two years, they will not graduate and will need to reapply to the program. If a student wishes to challenge their mark on a quiz question this must be done within 5 business days of the end of the Quiz week. They must send an email to the WOC Institute Chair and Academic Advisor stating the question and identifying the chapter and page of the text or journal article from which their challenge stems.

## **8.0 Timing of Submission of Final Marks, Informing Students of Their Final Grades**

Academic advisors will make every effort to return students papers within three (3) weeks after the assignment due date (excluding assignments for which students were granted extensions). Passed assignments will be returned with feedback and the marking rubric. Students are encouraged to meet with their academic advisor if they require clarification.

Final grades will be submitted three (3) weeks after the final assignment due date. Final quiz marks are automated, and students can review their grades immediately after completing the final quiz.

## 9.0 Clinical Preceptorship

The role of the WOC Institute and its agents, the Preceptorship Manager and Placement Coordinators, is to assist the student to plan a clinical preceptorship that will meet their learning needs and program requirements.

Preceptorship is an essential and compulsory component of the WOC –EP. Each clinical course: Ostomy Management, Continence Management, and Wound Management requires 10 days (75 hours) of preceptorship (225 hours total). The preceptorship and associated learning activities are worth 20% of your final mark per course.

Unless the student has applied for and been granted recognition of prior learning (section 3.10), there are no exemptions possible for preceptorships. The clinical preceptorship is **MANDATORY**, and students must **PASS** the preceptorship (achieve at least a 70%) to pass the course even if they obtain greater than 70% in the theory of the course. The clinical preceptorship allows the student to integrate newly acquired knowledge and apply it to the clinical setting. The overall goal of the clinical preceptorship is to facilitate the application of knowledge into practice.

**The WOC Institute Placement Coordinator must approve all plans for preceptorships prior to the beginning of each clinical placement. An unauthorized preceptorship will not be recognized, and the student will be obligated to repeat it.**

### 9.1 Preceptorship Prerequisites

The WOC Institute has a legal obligation to our liability insurance carrier and the facilities in which students do their placement to ensure that all students meet the following pre- requisites. These documents must be downloaded in your student file **PRIOR** to requesting a placement. This holds true even if you are doing your clinical placement in your place of employment.

WOC-Institute students will be required to provide proof of up-to-date immunizations including:

- Tuberculosis screening within the PAST 12 MONTHS. If you had a documented severe reaction (e.g., necrosis, blistering, anaphylactic shock, or ulcerations) to the Tuberculin Skin Test (TST or Mantoux), a documented positive result, or have received previous treatment for active or latent Tuberculosis, provide a chest X- Ray report taken within the PAST 12 MONTHS.
- Measles, Mumps, Rubella (MMR) vaccination within the PAST TWENTY YEARS
- Varicella (Chicken Pox/Shingles) vaccination within the PAST TWENTY YEARS
- Hepatitis B vaccination within the PAST TWENTY YEARS
- Tetanus, Pertussis and Diphtheria vaccination within the PAST TEN YEARS
- FLU Vaccination within the PAST 12 MONTHS.
- **COVID-19 vaccination approved by Health Canada and booster vaccination(s) if required (as outlined by Health Canada)**

\*\*\*proof of vaccination may be waived if the student has a medical exemption or has been granted an exception based on human rights or religion, with official documentation. It should be noted that the WOC-Institute has no jurisdiction over clinical placement settings. Some healthcare setting may not allow student placements without complete immunizations even if the student has an exemption.

### 9.2 Police Record Check and Vulnerable Sector Check

You must submit an original Police Record Check (PRC) and Vulnerable Sector Check (VSC) obtained within the PAST 12 MONTHS. If you have not completed all your preceptorships within 12 months of the date of your original PRC/VSC or if the placement site requires an updated PRC/VSC, the WOC Institute will ask the student to sign a waiver (Criminal Record Voluntary Declaration) instead of requiring a new one.



WOC-EP students must provide both a PRC and a VSC. However, it is common that when requesting a VSC, it will include the PRC. It is the students' responsibility to clarify this point with the issuing agency. A PRC and VSC are available from the RCMP, Provincial and Local Police Department.

Some issuing agencies require a WOC Institute attestation letter. This letter (Generic Request PRC\_VSC) is available in the Preceptorship area in Moodle.

Students requesting a PRC and VSC from the Toronto Police Department require a special form which can be obtained from the Placement Coordinator. Please contact [preceptor@wocinstitute.ca](mailto:preceptor@wocinstitute.ca). Additional costs to the student may apply and are not covered in the course tuition. Any additional costs will be the sole responsibility of the student.

### **9.3 Cardiopulmonary Resuscitation**

You must provide a certificate showing you have completed the Cardiopulmonary Resuscitation [CPR] training within the PAST 24 MONTHS. If the certificate expires during your studies, the student is responsible to provide an updated certificate.

Basic Life Support (BLS) Providers is available through the Heart & Stroke Foundation and CPR for Healthcare Providers (CPR-HCP) is available through St. John Ambulance or the Canadian Red Cross.

### **9.4 Mask-fit Testing**

You must provide a certificate showing a completed Mask-Fit Testing within the PAST 24 MONTHS. If the certificate expires during your studies, you are responsible to provide an updated certificate.

For additional information, consult the Preceptorship Planning Prerequisites Handbook available in the Preceptorship section in Moodle. The student is responsible for any costs associated with obtaining mandatory prerequisites such as immunization records, outdated vaccines, Mantoux/TST, blood tests and Xray; PRC/VSC; renewals of BLS, CPR or CPR-HCP; and renewals of Mask-Fit Test.

## 9.5 Placement Request and Approval Process

Prerequisites must be submitted in the student file and verified before the student can request a placement. The Placement Coordinator must approve ALL placements before the start date. Placements may take 3 months or more to finalize. Delaying submitting prerequisites will delay the student from completing placements in a timely fashion.

The recommended preceptorship dates for each course are identified in the course schedule however, the preceptorship timelines are flexible. The WOC-EP allows 2 calendar years [24 months] from your start date to complete all program requirements – theory and preceptorship.

You must communicate any plans to defer a preceptorship to your Placement Coordinator at least 1 week before the end of that clinical course.

Students who fail to maintain an average of 70% for the theory in the course may not be allowed to start their Preceptorship. If a student wishing to start a clinical preceptorship has a course average below 70%, the Academic Advisor in consultation with the Preceptorship Manager and the Clinical Preceptor will determine if the student may pursue their clinical preceptorship.

## 9.6 Preceptors

All preceptorship placements must be supervised by a Nurse Specialized in Wound, Ostomy & Continence (NSWOC) or another clinical expert approved by the WOC Institute to be a Preceptor. The Preceptorship Manager has sole authority for the approval of Preceptors.

Preceptors are experienced NSWOCs, other nurse specialists or allied health care professionals who meet the established criteria articulated by the WOC Institute. They must have completed a WCET accredited Enterostomal therapy/WOC nursing program, or other specialist certifications and have a minimum of 2 years recent clinical

experience. Preceptors include clinical experts such as Nurse Continence Advisors, Physiotherapists specialized in pelvic health, and Advanced Practice Nurses in Wound Management. Preceptors work in a variety of settings including teaching hospitals, community hospitals, clinics, long-term care facilities and home health settings. To be approved as a Preceptor they must be able to provide specific learning opportunities for students.

However, Preceptors are volunteer Clinical Faculty and do not receive compensation from the WOC Institute. In view of this the WOC Institute cannot guarantee their availability at any specific time. It is strongly recommended that at least 100/225 hours be acquired in a hospital setting. Not all learning opportunities will be available in each setting and students are encouraged to plan a variety of experiences throughout the program. Students may arrange to have several different Preceptors for each course to allow for a greater depth of clinical experience and to experience working with various experts in the field.

### **9.7 Appropriate Preceptors**

Appropriate Preceptors for the Ostomy Management course are NSWOCs who have an ostomy component in their practice.

Appropriate Preceptors for the Continence Management course are NSWOCs who have a continence component in their practice, Nurse Continence Advisors (NCA) or Physiotherapists who specialize in pelvic floor rehabilitation.

Appropriate Preceptors for the Wound Management course are NSWOCs who have a wound component in their practice, Advanced Practice Nurses or Clinical Nurse Specialists whose focus is wound care and who have advanced education in this area.

Other preceptorship opportunities are available in all three (3) courses. These are listed in the document Preceptorship-At-A-Glance available in the Preceptorship section in Moodle.

## 9.8 Student Responsibilities

The student is responsible to:

- Attend the Preceptorship Planning Orientation call at the start of the program and each course
- Consult the preceptorship specific resource documents located in the Preceptorship section in Moodle. These include, province-specific placement process and Lists of Preceptors, Preceptorship-At-A-Glance and Frequently Asked Questions
- Develop a preceptorship plan based upon individual identified learning needs
- Communicate the name of your Preceptor(s) & dates to the Placement Coordinator and wait for approval prior to starting your placement
- Meet the requirements of the Preceptor's practice facility and respect all site policies
- Arrange to be available for the dates and times arranged for the preceptorship.
- Be fully engaged during their preceptorship and free of external demands
- Avoid carrying telephones and beepers while doing your placements
- Arrive on time and prepared for the clinical day.
- Assume all costs associated with the preceptorship
- Dress in an appropriate and professional manner. Students are expected to verify placement site specific dress code with Preceptors

### 9.9 Documentation/Identification of a NSWOC Student

- Wear and always keep visible their WOC-EP student ID. Please contact the Administrative Assistant at [registrar@wocinstitute.ca](mailto:registrar@wocinstitute.ca) if you have not received it.
- During the preceptorship, the student will be required to identify themselves to patients as a NSWOC Student and the documentation must also be signed off as a NSWOC Student
- The title of Nurse Specialized Wound, Ostomy & Continence leads to expectations for the patient and staff that the individual has completed the program and has a certain level of expertise in wound, ostomy and continence care. In the event of a complaint from a patient, individuals may be held to this standard. This is true whether the student already has a position as an NSWOC.
- If the student is doing the preceptorship in their own facility and documentation requires an IT access, the student is not permitted to use their work access to document care. Pre-arrangements need to be made for a student access.
- Students are expected to follow all documentation standards of the preceptor's employer whether electronic or written.

### 9.10 Cost of Preceptorship

The course tuition fee does NOT cover any costs associated with the preceptorship. Students are responsible to ensure that all preceptorship fees are paid in full. The cost varies and is determined by the clinical setting and the availability of an approved Preceptor.

The WOC Institute makes no guarantee of a Preceptor being available in the student's geographical area. Students may have to travel outside their geographical area and are responsible for all costs associated with a displaced preceptorship. Inability to travel outside their own geographical area may be grounds for inadmissibility to the WOC-EP.

### 9.11 Additional Requirements of the Preceptorship

The Preceptorship Manager will assist the student with the negotiation of the contract with the clinical setting(s). However, the clinical setting(s) may have additional requirements such as proof of nursing registration, extra malpractice insurance, orientation requirements, etc ... These requirements are not within the jurisdiction or control of the WOC Institute and students are advised to check for these requirements carefully so as not to lose their eligibility for placement. The clinical setting has the right to terminate the preceptorship for any reason.

### 9.12 Insurance

The NSWOCC - WOC Institute provides professional liability insurance while students are in a contracted facility completing the WOC Institute preceptorship in wound, ostomy or continence management. The Preceptorship Manager, upon request from the facility or student, will provide proof of insurance.

Students must carry their own personal liability insurance as outlined by their provincial regulatory bodies.

### 9.13 Workplace Safety and Insurance Board

As a registered charity organization located in Ottawa, Ontario, NSWOCC- WOC Institute can offer WSIB coverage for the province of Ontario only. Students doing placements outside of Ontario must provide their own personal injury insurance coverage and sign a waiver exempting the NSWOCC and the WOC Institute from any liability related to workplace safety.

### 9.14 Preceptor Evaluation

#### 9.14a Preceptor Responsibility

The Preceptor evaluates the student's integration of knowledge into practice and the student's clinical performance during the clinical placement using a Clinical Evaluation form. The Clinical Evaluation form will be completed by the Preceptor in consultation with the

student and submitted online by the Preceptor or student. In observational placements, Preceptors are not required to complete the Clinical Evaluation form but may provide comments to the Preceptorship Manager.

### ***9.14b Student's Responsibility***

The student must report on clinical activities/experiences encountered daily during the placement using the Clinical Journals. These contains a summary of clinical activities based on NSWOC nursing competencies. It also serves to confirm that the student has achieved a minimal amount of clinical experience during the preceptorship. The Clinical Journal consists of two documents. The first document records the clinical activities of the preceptorship for days 1 to 5 and the second for days 6 to 10. The student is required to complete and submit Clinical Journals for each preceptorship.

### ***9.14c Preceptorship Assignment – Personal Reflection***

The information regarding this assignment and submission site are in each course area. This assignment is evaluated by the Preceptorship Manager or delegate and graded out of 100. The student must respect the WOC Institute's style, length and table format recommended. A personal reflection that is found to be in variance to the requested format (table) or 10% longer than the guidelines will not be marked and will be returned to the student. The student will have the opportunity to resubmit but will only be awarded a maximum of 70% for a rewrite.

Assignments that are not submitted properly (labelled Draft) will not be marked. The student will be notified by email and asked to finalize the submission. Failure to do so will impact the timeliness of course completion and the posting of grades.

Students **MUST** ensure that the Clinical Evaluation, Clinical Journal and Preceptorship Assignment – Personal Reflection are submitted within **14 days of the completion of the placement** to pass the preceptorship portion of each course. Failure to do so will impact the timeliness of course completion and the posting of grades.

***9.14d Failure of the Preceptorship Assignment – Personal Reflection***

If a student fails to achieve a 70% on the Preceptorship Assignment – Personal Reflection, they will have the opportunity to resubmit the assignment but will only be awarded a maximum of 70% for a rewrite. Students may fail the Preceptorship Assignment – Personal Reflection and still pass the course if their total preceptorship grade is greater than 70% including the Clinical Experience mark.

***9.14e Extensions for Submitting the Preceptorship Assignment – Personal Reflection***

The date for submission for the Preceptorship Assignment – Personal Reflection is **14 days of the completion of the placement**. In extenuating situations, an extension may be granted. Since each student will have a variable schedule depending on the preceptorship dates, the student should contact the Preceptorship Manager at least one (1) week before the end of the preceptorship to negotiate an extension. Last minute extensions are rarely granted other than in exceptional circumstances.

***9.14f Failure to Submit the Preceptorship Assignment – Personal Reflection***

The failure to submit the Preceptorship Assignment – Personal Reflection or to make pre-arrangements for an extension will result in a **0 which automatically means that the student will fail the Preceptorship**.

***9.14g Extension or Deferrals of the Clinical Preceptorship***

In some instances, students may request to extend or defer the clinical preceptorship. The student must contact the Preceptorship Manager at least 1 week prior to the end of the session / course to make the request. Failing to contact the Preceptorship Manager to make prior arrangements for an extension or postponement before the end of the session/course will result in failure to complete the course. Students who fail a course have the option to redo the course. The student will be required to redo all elements of the



course and repay the fee. The student will need to confirm their intent to redo the course 4 weeks before the start date of the course.

### ***9.14h Failure of the Clinical Preceptorship***

Should the clinical evaluation submitted by the Preceptor(s) be less than 70% the student may be required to spend an additional amount of supervised clinical time or repeat the entire clinical experience with another Preceptor. This decision is at the sole discretion of the Preceptorship Manager in consultation with the WOC Institute Chair.

Students who fail the preceptorship have the option to redo the preceptorship. The student will be required to redo all elements of the preceptorship and repay preceptorship fees. The clinical preceptorship is MANDATORY and students must PASS the preceptorship in order to pass the course even if they obtain greater than 70% in the course theory.

**If the student fails the preceptorship a second time, the student must repeat the entire course.** The student will be required to redo all elements of the course and repay the tuition fee. The student will need to confirm their intent to redo the course and pay applicable tuition 4 weeks before the start date of the course. Readmission to a course is not guaranteed. If the course is full, the student will be notified of the next possible opening. If they are unable to complete the program within two (2) years, they will not graduate and will need to reapply to the program.

### **9.15 Learning Activities in Lieu of Clinical Preceptorship**

Several activities can replace preceptorship hours. These include WOC Institute workshops, assignments in lieu of continence preceptorship and special projects. **These activities are NOT compulsory. However, participation in any of these activities MUST be approved by the Preceptorship Manager in advance.**

#### ***9.15a WOC Institute Workshops***

Students have the opportunity to participate WOC Institute workshops in lieu of clinical placement hours during the NSWOCC annual

conference. This opportunity will be advertised when available and be included in the conference registration. Each workshop includes participation in the workshop, an invitation to the post-workshop call, the assignment workbook/resources and is equivalent to 2 days of preceptorship credit.

Students may also participate in WOC Institute workshops in lieu of clinical placement hours online, at their convenience, for a fee. Each workshop includes a recording of the workshop and the post-workshop call, the assignment workbook/resources and is equivalent to 2 days of preceptorship credit.

Students may complete a maximum of one (1) workshop per course (wound, ostomy or continence). The workshop assignment grade will constitute a percentage of the final academic mark for the course.

### Eligibility Criteria

- The student must have either completed the course (wound, ostomy or continence) or have received permission from the Preceptor Manager to participate in a workshop
- The student must contact the Preceptorship Manager at [preceptor@wocinstitute.ca](mailto:preceptor@wocinstitute.ca) to confirm intention to participate in a workshop and receive approval in advance of completing the workshop
- The student must register for the NSWOCC annual conference or pay the fee to receive access to The Workshop in Lieu of Clinical Preceptorship area on Moodle
- The student must complete, submit, and pass the associated assignment to earn preceptorship credits. Assignments will be graded out of 100 and the student will need to achieve 70% to receive the preceptorship credits. The student who achieves less than 70% will have failed the assignment.
- If the student fails, the assignment:
  - The student may re-write the assignment once. If a student chooses to re-write an assignment, they will no longer be eligible for academic achievement awards related to the course
  - The student must decide **immediately** after receiving a failing grade if they wish to re-write the assignment

- Requests to re-write the assignment must be submitted in writing to the Preceptorship Manager prior to the return of the original assignment. Failed assignments will not be returned if the student opts to re-write the assignment until after the assignment has been re-submitted. The Preceptorship Manager or delegate will provide a summary of issues related to the assignment and where marks were lost on the grading rubric.
- The student will have two weeks to resubmit the assignment. The assignment will again be marked out of 100. **The maximum grade a rewritten assignment will be awarded is 70%.**
- If the student's assignment still receives less than 70% the student will be required to complete the 2 days of clinical preceptorship
- The student must account for the workshop preceptorship credited days in their clinical journals.

### ***9.15b Assignments in Lieu of Continence Preceptorship***

Considering the paucity of continence preceptorship opportunities, students are encouraged to consider completing an assignment in lieu of continence preceptorship. This assignment can provide continence preceptorship credits up to a maximum of 5 days. Information about this activity and the submission area is located in the Continence Management course.

#### ***Eligibility Criteria***

- The student must be enrolled in or have completed the Continence Management course
- The student must contact the Preceptorship Manager at [preceptor@wocinstitute.ca](mailto:preceptor@wocinstitute.ca) to confirm intention to complete the assignment and receive approval in advance
- The student must complete, submit and pass the assignment to earn preceptorship credits. Assignments will be graded out of 100 and the student will need to achieve 70% in order to receive the preceptorship credits; the student who achieves less than 70% will have failed the assignment

- If the student fails, the assignment:
  - The student may re-write the assignment once. If a student chooses to re-write an assignment, they will no longer be eligible for academic achievement awards related to the course
  - The student must decide **immediately** after receiving a failing grade if they wish to re-write the assignment
  - Requests to re-write the assignment must be submitted in writing to the Preceptorship Manager prior to the return of assignments. Failed assignments will not be returned if the student opts to re-write the assignment until after the assignment has been re-submitted. The Preceptorship Manager or delegate will provide a summary of issues related to the assignment and where marks were lost on the grading rubric
  - The student will have two weeks to resubmit the assignment. The assignment will again be marked out of 100. **The maximum grade a rewritten assignment will be awarded is 70%**
- If the student's assignment still receives less than 70% the student will be required to complete the equivalent number of clinical preceptorship days
- The student must account for the assignment in lieu of preceptorship days in their clinical journals.

### **9.15c Special Projects**

Under exceptional circumstances, the student may be permitted to do a special project to receive preceptorship credits up to a maximum of 5 days for the Continence Management OR the Wound Management courses. The project must have a clinical focus. The focus, process, reporting and grading structure of the project is negotiated with the Preceptorship Manager on an individual basis. The student is only permitted to complete 1 project during the program.

### *Eligibility Criteria*

- The student must be enrolled in or have completed the Continence Management course
- The student must contact the Preceptorship Manager at [preceptor@wocinstitute.ca](mailto:preceptor@wocinstitute.ca) to confirm intention to complete the assignment and receive approval in advance
- The student must complete, submit and pass the assignment to earn preceptorship credits. Assignments will be graded out of 100 and the student will need to achieve 70% in order to receive the preceptorship credits; the student who achieves less than 70% will have failed the assignment
- If the student fails, the assignment:
  - The student may re-write the assignment once. If a student chooses to re-write an assignment, they will no longer be eligible for academic achievement awards related to the course
  - The student must decide **immediately** after receiving a failing grade if they wish to re-write the assignment
  - Requests to re-write the assignment must be submitted in writing to the Preceptorship Manager prior to the return of assignments. Failed assignments will not be returned if the student opts to re-write the assignment until after the assignment has been re-submitted. The Preceptorship Manager or delegate will provide a summary of issues related to the assignment and where marks were lost on the grading rubric
  - The student will have two weeks to resubmit the assignment. The assignment will again be marked out of 100. **The maximum grade a rewritten assignment will be awarded is 70%**
  - If the student's assignment still receives less than 70% the student will be required to complete the equivalent number of clinical preceptorship days
- The student must account for the assignment in lieu of preceptorship days in their clinical journals.

## 10.0 Rights and Responsibilities

### 10.1 Academic Appeals

Students may appeal an academic decision or ruling in accordance with the appeal procedures set out below. Students have a right to appeal to their Academic Advisors and, if unsuccessful, to the Academic Chair. Some decisions may be appealed further to the WOC-Institute Review Board. The Academic Chair's rulings in academic matters are final unless overturned or modified on appeal to the WOC-Institute Review Board. A decision or ruling remains in effect unless overturned or modified by the individual or body hearing an appeal of that decision or ruling.

#### *Appeal Students may appeal:*

- a mark on an examination or on a particular piece of work, or final standing in a course
- a ruling of an Academic Advisor, program, or administrator in an academic matter

#### *An appeal must be based on one or more of the following grounds:*

- medical or compassionate circumstances
- extenuating circumstances beyond the student's control
- bias
- inaccuracy
- unfairness

Ignorance of WOC-Institute regulations and policies and program requirements, as set out in the WOC-Institute's policies **does not** constitute grounds for an appeal.

## 10.2 Appeal Procedure

It is incumbent on students to initiate each step at the earliest opportunity, and on the WOC-Institute to act as expeditiously as possible.

Note: Legal counsel is not permitted at any stage of the appeal process prior to the level of the WOC-Institute Review Board.

### *Appeals at the Course Level*

1. If the appeal relates to a specific course, a student must first attempt to resolve the matter informally with the Academic Advisor. If the Academic Advisor is not available or if the matter is not resolved to the student's satisfaction, the student has a right of appeal to the Academic Chair. An appeal must be filed within **four weeks** of the issuance of the mark or ruling.
2. In no circumstances shall the original decision maker(s) whose decision or ruling is under appeal hear an appeal of that decision or ruling at the program level.
3. Deadlines for filing appeals may be extended at the discretion of the individual or body hearing student appeals.
4. Appeals submitted by students should include the following information:
  - the matter being appealed
  - the grounds of appeal
    - medical or compassionate circumstances
    - extenuating circumstances beyond the student's control
    - bias
    - inaccuracy
    - unfairness
  - a clear and detailed explanation of the facts supporting the grounds of appeal
  - all supporting documentation
  - the desired outcome or remedy

5. The designated decision maker shall issue a written decision (“program decision”), normally within 3 weeks of receipt of the appeal.

### *Appeals at the WOC-Institute Review Board level*

A student may appeal the program decision to the WOC-Institute Review Board. An appeal application together with all required documentation, including a copy of the previous decision, must be filed with the Academic Chair within **three weeks** of the issuance of the program decision.

Students should contact the Academic Chair [chair@wocinstitute.ca](mailto:chair@wocinstitute.ca) for more information. In considering an appeal, the WOC-Institute Review Board shall review the materials submitted by the student and the program and may obtain such further information as the WOC-Institute Review Board deems relevant to the appeal. The WOC-Institute Review Board shall give the student a reasonable opportunity to meet with the committee and may meet with such other individuals as they deem necessary.

The WOC-Institute Review Board shall issue a written decision, with reasons, normally within four weeks of receipt of the appeal. The decision of the Academic Chair or designate remains in full force and effect unless and until overturned or modified by the WOC-Institute Review Board.

For scholastic offence appeals, a student has the right to an oral hearing before the WOC-Institute Review Board if the appeal is against a finding that the student's conduct amounted to a "scholastic offence" and/or for relief against the penalty imposed by the Academic Chair as a result of a "scholastic offence".



For other appeals, a student may apply for an oral hearing before the WOC-Institute Review Board in the following circumstances:

- a) the student alleges that there has been a failure to follow, or to properly apply, the policy,
- b) the Academic Chair's decision requires the student to withdraw from a program,
- c) the appeal is against an Academic Chair's decision made with respect to the Policy on Academic Accommodations for Students with Disabilities.

A panel of the WOC-Institute Review Board, upon considering only the written application of the student (see Application for Hearing, below), may in its discretion order that an oral hearing be scheduled, or deny the appeal. In making its decision, the WOC-Institute Review Board will consider the grounds and evidence provided in the Application for Hearing. In the case of the student alleging that there has been a failure to follow, or to properly apply, the policy, the student must set out in the Details of the Appeal both the policy and the alleged error, as well as explain how this error affected the student's academic performance.

The onus is on the student to satisfy the WOC-Institute Review Board that the ruling of the Academic Chair was unreasonable or unsupported on the evidence, or, with respect to a sanction imposed for a "scholastic offence", that the penalty was unreasonable.

In cases where the Academic Chair made a finding that a student's conduct amounted to a "scholastic offence" and where the student denies either that the acts were committed or that the acts amounted to a "scholastic offence", the onus is on the Academic Chair to satisfy the WOC-Institute Review Board that the student committed the alleged acts and that the acts amounted to a "scholastic offence".

Evidence the WOC-Institute Review Board will consider: Only that evidence that was before the Academic Chair. Evidence that was not before the Academic Chair will not be considered unless the WOC-Institute Review Board determines that it is relevant, significant and could not have been available at an earlier stage through reasonable

efforts. If additional documentary evidence is submitted, it must be accompanied by a written explanation as to why the evidence is relevant and significant and why it was not previously available. Similarly, if either party intends to call a witness whose evidence was not before the Academic Chair, the party must file with the WOC-Institute Review Board, prior to the hearing, a written explanation as to why such evidence is relevant and significant and why it was not previously available. Copies of all documentation that the parties intend to present at the hearing, together with a copy of the appellant's official transcript of academic record, will be distributed to both parties (appellant and Academic Chair) and to the members of the WOC-Institute Review Board prior to the date of the hearing. Application for Hearing Appeals to the WOC-Institute Review Board must be filed with the WOC-Institute Review Board within **six weeks** of the date of the Academic Chair's decision. Exceptions to the six-week time limit for filing an appeal with the WOC-Institute Review Board are at the discretion of the WOC-Institute Review Board upon written application by the student.

### **10.3 Academic Sanctions (for non-payment of fees/fines)**

In instances of non-payment of prescribed tuition and other fees or fines, the WOC-Institute shall seal the academic record.

When an academic record is sealed, the NSWOC student will not be able to:

- a. View grades
- b. Register in future courses
- c. Receive transcripts or a diploma
- d. Obtain admission or readmission

The above prohibitions shall be in force until such time as indebtedness to the WOC-Institute, has been cleared to the satisfaction of the WOC-Institute.

### **10.4 Academic Accommodation for Students in the Forces or the Reserve Forces**

To accommodate student participation in the Forces or the Reserve Forces, the WOC-Institute will consider requests by student forces members seeking academic accommodation to meet their military service obligations.

The following are some of the academic accommodations that may be considered through the Academic Chairs' office:

1. Deferral of scheduled exams that conflict with military activities in which the student reservists participate during the academic term.
2. Postponement of scheduled assignments that conflict with military activities in which the student reservists participate during the academic term.
3. Short-term leaves of absence (two weeks or less) from their academic studies to perform military service.
4. Extended leaves of absence (one or more semesters) from their academic studies to perform military service with not effect on their existing admission status or course accreditation.
5. Exemptions from financial and other penalties associated with leaves of absence, exam deferrals or assignment postponements noted above.

### ***Conditions***

1. Requests from student forces members for academic accommodations should be submitted in writing in the form of a petition to the Academic Chair and should be provided in sufficient time to allow proper review and consideration prior to the commencement of military activities.
2. The Academic Chair will require confirmation from the student forces members Commanding Officer to substantiate a request for academic accommodation.

## 10.5 Academic Accommodation for Students with Disabilities

### *Policy Statement*

The purpose of this Policy is to ensure that students with disabilities have a reasonable opportunity to engage in academic activities at the WOC-Institute and to fulfill essential course and program requirements, and to ensure that all members of the WOC-Institute understand their rights and obligations to reach this goal.

### *Statement of Principles*

The WOC-Institute recognizes the inherent dignity and equality of all students and is committed to ensuring students with disabilities have the opportunity to fully participate. The WOC-Institute also recognizes that it is subject to the Ontario Human Rights Code and that it is required to provide reasonable academic accommodation to students with disabilities where those disabilities create limitations that interfere with the students' participation in academic activities. Reasonable academic accommodation is a cooperative process between the WOC-Institute, the student and academic staff. All participants in the process must fulfil their respective obligations set out in this Policy and the associated Procedures if it is to succeed.

The WOC-Institute is committed to providing reasonable academic accommodations to students with disabilities, up to the point of undue hardship, to enable students to successfully meet the essential requirements of their program of study.

All requests for accommodation and related communications will be maintained in confidence in accordance with the WOC-Institute's obligations under the Freedom of Information and Protection of Privacy Act, the Personal Health Information Privacy Act and any other applicable laws. Personal information of students will be shared only to the extent necessary to consider requests for accommodation, to arrange for reasonable academic accommodations or to process any appeals, all in accordance with this Policy and associated Procedures and all applicable laws.

### ***Accountability***

All members of the WOC-Institute are required to comply with the terms of this Policy and its associated Procedures. This Policy shall be reviewed every five (5) years from the date it comes into effect. The Policy may be reviewed prior to the five-year term where it is determined that an earlier review is necessary because of: (a) a change in the law respecting accommodation of students with disabilities; (b) a change in WOC-Institute practices or procedures; or (c) any other reason that would call into question the applicability of the Policy in its current form.

### ***Academic Accommodation Procedures***

#### ***Purpose of Academic Accommodation Procedures***

The purpose of the Academic Accommodation Procedures is to set out the process by which students may request reasonable academic accommodations and to establish the responsibilities of all participants in the accommodation process. All interested persons – students, academic staff and the WOC-Institute – have vital roles to play in the accommodation process.

Accommodations developed under this Policy are to be guided by principles of respect for dignity, individualization, integration and full participation, while preserving the essential requirements of a course or program of study.

### ***Definitions***

**Academic Accommodation** is a means of adjusting the academic activities associated with a course or program of study in order to permit students with disabilities to participate in those activities at the WOC-Institute and to fulfill the essential requirements of the program. Academic accommodations take into account the individual's limitations and what is reasonable in the context of the particular course or program and the essential requirements of the course or program.

Examples of academic accommodations include, but are not limited to:

- extra time or rest breaks to complete an exam or assignment
- use of assistive technology when writing exams (e.g., a computer equipped with specialized software)
- link with a student mentor if appropriate

**Essential Requirements** refer to the bona fide academic requirements of the program of study, which cannot be altered without compromising the fundamental nature of the course or program. Essential Requirements will vary from course to course and from milestone to milestone, depending on the nature of the subject matter, the teaching methods employed and the knowledge and skills that are to be learned and/or demonstrated. While it may be an essential requirement that a student master core aspect of a course curriculum, it is less likely that the means in which a student demonstrates the mastery will be essential, unless mastery of that format (e.g. oral communication) is also a vital requirement of the program.

**Academic Staff** refers to the individuals who are responsible for the development of course content, for teaching the course or who deliver an element of a course.

### ***Disability means***

- a) any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect or illness
- b) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- c) a diagnosis of a mental health disorder
- d) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997

Disabilities that fall within this Policy may be permanent or temporary. Limitations caused by disabilities may be constant or may be more sporadic in nature.

**Reasonable Academic Accommodation** means a form of academic accommodation that addresses the limitations experienced by a student with disabilities in a manner that allows them to meet the essential requirements of the program of study, without resulting in undue hardship to the WOC-Institute. There will often be a range of reasonable academic accommodations available, and a student might not be entitled to their preferred accommodation.

Because of the differences between the academic environments, students may not be entitled to the same form of accommodation that they received at a prior time in their education history (e.g. while in high school or college). Undue Hardship is the outer limit of the WOC-Institute's accommodation obligation, and may refer to activities, impacts or effects that would result in undue or excessive costs for the WOC-Institute (considering sources of outside funding available) or unreasonably interfere with the health and safety or other rights of other members of the WOC-Institute community. Undue hardship is considered individually, within the full context of a particular request for reasonable academic accommodation.

### ***Responsibilities***

**Students with disabilities who are seeking academic accommodation have the responsibility to:**

- seek accommodation in a timely fashion
- provide supporting medical documentation from a qualified professional
- identify the courses that they are registered in
- promptly notify Academic Staff if they need accommodation
- cooperate with the WOC-Institute in the identification and implementation of reasonable academic accommodations
- accept reasonable academic accommodations identified by the WOC-Institute that meet their identified limitations

- notify the WOC-Institute immediately if there are any changes in their disability status, identified limitations or the continued appropriateness of the academic accommodations that have been implemented

***Academic staff members have the responsibility to:***

- identify the essential requirements of their courses or milestones that cannot be altered without undue hardship (i.e. compromising the fundamental nature of their courses or milestones)
- cooperate with the Academic Chair to determine reasonable academic accommodations for students with disabilities in their courses
- assist students and Academic Chair in arranging accommodations related to exchange or experiential learning opportunities
- maintain confidentiality with respect to any personal information of students that is shared with the staff member to facilitate the academic accommodation
- not seek any medical or other personal information directly from a student who has requested an academic accommodation
- where students request academic accommodations outside this Policy, refer the students to the Academic Chair so that the request may be properly considered, and appropriate accommodations implemented

***The Academic Chair has the responsibility to:***

- acknowledge students with disabilities who request accommodation
- gather the necessary medical information to determine whether a student has a disability, and the nature and extent of any limitations associated with the disability
- review the course requirements for which the student is seeking academic accommodation



- determine a reasonable accommodation (or range of accommodations) that meets the student's limitations while respecting the essential requirements of the course
- consult with the academic staff member responsible for the course, as necessary to ensure that any recommended accommodations do not compromise the essential requirements of the course
- assist students and Academic Staff in arranging accommodation
- assist students to identify any sources of funding or other supports that may help the students with their accommodation needs
- assess any changed circumstances in a student's accommodation needs to determine whether existing academic accommodations remain reasonable and appropriate

### ***Appeal Procedures***

Students or Academic Advisors can appeal the accommodation to the Academic Chair and the WOC-Institute Review Board. Where the Academic Chair has recommended an accommodation that is the subject of an appeal by either the student or the academic staff, the accommodation shall be implemented on an interim basis until the final decision of the Academic Chair and the WOC-Institute Review Board. The interim accommodation will remain in effect until the appeal process under this section is complete.

**Students** may request a reconsideration by the Academic Chair if the student: (a) has had a request for academic accommodation denied for any reason; (b) believes that they have been treated unfairly during the accommodation process; (c) believes that the recommended accommodation does not reasonably meet their identified restrictions; or (d) has new information relevant to the request for academic accommodation that was not reasonably available to the Academic Chair at the time of the original decision.

**Academic staff** may request a reconsideration by the Academic Chair or designate only on the ground that the recommended

accommodation compromises the essential requirements of the course or program of study. Requests for reconsideration shall be made in writing and shall identify the ground or grounds upon which the request is being made and the reasons why the student or academic staff member disagrees with the recommendation of the Academic Chair on those grounds. Academic staff who request a reconsideration of the recommendation of the Academic Chair shall identify the essential requirements of the course and how the recommended accommodation compromises such essential requirements of the course.

The Academic Chair or designate shall review all requests for reconsideration, including all material submitted in support of the request and all material upon which the original recommendation was based. The Academic Chair or designate may consult with the WOC-Institute Review Board to better understand and assess the essential requirements of the course or program in question. Where a request for reconsideration is filed, the Academic Chair or designate shall provide notice to the other party involved and shall give them an opportunity to participate in the reconsideration.

For example, if an academic staff member requests a reconsideration, the Academic Chair or designate shall notify the student with a disability of the request and shall seek their input on it. The Academic Chair or designate shall make a decision on the request for review expeditiously, and in the ordinary course, within five (5) days (excluding Saturdays, Sundays, statutory holidays) of receiving the request. The decision shall be communicated in writing to the student with a disability and the academic staff member.

Students may file an appeal with the WOC-Institute Review Board if the student:

- a) has had a request for academic accommodation denied for any reason
- b) believes that they have been treated unfairly during the accommodation process or the reconsideration process
- c) believes that the recommended accommodation does not reasonably meet their identified restrictions

- d) has new information relevant to the request for academic accommodation that was not reasonably available to the Academic Chair at the time of the original decision.

Academic staff may file an appeal with the WOC-Institute Review Board only on the ground that the recommended accommodation compromises the essential requirements of the course or program of study. Appeals shall be made in writing and shall identify the ground or grounds upon which the appeal is based and the reasons why the student or academic staff member disagrees with the reconsideration decision of the WOC-Institute Review Board on those grounds. Academic staff who appeal the reconsideration decision of the WOC-Institute Review Board shall identify the essential requirements of the course or program of study, why they are essential, and how the recommended accommodation compromises such essential requirements of the course or program.

The WOC-Institute Review Board shall review all appeals, including all material submitted in support of the appeal, all material upon which the original recommendation was based, and all material considered by the WOC-Institute Review Board during the reconsideration process. The WOC-Institute Review Board may consult with the academic staff, the Academic Chair or designate or any other appropriate individual to better understand and assess the essential requirements of the course or program in question. Where an appeal is filed, the WOC-Institute Review Board shall provide notice to the other party involved and shall give them an opportunity to respond to the grounds raised in the appeal. Any response to an appeal shall be made in writing and shall be provided to the party who filed the appeal who shall be given an opportunity to reply in writing to the response.

### **10.6 Policy on Academic Consideration for Student Absences**

The purpose of this Policy is to provide guidance to students and academic advisors in situations where students are unable to complete academic responsibilities as the result of extenuating circumstances, including short-term illness or injury.

For extensions on assignments see section 7.0 above.

The WOC-Institute recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances, including short term illness or injury. Reasonable academic consideration is a cooperative process between the WOC-Institute, the student and academic staff. All participants in the process must in good faith and fulfil their respective obligations set out in this Policy and the associated Procedures if it is to succeed.

The WOC-Institute is committed to providing reasonable academic consideration to a student in extenuating circumstances, while considering:

- a need to ensure fairness and consistency for all students seeking academic consideration
- a desire to empower students to take responsibility for their decisions about absences and missed work due to extenuating circumstances
- an anticipation that students, and faculty will approach requests for academic consideration as being undertaken in good faith, recognizing that evidence to the contrary (including false statements or altered forms or documents) may be liable to investigation as either a Scholastic Offense or a violation of the Student Code of Conduct
- a recognition that there is no expectation that a student must be in optimum physical or mental condition to carry out their academic responsibilities.

All requests for consideration and related communications will be maintained in confidence in accordance with the WOC-Institute Student Record Information Privacy Policy and the WOC-Institute's obligations under the Freedom of Information and Protection of Privacy Act, the Personal Health Information Privacy Act and any other applicable laws. Personal information of students will be shared only to the extent necessary to consider requests for consideration, to arrange for reasonable academic relief or to process any appeals, all

in accordance with this Policy and associated Procedures and all applicable laws.

Academic Consideration provides students with consistent, fair, and pedagogically appropriate consideration, without compromising the academic integrity of the course or program, when they have been unable to complete some component of a course due to extenuating circumstances. Students who have long-term or chronic medical conditions (physical or mental) which may impede their ability to complete academic responsibilities are directed to seek Academic Accommodation (section 10.5)

### ***Requesting Academic Consideration***

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration by contacting their Academic Advisor and submitting one of the following,

- For medical absences, a medical noted signed by a licensed medical or mental health practitioner will be required
- For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.)

Students seeking academic consideration:

- are advised to carefully consider the implications of postponing assignments and exams or
- must communicate with their Academic Advisors, if possible, before the absence, or as soon as possible.

Academic consideration is not normally intended for the following circumstances:

- Students who require academic accommodation based on an ongoing physical or mental illness (recurring or chronic) or an existing disability. Students with an ongoing physical illness or mental disorder (recurring or chronic) or an existing disability are responsible, in consultation with their doctors or other health

- professionals, to determine if they are capable of pursuing their studies and, if so, with what accommodations (section 10.5).
- Students who experience high levels of stress related to academic performance (including completing assignments, taking part in presentations, or writing tests or examinations).

If the Academic Advisor in consultation with the Academic Chair, determines that academic consideration is warranted, the period of academic consideration will normally be that specified on the medical documentation. Absences are deemed to start at midnight (12:00 am) on the first approved day and end on 11:59 pm the final day of approval.

Academic consideration shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities, and only when the licensed practitioner providing the documentation is able to make a reasonable assessment of the student's physical or mental state during the period for which relief is sought. The expectation is that the practitioner's assessment of the student's condition will be made in person.

In cases where a student may be experiencing long-term or recurring absences, students should consult their Academic Advisors for advice about which of the options available to them (academic consideration, pursuing Academic Accommodation, withdrawal from the course) are most appropriate.

### **10.7 Accommodation for Religious Holidays**

When scheduling unavoidable conflicts with religious holidays which a) require an absence from the WOC-Institute or b) prohibit or require certain activities (i.e., activities that would make it impossible for the student to satisfy the academic requirements scheduled on the day(s) involved), no student will be penalized for absence because of religious reasons, and alternative means will be sought for satisfying the academic requirements involved.

If a suitable arrangement cannot be worked out between the student and Academic Advisor, they should consult the Academic Chair. It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

A student who, for either of the situations outlined in one of the paragraphs above, is unable to write examinations on a Sabbath or Holy Day in a particular term shall give notice of this fact in writing to his or her course Academic Advisor as early as possible, but not later than **two weeks** prior to the writing of the examination.

It is mandatory that students seeking accommodations under this policy give notification before the deadlines and that the faculty accommodate these requests.

### **10.8 Instructor-Student Conflict of Interest**

To avoid conflict of interest, Academic Advisors are expected to refrain from entering into any relationship with a student which may compromise, or which may reasonably appear to compromise, the Academic Advisor's exercise of professional responsibility.

It is the responsibility of Academic Advisors to notify the Academic Chair of any potential conflict of interest which may arise. To avoid conflict of interest, the WOC-Institute normally will not permit students to be assigned to Academic Advisors who are members of their immediate family, work colleagues or members of the same social peer group. It is the responsibility of Academic Advisors, in such instances, to notify the Academic Chair of this or any other potential conflict of interest that may arise. Immediate family is defined as spouse, parent, in-law, brother, sister, son, daughter, or stepchild of a member of faculty.

Exceptions to this policy may be granted only by the Academic Chair when no alternative is available. When exceptions are granted, the Academic Chair will make the necessary arrangements for independent evaluation of student's work.

## 10.9 Scholastic Discipline

Members of the WOC-Institute Community accept a commitment to maintain and uphold the purposes of the WOC-Institute and its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the WOC-Institute are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process, also undermines the integrity of the WOC-Institute's programs. The WOC-Institute will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.

### ***Definition:***

Scholastic / Academic Offences include, but are not limited to, the following examples:

- Plagiarism - the “act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.” (Excerpted from Black’s Law Dictionary, West Group, 1999, 7th ed., p. 1170). This concept applies with equal force to all academic work, including assignments or projects of any kind, examinations, and clinical journals. Detailed information is available from Academic Advisors and the Academic Chair. Students also may consult APA style manuals.
  - Plagiarism in any form will NOT be tolerated. Students should be aware that ALL assignments, including discussion forum posts, will be subject to anti-plagiarism software.
- Cheating on an examination or falsifying material subject to academic evaluation.
- Submitting false or fraudulent assignments or credentials; or falsifying records, transcripts, or other academic documents.
- Submitting a false medical or other such certificate under false pretences.
- Intentionally interfering in any way with any person's scholastic work.
- Submitting for credit in any course or program of study, without the knowledge and written approval of the instructor to whom it is submitted, any academic work for which credit previously has been obtained or is being sought in another course or program of study



in the WOC-Institute or elsewhere. Students should be aware that many of the WOC-Institute faculty have dual appointments with other programs. For example, many Academic Advisors are also teacher's assistants for the International Interdisciplinary Wound Care Course (IIWCC) and the Master of Clinical Science in Wound Healing program. Re-cycling or self-plagiarism will also NOT be tolerated.

### *Consequences of Scholastic Offences*

If a student is suspected of cheating, plagiarism or other scholastic offence, the WOC-Institute will investigate and if it is satisfied that the student has committed a scholastic offence it may impose sanctions, up to and including expulsion from the WOC-Institute.

If evidence of a possible scholastic offence is brought to the attention of, or discovered by, a course Academic Advisor, normally they will meet with the student to discuss the allegation if practicable and appropriate in a given case.

- The Academic Chair will be notified if there is evidence of a scholastic offence.
- If the Academic Chair agrees that there is evidence to support the allegation, they will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter was forwarded to him/her.
- The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Academic Chair before a decision is made.
- If the Academic Chair decides that the student has committed a scholastic offence, they will determine the appropriate penalties in consultation with the Academic Advisor.
- The Academic Chair's decision, including any penalties and any recommended penalties, will be communicated to the student in writing with a copy to Academic Advisor, normally within three weeks after the Academic Chair advised the student of the allegation. The letter also will advise the student of their right to appeal the finding of misconduct and/or any penalties imposed by the Academic Chair.

- A student may appeal an Academic Chair's finding of misconduct and/or penalties imposed by the Academic Chair to the WOC-Institute Review Board.
- The WOC-Institute Review Board will review the evidence provided by both the student and the Academic Chair and may investigate further. The WOC-Institute Review Board will give the student a reasonable opportunity to meet before making a decision.
- The WOC-Institute Review Board may affirm, vary or overturn any decision made by the Academic Chair and may impose other penalties. If the WOC-Institute Review Board is considering imposing a penalty or penalties that were not imposed by the Academic Chair, they shall notify the student and give the student a reasonable opportunity to file written submissions on the issue of penalty.
- The WOC-Institute Review Board's decision will be communicated to the student in writing with a copy to the Academic Chair, normally within three weeks after receiving the student's appeal. The decision letter will also inform the student whether there will be a notation on the student's academic record

Note: Legal representation is not permitted at any stage of the appeal process prior to the level of the WOC-Institute Review Board.

- The letters informing a student that they have been found to have committed a scholastic offence, and the penalty or penalties imposed are confidential documents. Copies will be sent only to involved parties.
- In the event that the penalties imposed are to be reflected in the student's academic record, either on the official transcript or the internal electronic record, a copy will be sent to the Registrar.
- In addition, information may be released with the written permission of the student or if required pursuant to a contract, grant, scholarship, agreement, or a court order.
- Under all other circumstances, the information contained in a student's Offence Record shall be considered confidential and, unless the offence is to be recorded on the student's transcript, no information about the student's Offence Record shall be provided to any person or institution outside the WOC-Institute.

### *Penalties*

The WOC-Institute will treat seriously any incident of academic dishonesty and students should expect significant consequences for their actions. A serious incident or repeated offences may result in a requirement that the student withdraw from the program and/or may result in suspension or expulsion from the WOC-Institute.

A student guilty of a scholastic offence may be subject to one or more penalties, examples of which are:

- a) Requirement that the student repeat and resubmit the assignment.
- b) A failing grade in the assignment.
- c) A failing grade in the course in which the offence was committed.
- d) Withdrawal from the program.
- e) Suspension from the WOC-Institute for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
- f) Expulsion from the WOC-Institute.

In determining what penalties are warranted in a given case, the Academic Chair will consider the gravity of the offence, any Offence Record, any recommendations of the Academic Advisor, and the need for consistency in standards of discipline across the institute. The penalties of suspension and expulsion are recorded as notations on the student's official transcript.

Appeals against the imposition of any penalty will be dealt with in accordance with the procedures set out in "Procedures for Scholastic Offences." Students who have been suspended by the WOC-Institute as a result of a scholastic offence must apply for readmission subject to the same conditions that operate for students applying for "Readmission Following Unsatisfactory Performance." Readmission is not guaranteed.

## 10.10 Student Code of Conduct

### *Student Code of Conduct*

The WOC-Institute fosters the acquisition of knowledge and its application through a process of knowledge transfer to a clinical setting. It is presumed that students accepted into the program can and will maintain their provincial nursing certificate of competence and licensure. Inability to provide proof of registration/licensure will result in immediate dismissal. It is the student's responsibility to ensure that proof of renewals (e.g., nursing license, CPR, mask fit testing, COVID-19 vaccination, influenza vaccination and criminal screening) is sent to the Institute's Administrator.

It is also expected that the student will practice acceptable professional and academic conduct that includes honest representation of facts and materials and acknowledgement, through references for the ideas and contributions of others.

### *Misconduct*

Students are expected to be always respectful and professional. Failure to conduct themselves in an appropriate and professional manner is grounds for suspension or dismissal from the program.

If a student is reported for **unsafe, unprofessional, or unacceptable academic or clinical conduct a full investigation will be held by the Academic Chair**. The student's participation in the program may be suspended while the investigation takes place. The investigation will include discussion of the conduct with involved parties, opportunity for the student to present relevant information, and development of an action plan. The student may be suspended from the program and may ultimately be dismissed from the program at the sole discretion of the WOC Institute Chair.

### *Consequences of Misconduct*

If a student is reported for **unsafe, unprofessional, or unacceptable academic or clinical conduct**, the WOC-Institute will investigate and if it is satisfied that the student has committed a misconduct offence it

may impose sanctions, up to and including expulsion from the WOC-Institute.

If evidence of a possible misconduct offence is brought to the attention of, or discovered by, a course Academic Advisor, normally they will meet with the student to discuss the allegation if practicable and appropriate in a given case.

- The Academic Chair will be notified if there is evidence of a misconduct offence.
- If the Academic Chair agrees that there is evidence to support the allegation, they will advise the student of the allegation and the information supporting the allegation, normally within one week after the matter was forwarded to him/her.
- The student will be given a reasonable opportunity to respond and submit evidence, and a reasonable opportunity to meet with the Academic Chair before a decision is made.
- If the Academic Chair decides that the student has committed a misconduct offence, they will determine the appropriate penalties in consultation with the Academic Advisor / Preceptor Manager.
- The Academic Chair's decision, including any penalties and any recommended penalties, will be communicated to the student in writing with a copy to the Academic Advisor / Preceptor Manager, normally within three weeks after the Academic Chair advised the student of the allegation. The letter also will advise the student of their right to appeal the finding of misconduct and/or any penalties imposed by the Academic Chair.
- A student may appeal an Academic Chair's finding of misconduct and/or penalties imposed by the Academic Chair to the WOC-Institute Review Board.
- The WOC-Institute Review Board will review the evidence provided by both the student and the Academic Chair and may investigate further. The WOC-Institute Review Board will give the student a reasonable opportunity to meet before making a decision.
- The WOC-Institute Review Board may affirm, vary or overturn any decision made by the Academic Chair and may impose other penalties. If the WOC-Institute Review Board is considering imposing a penalty or penalties that were not imposed by the Academic Chair, they shall notify the student and give the student

a reasonable opportunity to file written submissions on the issue of penalty.

- The WOC-Institute Review Board's decision will be communicated to the student in writing with a copy to the Academic Chair, normally within three weeks after receiving the student's appeal. The decision letter will also inform the student whether there will be a notation on the student's academic record

Note:

- Legal representation is not permitted at any stage of the appeal process prior to the level of the WOC-Institute Review Board.
- There is a zero tolerance for any acts of racism, sexism, or discrimination within the WOC-Institute.

### *Penalties*

The WOC-Institute will treat seriously any incident of a misconduct offence and students should expect significant consequences for their actions. A serious incident or repeated offences may result in a requirement that the student withdraw from the program and/or may result in suspension or expulsion from the WOC-Institute.

A student guilty of a misconduct offence may be subject to one or more penalties, examples of which are:

- (a) A failing grade in the course in which the offence was committed.
- (b) Withdrawal from the program.
- (c) Suspension from the WOC-Institute for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
- (d) Expulsion from the WOC-Institute.
- (e) Required, at their own cost, to repeat their clinical placements, possibly in a different clinical setting.

In determining what penalties are warranted in a given case, the Academic Chair will consider the gravity of the offence, any Offence

Record, any recommendations of the Academic Advisor, and the need for consistency in standards of discipline across the institute. The penalties of suspension and expulsion are recorded as notations on the student's official transcript.

Students who have been suspended by the WOC-Institute as a result of a misconduct offence must apply for readmission subject to the same conditions that operate for students applying for "Readmission Following Unsatisfactory Performance." Readmission is not guaranteed.

### **10.11 Dismissal from the Program**

A student may be dismissed from the program if the student:

- Does not abide by the rules of conduct established by the program
- Does not meet the academic expectations of the program
- Does not meet the clinical expectations of the program
- Fails to complete the program within the established time frames (2 years from start date)
- Is unable to provide proof of Nursing Licensure upon request.

A student may only fail and repeat one course (ostomy, continence or wound). If they fail more than one course they will be dismissed from the program. They will need to reapply to the program and no credit will be given for work previously completed. Students can only repeat a course one time.

If a student is to be dismissed from the program, they will receive a letter from the WOC Institute Chair outlining the reasons.

A student dismissed from the program will not receive a certificate of completion or refund. The official transcript will reflect the dismissal from the program.

## 11.0 Voluntary Withdrawal from the Program

Students are expected to complete the program within two (2) calendar years from their original start date. Course semesters are approximately thirteen (13) to sixteen (16) weeks.

A student in good standing who withdraws from the program may re-apply within two calendar years from the original admission date and receive credit for completed courses of the program. Students must reapply into the program.

A student in good standing may withdraw from a course but will have to redo the entire course and repay the tuition fees for the course. Students must advise the WOC Institute's administration and the Academic Advisor of this decision. They must also confirm their intent to enroll and pay all course fees in the next course 4 weeks before the start date of the course. Space in courses is limited and there is no guarantee that space will be available in the next available course. Students are encouraged to apply early if they are repeating or deferring a course.

## 12.0 Tuition Refunds

### *Refunds Before the Program Starts*

- Fees must be paid 20 business days prior to the start of each course. If a student decides to withdraw from the course or program **15 business** days prior to the start of the course, the WOC-Institute will retain a **\$300.00** administrative fee from the course tuition fees and refund the balance, excluding the cost of textbooks and NSWOC membership fees.
- If a student decides to withdrawal from the course or program **less than 15 business** days prior to the start of the course, the WOC-Institute will retain a **\$1000.00** administrative fee from the course tuition fees and refund the balance, excluding the cost of textbooks and NSWOC membership fees.
- **There will be NO refunds after the start of the course.**



## 13.0 WOC-Institute COMPASS Student Portal

Prior to the start of term students will be provided with a username and password. This can be utilized to access the WOC Institute student portal available at [www.wocinstitute.ca](http://www.wocinstitute.ca). This portal provides students with access to important program information, an @wocinstitute.ca email account, and easy access to the institute learning platform for courses, Microsoft Teams, as well as access to online versions of software which can be utilized for courses such as Word, PowerPoint, and Excel.

It is the policy of the WOC- Institute that students, once provided with a username and password, access the student portal through the [www.wocinstitute.ca](http://www.wocinstitute.ca) website through the “Current Students” tab. Students shall then log into their account with the temporary password provided and update it to their own personal password that they are to keep in a secure location. It is the student’s responsibility to familiarize themselves with the COMPASS portal and review the Office 365 Training Center to learn more about any programs they may be unfamiliar with, which can be accessed at: <https://support.office.com/en-ca/office-training-center>.

***Once students have been provided with login information for the student portal it is the policy of the institute that:***

1. Students shall check their student assigned email accounts regularly as all official email from the institute will be sent to the students @wocinstitute.ca email which can be accessed through the student portal.
2. Students shall send all emails to institute faculty through their student @wocinstitute.ca email accounts.

Should the student wish to access their @wocinstitute.ca email account without accessing the student portal and selecting the tile to the right of the screen titled “Access COMPASS Webmail”, they may also log in directly by going to <https://outlook.office.com/owa/> in their web browser and log in using their provided student credentials. Students may also add their email accounts to their devices such as cell phones, through adding a “Microsoft Exchange” profile and utilizing your student provided username and password for the

student portal. Please note that you may wish to refer to your cell phone provider for adding a Microsoft Outlook email account to your device, as specific support for this cannot be provided by the institute. For further information on utilizing the @wocinstitute.ca email account please refer to <https://support.office.com/en-ca/office-training-center> and select the “outlook” icon in the left center of the page.

The use of Microsoft Teams is also encouraged to contact Academic Advisors and schedule meetings to discuss course content if required. Students may also utilize Microsoft teams to discuss course content with their peers and the software features provide improved group project collaboration, including document development, file sharing, teleconferencing, video conferencing, whiteboard features, etc. Should a student be invited to a virtual meeting either a video or teleconference, through Microsoft Teams they will receive an invitation in their student email. Students may then access Microsoft Teams for the meeting through the student portal by selecting the “Communication and Teamwork” tile, clicking the link provided in the email invitation, or by downloading the Desktop application of Teams at: <https://products.office.com/en-us/microsoft-teams/download-app>.

Should the student have a technical question related to the student portal, or other technical issue related to the WOC Institute such as Moodle, course registration, etc., they may contact [chair@wocinstitute.ca](mailto:chair@wocinstitute.ca).

