

Student Handbook

Employed Student Nurse (ESN)

Employed Student Psychiatric Nurse (ESPN)



**** Please Note ****

The term “Employed Student Nurse” or “ESN” throughout this document will include both students in the Registered Nurse (RN) and the Registered Psychiatric Nurse (RPN) program.

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Welcome to Vancouver Coastal Health

On behalf of Vancouver Coastal Health (VCH), we want to wish you a warm welcome!

The Employed Student Nurse (ESN) Program was developed to provide you with an opportunity to consolidate the knowledge and skills you are learning in your nursing education program while working as a valued member of the health care team. The goal of the program is to work collaboratively to strengthen your nursing practice and professionalism. Working as an ESN, you are now part of the healthcare team that strives to safely deliver high quality patient care in every area. The [VCH True North Goals](#) will provide you with insight as to what is important within the organization. While we all work in a variety of areas throughout the region, we aim to put “people first” with our patients, clients, residents, and employees.

We hope your ESN experience will be filled with many opportunities to consolidate your learning as you begin your nursing career with Vancouver Coastal Health.

Sincerely,

The Regional Clinical Education Team

Program Overview

The goals of the Employed Student Nurse (ESN) program are for you to:

- Consolidate your nursing education in a safe environment so you are ‘job ready’ as a new graduate
- Have a realistic experience of being an active member on the healthcare team
- Consider employment opportunities on your unit, or within VCH, upon graduation

You can find detailed information about the responsibilities required of your new role in the ESN job description (see attached). [The College of Registered Nurses of British Columbia \(CRNBC\) Employed Student Registrants](#) also describes the role of an ESN. The [College or Registered Psychiatric Nurses \(CRPNBC\) Employed Student Registrant](#) describes the role of an ESPN.

It is important that you review these documents so that you are aware of what is expected of you as an ESN.

In addition to the support of your Unit Leadership, there are Regional Clinical Educators (RCEs) who support ESNs in many areas.	
Regional Clinical Educator (RCE)	Unit Leadership
<ul style="list-style-type: none"> Partners with the unit manager/leadership team to interview and welcome you to unit Signs your CRNBC Form 10.1/CRPNBC Confirmation of Employment Offer, both initial and renewal Connects with you during regional and unit orientation Provides a group ESN Program Orientation Connects with you to complete a Continuous Competency Assessment document Liaises with the unit leadership regarding the consolidation of your theory to practice and becoming part of the health care team Provides resources & support during your employment Supports professional development which includes professional goals and organization requirements Follows up with Absence Calls, as needed Provides an opportunity to discuss New Grad employment processes 	<ul style="list-style-type: none"> Schedules unit based orientation Informs you of the process to book shifts Supports you during employment in achieving their learning goals Checks in with you and staff to obtain feedback on your experience and team integration Informs you of unit specific protocols and skills and communicates any changes and updates Identifies any unit specific protocols and procedure that you cannot perform Provides feedback to the ESN and the Regional Clinical Educator

Program Guidelines

As an Employed Student Nurse...

- You must remain in good standing in a full time nursing education program to remain in the ESN Program.
- If you withdraw from a nursing subject/course, are unsuccessful in a clinical rotation, are on probation, or have changed your nursing program, you must report this to your Regional Clinical Educator immediately.
- You may perform only those practice activities for which competence has been achieved through your nursing program **and then only if authorized by the supervisory nurse**
 - As per the [CRNBC](#) & [CRPNBC](#) Employed Student Registrant Practice Standards, competence is achieved by learning the theory, practicing in the lab, and being observed performing the practice activity to the satisfaction of your education program faculty. Please refer to “ESN Practice Activities” as a guide.
- You are **not** to be taught or practice new skills or procedures that you have **not** learned to date in your nursing education program.
- You work under the **supervision** of (1) or (2) supervisory nurses who must be present and readily available to provide direction for patient care. If there is no supervisory nurse physically present, you **must not** perform any activities with patients.
 - A supervisory nurse is a RN for ESNs and a RPN for ESPNs
 - You are not to be supervised by a LPN or other allied health disciplines
 - **You are not to independently escort/transfer patients off the unit for tests or for outings as you are not solely responsible for the care of patients**
- Nursing procedures are performed in accordance with the VCH Patient Care Guidelines and in accordance with your professional association’s standards ([CRNBC](#) & [CRPNBC](#)).
- You are responsible and accountable for your own actions and decisions.
 - You will exercise professional responsibility to identify your limitations in performing practice activities; taking into consideration your nursing education and practice experience to date.
 - You will identify and communicate the areas of your nursing practice that you need to consolidate. You are required to independently seek out assistance, guidance and feedback.
- You are only to work as an ESN in one health authority at a time.

Student Registrant Licensing Process

- You are required to have a current practicing license.
- Licensure is renewed annually prior to March 1st for RN Students and monthly for RPN Students
- If you want to work ESN hours in March you must renew your Employed Student Registrant license and send your professional association's (CRNBC or CRPNBC) confirmation email to your Regional Clinical Educator prior to the end of February.

Contract Information

- You are now a member of either the BC Nurses Union (BCNU) or Health Sciences Association (HSA). The following guidelines must be followed as stated in the Letter of Understanding between HEABC and BCNU:
 - You must always be supernumerary (above baseline staffing) to the existing staffing complement for the unit/ward/program in order to facilitate a safe work experience.
 - You are a casual employee.
 - You should NOT be on a short casual call-in list.
 - You will accumulate seniority hours based on hours worked.
 - Within 12 months post-graduation, you may use your seniority to post into positions with VCH. You cannot use your seniority prior to graduation.

* Please Note: HSA does not have a Letter of Understanding for ESPNs between HSA and HEABC. *

Communication Expectations

- You will be set up with a VCH email address by Clinical Education. Contact the Helpdesk @ 604-875-4334 or esnVCH@vch.ca if you experience any problems.
- Any communication between you and VCH employees must to be done through your VCH email address.
- Check your VCH email weekly for communication from your unit, Regional Clinical Educator and the organization. It is accessible from home: <http://www.vch.ca/staff/>
 - **Domain\Username:** VCH\username
 - **Password:** your password
- When on social media sites you must only use your personal email address and not your VCH email address (i.e. LinkedIn, Facebook etc).
- Disclosing patient information, and referencing patient information (including photos) on social media sites breeches the Freedom of Information and Protection of Privacy Act; the Personal Information Protection Act; the Access to Information Act; the Privacy Act; the Personal Information Protection and Electronic Documents Act; and the e-Health Act (CRNBC, 2014) and the Guidelines for Social Media Use for VCH Employees.

Professional Image Policy

- Wear appropriate work clothing (not School Uniform) and maintain grooming that reflects a professional appearance
- Wear Photo Identification and Name Tag Identification. Your name tag will be provided to you by your RCE.

Scheduling ESN Shifts

- During unit orientation it is your responsibility to find out how shifts are booked on your unit. Your unit educator, PCC or manager can help you with this.
- ***Your nursing program is a priority and school must not be missed or jeopardized.***
- It is important that you book your shifts after careful consideration of school commitments to avoid cancelling the shifts.
- **You are not to schedule a shift on statutory holidays, including a night that falls into the stat**
- **You are not to work or claim any overtime hours**
- Email your Regional Clinical Educator as soon as your shifts are booked
- Depending on your availability and your unit, a variety of shifts are available. Weekday shifts will offer the most opportunities for consolidation of skills and connecting with the health care team. ***It is preferable that you do not work only night shifts.***
- ESN hours should be used towards clinical time. Attendance at unit staff meetings is encouraged. The hours attended will come from your ESN hours and be paid at straight time.
- Extra workshops and/or CCRS courses taken at your discretion will not be paid. Please contact your Regional Clinical Educator if you have questions or need clarification.
- We strongly discourage booking ESN shifts during your preceptorship. Consider your time commitment to ensure personal wellness and patient safety is maintained.

ESN Hours

- Annual hours are assigned each fiscal year which runs from April 1st to March 31st.
- **You are to keep an accurate record of the hours you have used.** Looking at your paid hours on your pay stub to determine how many hours you have worked is recommended.
 - An 8 hour shift is equal to 7.5 hours and a 12 hour shift is equal to 11 ESN hours.
- When 100 hours (or less) is remaining for you to work, an email is sent to you, the Unit Manager Manager and your Regional Clinical Educator to ensure that you do not go over your hours.
- You are unable to work as an ESN past the date in which your nursing school submits your graduating marks to your regulatory college (CRNBC or CRPNBC).

Working on the Unit

- Your patient assignment begins with one patient then increases in alignment with your ability, education and experience. We encourage you to aim for 75% of a New Grad patient assignment.
 - For example, this could mean the full load but not all the tasks if not within your practice activities or total care of 3 of a 5 patient assignment (unit specific)
- Report a change in patient condition to your supervisory nurse; document the assessment and the reporting of it to your buddy.
 - If you remain concerned about your patient's condition, and no action was taken by your supervisory nurse, report the change in patient condition to the PCC/Charge Nurse, and document applicable actions taken.
- Introduce yourself using the title "Employed Student Nurse" and inform others that you are practicing under a supervisory nurse. This needs to be clearly communicated so the public and the health care team understand your role as a learner and not as a fully qualified professional.
- All documentation requiring your signature must include your first and last name as well as the "ESN" or "ESPN" designation.
- You cannot supervise other workers or students at any time.
- **Being supernumery means you always take your breaks and leave work on time. You cannot claim overtime for missed meal breaks and/or leaving late.**
- You are not to be in a clinical placement or preceptorship concurrently on the unit that is employing you as an ESN. *It is your responsibility to inform your School Clinical Placement Coordinator where you are working as an ESN.*

Missing Work-Absence Call Process

- **REPORTING AN ABSENCE (For Any Reason)**
 - Call the **Absence Call Line @ 604-639-4297** and follow the instructions from the call line.
 - Your call will be directed to the Clinical Education Department; **however, you must also call your unit to report your absence.**
- **CANCELLATION OF A SHIFT**
 - Call the **Absence Call Line @ 604-639-4297** and follow the instructions from the call line
 - Choose “other” as the reason for your absence.
 - You must also call your unit and e-mail your Regional Clinical Educator to explain why the shift is being cancelled.
- **WORK RELATED INJURY**
 - If you are injured at work, you need to call the **Provincial Workplace Health Call Centre @ 1-866-922-9464**. Follow their instructions regarding contacting WorkSafe BC and the Absence Call Line.
 - Email your Regional Clinical Educator of the situation.
- **NON-WORK RELATED INJURY**
 - If you are injured outside of work or require surgery, a medical clearance form must be completed prior to returning to work.
 - Contact your Regional Clinical Educator for further information and support.

Getting Paid & Pay Statements

- Sign in on the unit sign in sheet. If your name is not on the unit sign in sheet, print your name, Employee ID, start & end time, ESN designation & initial.
- Your rate of pay can be found in your hire letter or in the Letter of Understanding that is on the BCNU website.
- Pay statements are mailed out to your home address. Contact **Payroll Records and Benefits @ 604-297-8683** or PayrollVCH@hssbc.ca if you are not receiving them.
- **It is your responsibility to check your pay stub to ensure it is correct in relation to hours and net pay.**
- For over or under payment, a Payroll Inquiry Form needs to be completed and submitted to timekeeping by email, KronosWTKAdministrator@vch.ca or call @ **1-888-965-2022** (Fax 604-733-2022).
 - Payroll inquiry information can be found on VCH Connect: <http://vch-connect/PROGRAMS/PAYROLL/Pages/default.aspx>

Applying for RN/RPN positions

- You can apply for internal postings (2) months prior to graduation and up until one year post graduation
 - Seniority hours are not effective when applying for positions prior to graduation
- If you are applying on multiple units, let the units know that you are applying on multiple units
- Consolidating your skills on one unit prior to floating to other units is recommended
- The seniority hours that you accumulated are the number of ESN hours that you worked
 - Seniority hours are effective after graduation and remain active for one year
 - If you do not apply for a position with VCH within one year of graduation, the seniority hours are no longer valid
 - Seniority hours are only valid for positions within VCH Health Authority

Resources

- Please take some time to peruse the many resources available on the Employed Student Nurse Program webpage available from work or home via CCRS.
 - The enrollment key is: **health**.
- **Here you can find copies of:**
 - ESN Job description
 - Letter of Understanding between BCNU and HEABC
 - VCH ESN/ESPN Practice Activities
 - ESN CRNBC & CRPNBC supporting documents
 - Health and Wellness Information
 - Resources for work, including pay information
 - And many other helpful resources 😊

Practice Guides

Please refer to the next (3) documents for more information:

- Employed Student Nurse (ESN) Practice Activities
- Employed Student Psychiatric Nurse (ESPN) Practice Activities
- ESN/ESPN Practice Activity Decision Making Guide



THE ESN IS RESPONSIBLE FOR AND/OR CAN PERFORM THE FOLLOWING SKILLS APPROPRIATE WITH THEIR LEVEL OF EDUCATION AND TRAINING

ESNs can perform only those practice activities for which competence has been achieved through their nursing program, and then only if authorized by the RN/RPN providing the supervision.

COMPREHENSIVE ASSESSMENT

- Patient data collection
- Admission record/CAGE
- Pre-op preparation
- Post-op assessment
- Pain Assessment

NEUROLOGICAL

- Neuro-Vital sign assessments

RESPIRATORY

- RR & SaO2 monitoring
- Basic Oxygen Therapy
- Care of Tracheostomy (>2weeks)
- Tracheostomy Suctioning
- Sputum specimen collection

CARDIOVASCULAR

- Vital Signs: Temp, HR, B/P
- Fluid balance assessment
- Peripheral IV (PIV) care & maintenance:
 - Assess sites as per policy
 - Prime PIV Line, change IV bag and tubing
 - Program & troubleshoot IV pump as ordered/prn
 - Saline lock flush maintenance
 - Convert a running IV to a saline lock
 - Convert a saline lock to a running IV
 - Discontinue IV or saline lock, as ordered
- Central Venous Catheter: change IV bags **ONLY**

GASTROINTESTINAL

- Nasogastric Tubes: Insertion (**non-Entriplex ONLY**), assessment, care and maintenance, removal
- Administer Enteral Feeds via NG & PEG tubes
- Blood sugar testing: Glucometer
- Ostomy Care
- Bowel Protocol: Enema, Disimpaction
- Stool & urine specimen collection

GENITOURINARY

- Bladder Assessment
- Bladder Scanner
- Catheterization (male/female)
- Condom Drainage
- CBI Management
- Urine specimen collection

MUSCULOSKELETAL

- Neuro Vascular signs
- Simple dressings (including staple and suture removal)
- Wound Irrigation
- Surgical drain management & removal

MEDICATION ADMINISTRATION

- | | |
|------------------------|---------------------|
| • Oral, sublingual | • SC & SC butterfly |
| • Eye, ear, nose drops | • IM |
| • Inhalation | • Secondary IV |
| • Ointments | • Nasogastric tube |
| • Vaginal/Rectal | • Feeding tubes |
| | • Transdermal patch |

Anticoagulants, Narcotics and Insulin must be prepared under supervision and co-signed by RN/RPN at all times.



THE ESN IS NOT RESPONSIBLE FOR AND CANNOT PERFORM THE FOLLOWING SKILLS

Unit Leadership and the RN/RPN providing supervision have the ability to further restrict skills performed by ESNs.

- | | |
|---|--|
| • Report to more than (2) RNs/RPNs | • Initiate IV insertion |
| • Insert Entriplex nasogastric tubes | • Carry narcotic keys or perform narcotic count |
| • CVCs & PICC line care & maintenance | • Take, process or transcribe any MD/NP orders |
| • Total Parenteral Nutrition (TPN) | • Process or check the nightly MARs or charts |
| • Check, administer, monitor or discontinue blood &/or blood products | • Immunization administration |
| • Patient Controlled Analgesia, CAD or Epidural pumps | • Constant 1:1 Observation |
| • Administer IV Push Medications | • Commence Nurse Initiated Activities (NIAs) |
| | • Be assigned patients where LPN is most responsible |
| | • Supervise other students and/or employees |

Employed Student Psychiatric Nurse (ESPN) PRACTICE ACTIVITIES



THE ESPN IS RESPONSIBLE FOR AND/OR CAN PERFORM THE FOLLOWING SKILLS APPROPRIATE WITH THEIR LEVEL OF EDUCATION AND TRAINING

ESPNs can perform only those practice activities for which competence has been achieved through their nursing program, and then only if authorized by the RN/RPN providing the supervision.

COMPREHENSIVE ASSESSMENT

- Client data collection
- Mental Status
- Pain assessment
- Risk assessment, in collaboration with supervisory RPN
- Vital signs
- Documentation (reviewed and signed by supervisory RPN)
- Simple dressings
- Blood sugar testing (i.e. Glucometer)
- Bowel Protocol
- Stool & Urine specimen collection

COMMUNITY SPECIFIC

- Comply with Working Alone Policy
- Conduct Risk Screening to Include
 - Clear Exits & Bed Bug Protocol, as applicable
- Two Person Visits with ESPN- DTES

MEDICATION ADMINISTRATION

- | | |
|------------------------|---------------------|
| • Oral, sublingual | • Vaginal/Rectal |
| • Eye, ear, nose drops | • Transdermal patch |
| • Inhalation | • SC & SC butterfly |
| • Ointments | • IM |

Anticoagulants, Narcotics and Insulin must be prepared under supervision and co-signed by RN/RPN at all times.

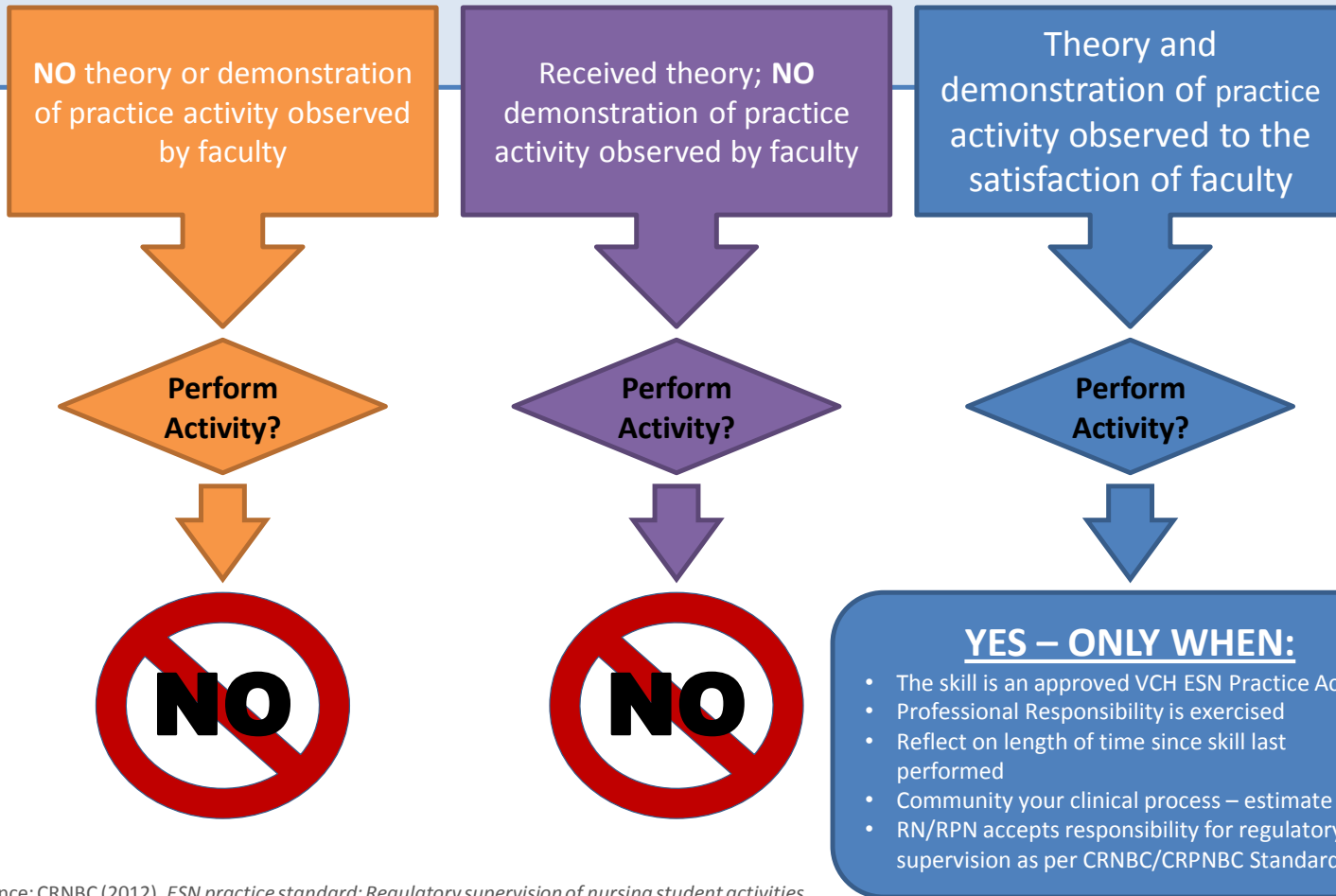


THE ESPN IS NOT RESPONSIBLE FOR AND CANNOT PERFORM THE FOLLOWING SKILLS

Unit Leadership and the RN/RPN providing supervision have the ability to further restrict skills performed by ESNs.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Report to more than 2 RPNs • Carry narcotic keys or perform narcotic count • Seclusion room care • Code white participation • Take, process or transcribe any MD/NP orders • Process or check the nightly MARS or charts • Immunization administration | <ul style="list-style-type: none"> • Constant 1:1 observation • Supervise other students and/or employees • Independent in psychiatric group sessions or outings • Independently escort/transfer clients off unit for tests or outings |
|--|--|

Competency is achieved through theory, lab practice, and performance of an activity to the satisfaction of an education program faculty member (CRNBC, 2012).



Reference: CRNBC (2012). *ESN practice standard; Regulatory supervision of nursing student activities.*

Contact Information at Clinical Education

For General Inquiries, Please Email: esnVCH@vch.ca

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