

**University of Ottawa
Faculty of Health Sciences**

**School of Nursing
Graduate Programs**

**Student Guide
2011-2012**

<http://www.health.uottawa.ca/sn/pro/grad.htm>



uOttawa

Faculté des sciences de la santé
Faculty of Health Sciences

Direction of the Faculty of Health Sciences and the School of Nursing

Denis Prud'homme
Dean, Faculty of Health Sciences
Office: RGN 3028 - ☎ 613-562-5432

Dave Holmes
Director and Associate Dean
Office: RGN 3052 - ☎ 613-562-5426

Administration of the graduate programs

Jocelyne Tourigny
Assistant Director, Graduate Programs
Office: RGN 3054 - ☎ 613-562-5800 ext. 8422
Email: jtourign@uottawa.ca

Hélène Grondin
Academic Administrator
Office: RGN 2014 - ☎ 613-562-5404
Email: hgrondin@uottawa.ca

Janet Giguère
Secretary
Office: RGN 3051 ☎ 613-562-5800 ext. 8430
Email: jgiguere@uottawa.ca

Academic Administrative Officer
Office: RGN 2016 ☎ 613-562-5800 ext. 3072
Email: sante.health@uottawa.ca

Important contact information

Sylvie Leclerc
Clinical Coordinator
Office: RGN 3041 - ☎ 613-562-5800 ext. 8411
Email: sleclerc@uottawa.ca

Victoria Bordeianu
Financial and Physical Resources Officer
Office: RGN 3021 - ☎ 613-562-5800 ext. 8432
Email: vbordeianu@uottawa.ca

Darquise Valenzuela
Placement Requirements Nurse
Room: 840 - 1 Stewart
☎ 613-562-5800 ext. 8413
Email: dvalenzu@uottawa.ca

Frances Legault
Regional Coordinator
Nurse Practitioner Program
Office: 101 - 600 Peter Morand
☎ 613-562-5800 ext. 8445
Email: flegault@uottawa.ca

Michelle Leblanc
Reference Librarian
Office: 1020 - ☎ 613-562-5800 poste 8515
Email: mleblanc@uottawa.ca

Guy Czaika
Faculty of Health Science - Research Facilitator
Office: 3028 - ☎ 613-562-5800 ext. 8651
Email: gczaiika@uottawa.ca

Faculty of Graduate and Postdoctoral Studies
Hagen Hall, HGN 107, 115 Séraphin Marion
Email: gradinfo@uottawa.ca - ☎ 613-562-5742

Graduate Student Association (GSAED)
601 Cumberland, ☎ 613-562-5935
Email: gsaed@uottawa.ca

FOREWORD

The pursuit of graduate studies often encompasses an array of unfamiliar components. This guide is destined for students registered in one of the Graduate Programs of the School of Nursing and is aimed at presenting information that, we believe, will ease your journey through this unique and exhilarating intellectual adventure.

The School of Nursing Graduate Programs "Student Guide" which is found on our web site at <http://www.health.uottawa.ca/sn/stu/mysq.htm> and clicking on "Student Guide" is intended to be used in conjunction with the Faculty of Graduate and Postdoctoral Studies (FGPS) regulations which can be found on the following Web site: <http://www.etudesup.uottawa.ca/Default.aspx?tabid=1807>.

These two documents will provide you with all the basic information about our programs and will allow you to develop your plan of studies with your Academic Advisor or Thesis Supervisor. The "Student Guide" also includes additional useful information about our School.

All graduate programs offered at the University of Ottawa are the responsibility of the FGPS for which professor Gary Slater is the Dean. Indeed, the general regulations for our graduate programs come from the FGPS and not from the School of Nursing or the Faculty of Health Sciences. Therefore, it is imperative that you familiarize yourself with those regulations and that you refer to them frequently during the course of your studies, as they are considered the University's official statement.

I hope that you find the Student Guide a useful tool.

I wish you an enjoyable and stimulating learning experience at the School of Nursing.

Assistant Director, Graduate Programs

Jocelyne Tourigny, RN, PhD

1. FACULTY of HEALTH SCIENCES: VISION, MISSION, RESOURCES AND SERVICES

Information which includes the vision, the mission, the resources and the services at the University of Ottawa, Faculty of Health Sciences is provided on the following web site at:

<http://www.health.uottawa.ca/index.htm>

2. SCHOOL of NURSING: PHILOSOPHY, GOALS, VISION and MISSION

Information concerning the School of Nursing at the University of Ottawa is provided on the Faculty of Health Sciences web site. The vision and the mission statements can be found at

<http://www.health.uottawa.ca/sn/index.htm>

3. GRADUATE PROGRAMS COMMITTEE

All matters concerning the graduate programs of the School of Nursing are addressed by the Graduate Programs Committee. The Graduate Programs Committee consists of the Assistant Director who is the Chairperson, four elected full-time professors, two elected joint appointees, two elected students from the Masters' program (one English and one French) and one student from the PhD program.

4. CONTENT OVERVIEW of the FGPS DOCUMENTS

The Faculty of Graduate and Postdoctoral Studies (FGPS) has produced two documents to guide students in the course of their studies. The first one, entitled: "FGPS - Nursing", includes a list of the professors from the School of Nursing, adjuncts professors as well as cross appointees who are members of FGPS with their research interests, the program descriptions, the admission and degree requirements and the Nursing course descriptions. This document is available on the FGPS Web site at <http://www.etudesup.uottawa.ca/Default.aspx?tabid=1727>

The second document, entitled: "FGPS - General Regulations", provides the regulations and procedures for all graduate programs. The table of contents for this document includes: A) Admission; B) Program Requirements; C) Registration; D) Supervision of Theses; E) Examination and Grading; F) Time Limits; G) Thesis Regulations; H) Graduation; I) Fees; J) Preparation for University Teaching; K) Scholarships and Financial Support; L) Publications and; M) University Facilities. The electronic version of the FGPS regulations can be found on the following Web site:

<http://www.grad.uottawa.ca/Default.aspx?tabid=1807>

5. GRADUATE STUDENT ASSOCIATION (GSAÉD)

All full-time and part-time students enrolled in a graduate program are members of the University of Ottawa GSAÉD. The GSAÉD executive includes a president, a vice-president-internal, a vice-president-finance, a vice-president-communication and a vice-president-service. Consult the following web site to learn more about the Association, the elected executive members, what they can do for you and how you can get involved <http://gsaed.ca/en>.

6. REGISTERED NURSES' GRADUATE STUDENT ASSOCIATION (RNGSAÉDIA)

All full-time and part-time graduate students enrolled in a Graduate Nursing program automatically become members of RNGSAÉDIA. The students elect the executive, from which representatives are delegated to participate on various committees such as the Graduate Programs Committee, School Council, GSAÉD, and others.

The purpose of the RNGSAÉDIA is to represent the interests of graduate students within the School of Nursing and within the Faculty of Graduate and Postdoctoral Studies. The RNGSAÉDIA also organises forums to encourage student interaction at the academic, professional and social levels. Students can increase their networking through the WebCt site RNGSAÉDIA. Due to confidentiality, RNGSAÉDIA cannot have access to class lists and must put students on the WebCT site individually. Contact your RNGSAÉDIA representative for more details.

7. COURSES

7.1. Academic Advisor

Upon admission to the program, every student is assigned an Academic Advisor who acts as a resource person during the duration of their studies. Students are **expected** to meet with their Academic Advisor (or thesis supervisor) before the September start date.

If you are registered in the thesis option program, your Advisor will assist you in the choice of an appropriate Thesis Supervisor. A complete list of professors including research interests who are members of FGPS is available on the School graduate website at <http://www.health.uottawa.ca/sn/per/fgps.htm>.

7.1.2. Change of Academic Advisor or Thesis Supervisor

If the Academic Advisor or the Thesis Supervisor designated upon entry to the program changes during the course of the studies, this change must be formalized with the academic unit by completing the form: Designation Change of Academic Advisor or Thesis Supervisor which is available on our Web site at <http://www.health.uottawa.ca/sn/stu/gaf.htm>. The completed form must be returned to the Academic Administrative Officer (Room RGN 2016).

7.2. Course descriptions

The course descriptions are available on the Web site at <http://www.health.uottawa.ca/sn/stu/cd.htm>.

7.3. Course registration

Students register for courses online through Rabaska. The registration procedure is available on the following Web site : <http://www.grad.uottawa.ca/Default.aspx?tabid=3316>. To check the status of your course registration, you can refer to your Infoweb account at <https://web3.uottawa.ca/infoweb/logon/en.html>.

7.4. Registration requirements for clinical courses and clinical placements

In order to register for a course with a clinical component, students **must** comply with the Faculty of Health Sciences requirements. Courses with a clinical component are identified by an asterisk in the course descriptions section of our Web site at: <http://www.health.uottawa.ca/sn/stu/cd.htm>.

A description of our requirements is also available on the Web site at <http://www.uottawa.ca/services/ehss/CPRM.html>. The required forms can also be downloaded from the same Web site. The completed forms must be submitted to [Darquise Valenzuela](#).

7.5. Modification and cancellation of registration

Students wishing to modify and/or cancel a course **must** complete the required form. This form can be downloaded from the Web site at <http://www.etudesup.uottawa.ca/Default.aspx?tabid=2276> and be returned to the Academic Administrative Officer (Room RGN 2016). Consult the University calendar for modification and cancellation deadlines or visit the web site at <http://www.registrar.uottawa.ca/Default.aspx?tabid=3895>.

7.6 Course schedules

The course schedules for all graduate programs are available on the Internet at <https://web30.uottawa.ca/v3/SITS/timetable/Search.aspx>. **Please view both links - Basic Search and Advanced Search.**

8. MASTERS of SCIENCE in NURSING PROGRAM - M.Sc. (N)

8.1. Goal

The goal of the program is to educate registered nurses for an advanced practice role and/or doctoral studies. Graduates of the program are prepared to assume leadership roles in improving the quality of nursing care in various health care settings. The program provides rigorous academic preparation based on theory and research to address health-related phenomena experienced by individuals, families, groups, aggregates and communities.

8.2. Objectives

In support of the above goal, the faculty of the School of Nursing is committed to assisting students to achieve the following objectives:

- 8.2.1. Critique, compare and contrast theories relevant to nursing.
- 8.2.2. Demonstrate knowledge of a broad range of research methods.
- 8.2.3. Apply advanced knowledge and competencies in the provision of direct nursing care in a specific area of nursing practice.
- 8.2.4. Act as a consultant as required in complex care situations.
- 8.2.5. Design and evaluate educational interventions for clients and families, colleagues, students and community.
- 8.2.6. Foster the use of research findings in practice and initiate independent and/or collaborative research projects.
- 8.2.7. Demonstrate professional, social, and political leadership skills needed to influence change in nursing and health care.
- 8.2.8. Participate in interprofessional collaboration in planning, implementing and evaluating health care.

8.3. Program options: Thesis or Clinical

The choice of thesis or clinical stream revolves around several issues. Your decision should be made in consultation with your Academic Advisor.

8.4. Program duration and course sequence

A full-time student is expected to take 24 months (6 sessions) to complete the program. The program can be taken on a part-time basis over a maximum of four years. Not all courses are necessarily

offered in each term, therefore it is important to plan carefully with your Academic Advisor in order to meet all of the requirements within the time limit. It is strongly recommended that you follow the program plans provided on our website at <http://www.health.uottawa.ca/sn/stu/mysg.htm>. The template of your personalized program is available in Section 8.10 and on the School website at the following link: <http://www.health.uottawa.ca/sn/stu/gaf.htm>.

8.5. Distance education

All core courses, as well as some elective courses, are offered by distance modalities to students registered in the Master's program. Francophone students from minority French-language communities situated in the western provinces, Atlantic Provinces and the Territories can benefit from the "Consortium national de formation en santé (CNFS). Any questions regarding access to courses should be addressed to the professor of the specific course. Also consult the « Distance Education » section on our Web site at <http://www.health.uottawa.ca/sn/stu/de.htm> for a wide variety of useful tools for distance students.

8.5.1 Course delivery

Distance courses

Courses where the professor and the students are in class and the students from different regions are present and connected either by audio or video during scheduled class hours.

Online courses

Courses where the professor is not physically present in the classroom; the course content is usually available on Virtual Campus (Blackboard, Elluminate).

However, the professor may require the virtual presence during discussion periods or the physical presence during exams. Consult the professor's internet site for specific directives.

8.6 Master's of Science in Nursing with Diploma in Primary Health Care for Nurse Practitioner

The Master's of Science in Nursing with Diploma in primary health care nurse practitioner is a graduate level program which leads to accreditation as a primary health care nurse practitioner. The program is offered in the clinical option only. The total number of credits is 45. The courses are delivered in house and by virtual classroom. The program may be completed in 24 months as a full-time student or three years as a part-time student.

8.7. Specialization in Women Studies

The Master's program in nursing (thesis option) participates in the collaborative program in women's studies at the master's level. This program was established for students wishing to enrich their training in nursing by including an interdisciplinary component in women's studies. The specific requirements of the collaborative program include two core "FEM " courses and a thesis on a topic related to Women's Studies. Students in the collaborative program must complete 3 credits additional to those required in the regular program.

Students should normally apply for acceptance in the women's studies collaborative program at the same time as they apply for admission to the master's program in nursing. Consult their website at <http://www.etudesup.uottawa.ca/Default.aspx?tabid=1727&monControl=Admission&ProgId=616>.

8.8. Diploma in Health Services and Policy Research

Students registered in the Master's program in nursing or in the Doctoral program can also apply to a Graduate Diploma in Health Services and Policy Research and become sufficiently competent to carry

out independent policy-relevant health services research. Although students may have acquired some of these competencies within their Master's or doctoral program, the Diploma will permit them to tailor their education to ensure that they have the relevant and sufficient competencies needed to engage in high quality research in this field. Diploma recipients will have the knowledge and skills to contribute to improved accessibility, quality, effectiveness, and efficiency of health services for Ontarians and all Canadians. They will work as effective partners with policy-makers to ensure that newly created information is shared with relevant decision-makers and is used to help create a healthier, more productive population. To obtain all relevant information consult the following web site: <http://www.grad.uottawa.ca/Default.aspx?tabid=1727>.

8.9. Extracurricular Academic Activities

In order to encourage discussion and sharing among students and professors outside the classroom and provide additional support during the various steps of the research process a series of extracurricular activities have been developed. Click on the section "Extracurricular academic activities" at <http://www.health.uottawa.ca/sn/stu/ea.htm> and you will find a list of activities organized by the School of Nursing, their goal, description, location and meeting dates.

8.10 Program plan template

STUDENT'S NAME: _____

STUDENT NUMBER: _____

PROGRAMS – Choose a program and one option (if applicable). Ensure that the student meets all the program requirements in the designated time frame.

Master of Science in Nursing <input type="radio"/>	Master of Science in Nursing / PHCNP <input type="radio"/>	Master of Science in Nursing with a Specialization in Women's Studies <input type="radio"/>	Master of Science in Nursing with a Diploma in Health Services and Policy Research <input type="radio"/>	Master of Science in Nursing for Nurse Practitioners <input type="radio"/>	Diploma in Primary Health Care for Nurse Practitioners <input type="radio"/>
Thesis Option 15 cr core courses, 6 cr elective + Thesis <input type="radio"/>	Clinical Option 21 cr core courses <input type="radio"/>	Plus NP courses	Thesis Option 15 cr core courses, 3 cr elective + Thesis <input type="radio"/>	Plus 9 cr HSR <input type="radio"/>	Thesis Option 15 cr core courses + Thesis <input type="radio"/>
Clinical Option 21 cr core courses, 9 cr elective <input type="radio"/>			Plus 6 cr FEM <input type="radio"/>		
	FALL		WINTER		SPRING
COURSE(S) PRIOR TO ADMISSION					
YEAR 1 20____ - 20____					
YEAR 2 20____ - 20____					
YEAR 3 20____ - 20____					
YEAR 4 20____ - 20____					

Student signature: _____ **Date:** _____

Academic Advisor's signature (or Thesis Supervisor): _____ **Date:** _____

9. DOCTORATE in PHILOSOPHY - NURSING - Ph.D. (N)

9.1. Goal

The goal of the doctoral program in nursing is to prepare scientists capable of conducting innovative research that results in new and significant contributions to nursing knowledge. The students engage in creative thinking, critical appraisal and synthesis of scholarly work in their field of interest using a wide range of philosophical, theoretical and methodological perspectives.

9.2. Objectives

The graduate of the PhD program will be prepared to:

- 9.2.1. Demonstrate a commitment to the advancement of nursing knowledge that values diverse approaches to knowledge generation.
- 9.2.2. Design and conduct original research relevant to the discipline/profession of nursing.

9.3 Fields of Study

The PhD program consists of three fields:

- Evidence Informed Decision Making in Nursing and Health Care;
- Nursing Practice and Delivery Systems and;
- Sociopolitical, Educational and Historic Contexts of Nursing.

9.4 PROGRAM PLAN

STUDENT'S NAME: _____

STUDENT NUMBER: _____

Student signature: _____

Date: _____

PROGRAMS – Choose a program and one option (if applicable). Ensure that the student meets all the program requirements in the designated time frame.

<p>Doctorate in Nursing <input type="radio"/></p>	<p>Doctorate in Nursing with a Diploma in Health Services and Policy Research <input type="radio"/></p>		
<p>12 credits of core courses, 6 credits of electives Comprehensive Exam + Thesis</p>	<p>12 credits of core courses Comprehensive Exam + Thesis</p>		<p>Plus 9 credits of HSR</p>
	FALL	WINTER	SPRING
COURSE(S) PRIOR TO ADMISSION			
YEAR 1 20____ - 20____			
YEAR 2 20____ - 20____			
YEAR 3 20____ - 20____			
YEAR 4 20____ - 20____			

Signature of Thesis Supervisor: _____ **Date:** _____

(Submit to the Academic Administrative Officer, RGN 2016, once completed and signed)

Revised January 2010

10. THESIS

10.1. Guide: Preparing a thesis or a research paper

The Faculty of Graduate and Postdoctoral Studies (FGPS) has produced a guide for graduate students and thesis supervisors entitled "Preparing a thesis or a research paper" available on the FGPS Web site at <http://www.etudesup.uottawa.ca/Default.aspx?tabid=1381>. The guide introduces most aspects of preparing a master's research paper, a master's thesis or a PhD thesis, including: research ethics; the elements that make up a thesis; thesis supervision and additional thesis support; and, thesis submission and evaluation. There are additional resources in the appendices: a thesis preparation checklist, instructions on the technical aspects of manuscript preparation; and, a summary of the roles and responsibilities of the student, thesis supervisor and academic unit in thesis preparation.

10.2. Thesis regulations

The thesis regulations are the responsibility of the Faculty of Graduate and Postdoctoral Studies. Those regulations are presented in Section G of the General Regulations on the FGPS Web site at <http://www.etudesup.uottawa.ca/Default.aspx?tabid=1807>.

10.3. The thesis, 13 steps to follow

The completion of a thesis requires multiples steps. In order to guide you during this journey we have identified and described 13 steps to assist you in meeting your objective. You will find these 13 steps under the section "Thesis" on the School of Nursing Graduate Programs Web site at: <http://www.health.uottawa.ca/sn/stu/index.htm>.

11. FINANCIAL SUPPORT, AWARDS, PRIZES and RESOURCES

11.1. Faculty of Graduate and Postdoctoral Studies

Financial information relevant to nursing graduate students can be found on the FGPS web site at <http://www.grad.uottawa.ca/Default.aspx?tabid=1458>.

11.2. Financial Aid and Awards Office

The primary focus of the University of Ottawa Financial Aid and Awards Services is to provide students with financial counseling and financial aid on a timely and equitable basis. You can obtain more information on the following web site <http://www.financialaid.uottawa.ca>. Click on the "Online Scholarship and Bursaries" to find out about the scholarship program.

11.3. Additional financial sources

There are several additional sources of funding that have been collated by the School of Nursing. The list is available on the School of Nursing, Graduate Programs Web site at <http://www.health.uottawa.ca/sn/pro/afs.htm>.

11.4. Travel grants

The Faculty of Graduate and Postdoctoral Studies (FGPS) recognizes the importance of sharing with the broader scientific community the work of graduate students and postdoctoral fellows. Therefore the FGPS awards travel grants to present the research results at major conferences. For more information consult the following web site <http://www.grad.uottawa.ca/Default.aspx?tabid=1459>.

The Faculty of Health Sciences also offers funding to students for participation at scientific conferences. For details consult http://www.health.uottawa.ca/research/Research_grants/index.htm.

11.5. Assistantships

The School of Nursing offers teaching assistantships. Although priority is given to University of Ottawa admission scholarship holders, the School also awards assistantships to other students based on the availability of positions. Those positions are posted on the School of Nursing web site <http://www.health.uottawa.ca/sn/emp/sjobs.htm> and on our employment board, 3rd floor, Guindon Hall. If you are interested in a particular position, you can download the "Job application form" from the same website. Once completed, return the form to Janet Giguère. Do not hesitate to contact Janet at jgiguere@uottawa.ca if you require additional information. Full time graduate students, holding such employment must not exceed an average of ten hours per week per semester.










11.6. Assistance for funding applications

Thesis students can also seek the advice and assistance of the Faculty of Health Sciences Faculty Research Facilitator (RF). The Faculty Research Facilitator is available to provide support when writing research grant applications or applying for financial awards. To make an appointment contact: Guy Czaika, ☎ 613-562-5800 ext. 8651; email: gczaiika@uottawa.ca.

11.7. Awards and prizes from the School of Nursing

GRADUATE PROGRAM	
ELSEVIER HEALTH SCIENCES AWARD (Elsevier Canada)	Awarded annually to the student with the highest standing in the courses: Advanced Nursing Practice in Primary Health Care (NSG 5210-NSG 5610) courses or Advanced Nursing Practice in Tertiary Health Care (NSG 5220-NSG 5620).
LIPPINCOTT, WILLIAMS & WILKINS BOOK AWARD	Awarded annually to the student with the highest academic standing in the Research Methods in Nursing course (NSG 5140-NSG 5540)
THE MCGEE TROPHY	Awarded annually to the student with the highest academic standing in the Doctoral program with the highest academic standing in the NSG 7100 - Theoretical and Philosophical Perspectives in Nursing course. This prize emphasizes the exceptional knowledge and utilization of innovative theoretical concepts in practice and research.
THE MARIE LOYER-DA SILVA PRIZE	Awarded annually to a graduating student who has attained the highest academic standing in the course NSG 6401,(NSG 6801) Intervention Design in Advanced Nursing Practice
THE JEAN JENNY EXCELLENCE PRIZE in TERTIARY CARE	Awarded annually to the graduating student in the Master's program that has attained the highest academic standing in the Tertiary Health Care option.
THE JUDITH E. McKEOWN-WILKINS BURSARY	Awarded annually to provide financial assistance to students registered in the Doctoral program whose education would otherwise be compromised.
TAU GAMMA CHAPTER OF SIGMA THETA TAU INTERNATIONAL AWARDS	
PEARSON EDUCATION BOOK AWARD	Awarded annually to the graduate student who has demonstrated excellence in either primary or tertiary clinical practice and who has attained a high standing in the corresponding primary or tertiary core nursing course NSG 5210 or NSG 5220.

12. USEFUL LOCATIONS

	School Administrative Office	Room RGN 3051, ☎ 613-562-5473
	Mail	Room RGN 3051
	Graduate Academic Secretariat	Room RGN 2016, ☎ 613-562-3072
	Health Sciences Library Information Services Circulation Desk FAX Interlibrary Loans	Room RGN 1020 ☎ 613-562-5800 ext 8294 ☎ 613-562-5407 ☎ 613-562-5401 ☎ 613-562-5210
	Computer Laboratory	Room RGN 2015
	Staff and Graduate Student Lounge	Room RGN 3004
	PhD Student Office	Room RGN 1106A
	Research Assistant Office	Room to be determined
	Campus map - http://www.uottawa.ca/map/	

APPENDIX 1

Student check list – First meeting with your Academic Advisor

Schedule an Appointment

- Contact your academic advisor to schedule an appointment as soon as possible.

The Day of your Appointment – Bring the following documents:

- Current Curriculum Vitae
- Narrative Report submitted with your request for admission (As per the law on confidentiality, this document in your student file is not accessible to the advisors and may not be sent to them by the Academic Secretariat).
- A copy of your completed personalized program plan

Your academic advisor expects you to be prepared for this meeting. If you have not completed the above check list or do not have the necessary documents, your academic advisor could reschedule the meeting for a later date.

Do not forget that you are responsible for keeping your program plan up to date and planning subsequent meetings with your academic advisor, preferably once during each term, once a year and as needed.