



UBC School of Nursing

Policy on Students Working as Employed Student Nurses (ESNs)¹

October 28, 2009

1. UBC nursing students are eligible to be employed by health authorities in ESN positions **only when they have successfully completed Term 3** of the UBC Nursing Program, because they will have had a sufficient baseline of clinical practice experience by that time in our curriculum. Students are reminded that due to the accelerated nature of the UBC Program, they are advised to limit their employed work hours.
2. Students must familiarize themselves with and follow this UBC School of Nursing Working Policy for Employed Student Nurses, the CRNBC Employed Student Nurses (2007) Policy², as well as agency/health authority-specific Employed Student Nurse guidelines
3. **Students must inform the Clinical Placement Coordinator**³ at the UBC School of Nursing of the location and duration of all ESN experiences while in the UBC School of Nursing BSN Program. The Clinical Placement Coordinator will inform clinical course leaders of which UBC ESNs are in their placement areas during clinical courses.
4. When a student applies to be hired as an ESN, the School will provide a letter indicating that the student is in good standing in the Program to the employing agency/health authority. **A specific reference letter will not be provided, and clinical evaluations from instructors must not be used as references.** The student must sign consent for the release of information to the agency/health authority about their student status before the letter is issued.
5. UBC School of Nursing uniforms (bearing the UBC Crest) must **not** be worn by students when in employed as an ESN at any time.
6. If the student's status in the program changes while they are employed as an ESN, the Student must notify the agency/health authority.
7. **Students will not normally be placed for School of Nursing clinical practice experiences on a unit in which they have worked as an ESN** in the past year.
8. Students **must not miss any time** from their academic nursing program (clinical, theory, or lab) as a result of ESN-related activities.
9. Students who are employed as ESNs must **review their competencies** with each named registered nurse who is responsible for their performance management and appraisal. The student will provide updates of their changing competencies as they progress in their program
10. Students who are employed as ESNs **must not supervise any agency staff or students** from

any program.

11. If an ESN student has a concern about their clinical practice or the clinical practice environment, they must **ask for assistance** through the employing agency lines of communication (the named registered nurse, clinical resource nurse, nurse educator, and/or manager).
12. If the ESN student feels that their concerns have not been addressed through the employing agency, they are requested to contact the Undergraduate Program Coordinator or the Associate Director, Undergraduate Programmes at the UBC School of Nursing.
13. If a named registered nurse has a concern about the clinical practice of the ESN, they are to ask for assistance through the employing agency lines of communication (the clinical resource nurse, nurse educator, and/or manager).
14. If the named registered nurse and colleagues (the clinical resource nurse, nurse educator, and/or manager) feel that their concerns have not been addressed through agency lines of communication, they may contact the Undergraduate Program Coordinator or the Associate Director, Undergraduate Programmes at the UBC School of Nursing.
15. If students receive requests from agencies that are in conflict with this policy they should contact the Programme Coordinator or Associate Director, Undergraduate Programmes.

Failure of students to comply with this policy may result in disciplinary action by the School of Nursing, and affect a student's progression through the BSN program.

Notes

1. Formerly known as Undergraduate (Student) Nurses (UGNs) .
2. College of Registered Nurses of British Columbia (2007). *CRNBC Policy: Employed Student Nurses* Vancouver, British Columbia: Authors.
3. Dr. Linda Kowalski: linda.kowalski@nursing.ubc.ca or 604-822-7473

Approved by School of Nursing Caucus October 2009