University of Ottawa
Faculty of Health Sciences

School of Nursing
Graduate Programs

Student Guide

2016-2017
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Revised September 2016
Welcome to graduate studies at the School of Nursing, University of Ottawa. This guide is intended 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 should be used in conjunction with the Faculty of Graduate and Postdoctoral Studies (FGPS) regulations.

These two documents will provide you with 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 Claire Turenne-Sjolander is the Interim 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 the FGPS 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.

Wendy Peterson, RN, PhD
Assistant Director, Graduate Programs
School of Nursing
1. FACULTY of HEALTH SCIENCES: VISION, MISSION, RESOURCES AND SERVICES
   Information which includes the vision, the mission, the resources and the services at the Faculty of Health Sciences, University of Ottawa is provided on the following web site at: http://health.uottawa.ca/about-the-faculty

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://health.uottawa.ca/nursing/about

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, one student from the Masters' program and one student from the PhD program.

4. FACULTY of GRADUATE and POSTDOCTORAL STUDIES (FGPS)
   The program descriptions, the admission and degree requirements and the Nursing course descriptions are available on the FGPS website at: http://www.uottawa.ca/graduate-studies/future-students/programs/nursing

   The FGPS - General Regulations", provides the regulations and procedures for all graduate programs including: A) Admission; B) Program Requirements; C) Registration; D) Research; E) Examination and Grading; F) Time Limits; G) Thesis; H) Graduation; I) Fees; J) Preparation for University Teaching; K) Scholarships and Financial Support; and L) University Facilities.
   Web site: http://www.uottawa.ca/graduate-studies/students/general-regulations

5. GRADUATE STUDENT ASSOCIATION / ASSOCIATION des ÉTUDIANTES DIPLÔMÉS (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/.

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 contact 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 of Nursing website at http://health.uottawa.ca/nursing/about/tenure-track-professors.

7.1.2. Change of Academic Advisor
If the academic advisor designated upon entry to the program changes during the course of studies, this change must be formalized with the academic unit by the student. Please complete the form: Designation Change of Academic Advisor. The completed form must be returned to the Academic Office (Room MNT 240).

7.2. Course descriptions
The master's and PhD course descriptions are available on the Faculty of Graduate and Postdoctoral Studies (FGPS) website at http://www.uottawa.ca/graduate-studies/future-students/programs/nursing

7.3. Course registration
Students register for courses online through Rabaska. The registration procedure is available on the following Web site: http://www.uottawa.ca/graduate-studies/students/registration/guide. 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 FGPS Web site at: http://www.uottawa.ca/graduate-studies/future-students/programs/nursing. A description of our requirements is also available on the Office of Risk Management 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 Denise Laplante.

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.uottawa.ca/graduate-studies/students/forms and be returned to the Graduate Studies Office (MNT 240, Montpetit Hall). Consult the University calendar for modification and cancellation deadlines or visit the web site at http://www.registrar.uottawa.ca/Default.aspx?tabid=2671.
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 members of the School of Nursing are 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://health.uottawa.ca/programs. The template of your personalized program is available in Section 8.10 and on the School website at the following link: http://health.uottawa.ca/sites/health.uottawa.ca/files/template_test.pdf.

8.5. Distance education
All core and most elective courses are offered by distance modalities to students registered in the Master’s distance 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 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 https://socialsciences.uottawa.ca/feminist-gender-studies/programs.
### PROGRAMS – Choose a program and one option (if applicable). Ensure that the student meets all the program requirements in the designated time frame.

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>Master of Science in Nursing</th>
<th>Master of Science in Nursing / PHCNP</th>
<th>Master of Science in Nursing with a Specialization in Women's Studies</th>
<th>Master of Science in Nursing for Nurse Practitioners</th>
<th>Diploma in Primary Health Care for Nurse Practitioners</th>
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<tbody>
<tr>
<td>Thesis Option</td>
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<tr>
<td>15 cr core courses, 3 cr elective + Thesis</td>
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<tr>
<td>Clinical Option</td>
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<td>15 cr core courses, Plus NP courses</td>
<td>Thesis Option 15 cr core courses, 3 cr elective + Thesis</td>
<td>Thesis Option 15 cr core courses + Thesis</td>
<td>Thesis Option 30 cr core courses</td>
</tr>
<tr>
<td>21 cr core courses, 9 cr elective</td>
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<tr>
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<th>SPRING</th>
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Student Signature: ___________________________________________ Date: ____________________

Submit to the Administrative Assistant, RGN 3051 once completed and signed at jiguere@uottawa.ca

Revised June 2016
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: ______________

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

Doctorate in Nursing

15 credits of core courses
Comprehensive Exam + Thesis

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<tr>
<th></th>
<th>FALL</th>
<th>WINTER</th>
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<tr>
<td>COURSE(S) PRIOR TO ADMISSION</td>
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<td>YEAR 3</td>
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<td>20___ - 20____</td>
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<td>YEAR 4</td>
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</table>

Student signature: ________________________________________
Date: ____________________

Graduate Studies Office: ________________________________________
Date: ____________________

Submit to the Administrative Assistant, RGN 3051 once completed and signed at jpiguer@uottawa.ca

Revised July 2013
10. **THESIS**

10.1. **Preparing a thesis or a research paper**

The Faculty of Graduate and Postdoctoral Studies (FGPS) - **Thesis section** 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. These regulations are presented in Section G of the General Regulations on the FGPS Web site at [http://www.uottawa.ca/graduate-studies/students/general-regulations](http://www.uottawa.ca/graduate-studies/students/general-regulations).

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.uottawa.ca/graduate-studies/students/awards](http://www.uottawa.ca/graduate-studies/students/awards).

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 [https://www.uottawa.ca/financial-aid-awards/](https://www.uottawa.ca/financial-aid-awards/).

11.3. **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 for students to present their research results at major conferences. For more information consult the following web site [https://www.uottawa.ca/graduate-studies/students/forms/conference-travel-grants](https://www.uottawa.ca/graduate-studies/students/forms/conference-travel-grants).

11.4. **Assistantships**

The School of Nursing offers teaching and research 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. These positions are posted on the following website under [Student Jobs](http://www.uottawa.ca/graduate-studies/students/forms/conference-travel-grants) and on our employment board, 3rd floor, Guindon Hall. Do not hesitate to contact the Administrative Assistant, Graduate Programs at [jaguere@uottawa.ca](mailto:jaguere@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.

11.5. **Assistance for funding applications**

Thesis students can also seek the advice and assistance of the Faculty of Health Sciences Senior Research Advisor, Anne-Marie Gagnon. The Senior Research Advisor is available to provide support when writing research grant applications or applying for financial awards.
### 11.7. Awards and prizes from the School of Nursing

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELSEVIER HEALTH SCIENCES AWARD (Elsevier Canada)</strong></td>
<td>Awarded annually to the student with the highest standing in the courses: Advanced Nursing Practice in Primary Health Care (NSG 5210-NSG 5610) or Advanced Nursing Practice in Tertiary Health Care (NSG 5220-NSG 5620).</td>
</tr>
<tr>
<td><strong>LIPPINCOTT, WILLIAMS &amp; WILKINS BOOK AWARD</strong></td>
<td>Awarded annually to the student with the highest academic standing in the Research Methods in Nursing course (NSG 5140-NSG 5540)</td>
</tr>
<tr>
<td><strong>THE MCGEE TROPHY</strong></td>
<td>Awarded annually to a student 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.</td>
</tr>
</tbody>
</table>

### 12. USEFUL LOCATIONS

<table>
<thead>
<tr>
<th></th>
<th>Room or Building Number</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Administrative Office</strong></td>
<td>Room RGN 3051</td>
<td>613-562-5473</td>
</tr>
<tr>
<td><strong>Mail</strong></td>
<td>Room RGN 3051</td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Studies Office</strong></td>
<td>Room MNT 240</td>
<td>613-562-5800 ext.3072</td>
</tr>
<tr>
<td><strong>Health Sciences Library</strong></td>
<td>Room RGN 1020</td>
<td></td>
</tr>
<tr>
<td>Information Services</td>
<td></td>
<td>613-562-5800 ext 8294</td>
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<tr>
<td>Circulation Desk</td>
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<td>613-562-5407</td>
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<tr>
<td>FAX</td>
<td></td>
<td>613-562-5401</td>
</tr>
<tr>
<td>Interlibrary Loans</td>
<td></td>
<td>613-562-5210</td>
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<tr>
<td><strong>Computer Laboratory</strong></td>
<td>Room RGN 2015</td>
<td></td>
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<tr>
<td><strong>Staff and Graduate Student Lounge</strong></td>
<td>Room RGN 3004</td>
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<tr>
<td><strong>Graduate Student Work Stations</strong></td>
<td>Room RGN 3036</td>
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<tr>
<td>Request with the Administrative Assistant</td>
<td>Room RGN 3036B</td>
<td>Room RGN 3046</td>
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<tr>
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<tr>
<td><strong>Campus map</strong></td>
<td><a href="http://www.uottawa.ca/map/">http://www.uottawa.ca/map/</a></td>
<td></td>
</tr>
</tbody>
</table>
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.