

UBC-V School of Nursing Policy	Approval Date: July 2017
	Date of last revision: Jan 2013; Mar 2018; Oct 2018; Apr 2020; Oct 2020; Feb 2023, Nov 2023
Title: Employed Student Nurses (ESN) and Health Care Assistant/Aide (HCA) Policy for the BSN Program	
Responsible Executive: Associate Director, Undergraduate Programs	

Purpose: School of Nursing Policy guidelines for BSN Students choosing to work as Employed Student Nurses (ESN) or Health Care Assistants/Aides (HCA) while enrolled in the BSN Program.

Background

An ESN or HCA is a paid employment experience that allows students to gain work experience in the practice setting. Choosing to work as an ESN or HCA is voluntary. Neither position counts towards course work nor practice hours in the BSN program.

Students employed as ESNs are subject to regulatory oversight of the British Columbia College of Nurse and Midwives (BCCNM), held to BCCNM Standards of Practice and are subject to BCCNM inquiry and discipline. ESNs must be registered with the BCCNM. “As BCCNM registrants, employed student registrants are held to all applicable BCCNM Standards of Practice that set out requirements for RNs [Registered Nurses] or RPNs [Registered Psychiatric Nurse].” (BCCNM Employed Student Registrants Practice Standard, 2022).

Students employed as HCAs must be registered with the BC Care Aide & Community Health Worker Registry (BC CACHWR). Students employed as HCAs are subject to the oversight of the BC Care Aide & Community Health Worker Registry.

Scope of Application:

This policy applies to all students entering and/or completing courses in the BSN Program approved by UBC Senate in February 2017.

Policy:

1. UBC Nursing Students are eligible to be employed as ESNs or HCAs only when they are [1] students in ‘Good Standing’*, [2] have successfully completed the series of courses NURS 330 *Theoretical Perspectives in Nursing: Adults/Older Adults and their Families*, NURS 331 *Theoretical Perspectives in Nursing: Adults/Older Adults Experiencing Acute Health Challenges and their Families*, NURS 360 *Nursing Practice with Adults/Older Adults and their Families*, and NURS 361 *Nursing Practice with Adults/Older Adults Experiencing Acute Health Challenges and their Families* as part of the UBC-V BSN Program, and [3] are actively enrolled in the BSN program (e.g., the student cannot be on a leave).
2. Students are reminded that due to the accelerated nature of the UBC-V BSN Program, they must limit their employed work hours to prevent fatigue and challenges to their safe practice and

academic progress in the program. Students who are absent from courses or practice learning experiences due to ESN or HCA activities may jeopardize their good standing and progress in the BSN Program.

3. Students will not normally be placed in a practice learning experience on a unit where they are an ESN or an HCA. Therefore, when students submit placement selections/rankings through HSPnet, they may not select their ESN or HCA unit of practice.
4. Students who are employed as ESNs or HCAs must not supervise any agency staff or students from any program.
5. When employed as an ESN or HCA, students must not wear UBC School of Nursing uniforms (bearing the UBC Crest).
6. Failure to comply with this or other related policies may result in disciplinary action by the School of Nursing and/or BCCNM or BC CACHWR and may affect a student's progression in the BSN program.

Students employed in an ESN/HCA role must comply with the following:

- a. School of Nursing Employed Student Nurses (ESN) and Health Care Assistant/Aide (HCA) Policy for the BSN Program.
- b. BCCNM Employed Student Registrants (2022) Practice Standard
<https://www.bccnm.ca/RN/PracticeStandards/Pages/employedstudents.aspx>
- c. BCCNM Regulatory Supervision of Nursing Student Activities Practice Standard (2022)
<https://www.bccnm.ca/RN/PracticeStandards/Pages/regulatorysupervision.aspx>
- d. BC Care Aide & Community Health Worker Registry [www.cachwr.bc.ca]
- e. Hiring Agency/Health Authority-specific ESN/HCA Guidelines.

Processes and Procedures:

1. The School of Nursing will provide a letter to the employing agency/health authority/BC Care Aide and Health Worker Registry for students who have applied to be hired as an ESN or HCA indicating that they are in 'Good Standing' in the Program*. A specific reference letter will not be provided; letters of good standing from UBC are accepted by health authorities as equivalent and acceptable. Therefore, students may not ask clinical associates (CAs or CCAs), staff or faculty for a reference.
2. Students who are ESNs or HCAs must inform the Clinical Practice Placement Unit (CPPU) at the UBC School of Nursing of the location and duration of all ESN or HCA experiences while in the BSN Program. The CPPU will inform practice course leaders of which students hold ESN or HCA positions. The course leader will then ensure that students are not assigned to group placements on a unit where they work as an ESN or HCA.
3. Students are required to register with BCCNM when working in an ESN role. Students must complete a BCCNM ESN registration application when applying to be hired as an ESN. Once they have completed the required BCCNM form, students should submit the form to the Student Services Office (SSO) for signature by the Associate Director, Undergraduate Programs or designate. Students will also request a letter of good standing*, described above, from the SSO. The CPPU informs students of the steps and timeline of this process.
4. Students are required to register with the BC CACHWR when working as an HCA. Students interested in HCA roles must contact the CPPU to obtain the requisite CACHWR documents.



5. If a student's status in the program changes (e.g. on a leave of absence or no longer in 'good standing') while they are employed as an ESN or HCA, the student is required to notify the hiring agency and/or health authority and BCCNM or BC CACHWR.

Related Policies and meaning of 'Good Standing':

*School of Nursing Policy: Progression and Advancement in Undergraduate Program School of Nursing

School of Nursing Policy: BSN Professional Conduct

UBC Policy: Student Conduct and Discipline UBC Academic Calendar