



BSN Academic Regulation | Procedure

Suitability Review

Purpose

The purpose of this document is to outline the procedures and guiding principles to be followed when a student's persistent or egregious infractions of the **Academic Professional Regulations** warrant a Suitability Review to assess a student's suitability for the study or practice of Nursing, as set out in the [Academic Regulations for the BSN programs in the Academic Calendar](#) ⁽¹⁾.

⁽¹⁾ Academic Professional Regulation: Suitability for the Study or Practice of Nursing

Although satisfactory academic performance is a prerequisite to advancement, it is not the sole criterion in considering the suitability of a student for promotion or graduation.

Where persistent or egregious infractions of the Academic Professional Regulations occur, the Director of the School of Nursing may request a Suitability Review to assess a student's suitability for the study or practice of Nursing. A student will be considered unsuitable for the study or practice of Nursing where the student's participation in the study or practice of Nursing would have a significant impact on the protection of the public, the effective operation of the School of Nursing, or public confidence in the Nursing profession or the School of Nursing.

The School of Nursing reserves the right at any time to require a student to withdraw from the School or to impose other remedial measures (e.g. repeat a course, complete a professional module) if the student is found not to be suitable for the study or practice of Nursing following a Suitability Review. "

Principles

1. Every reasonable effort is made throughout the course of a Nursing student's education at the University of British Columbia (UBC) Okanagan to support their learning and development as a safe, competent, ethical, and professional student practitioner in accordance with the standards and competencies of the Nursing profession in British Columbia (BC).
2. In keeping with UBC's policies, the School of Nursing (SON) is committed to providing a collegial, safe and pleasant working and learning environment for all members of the University community, one that respects differences, champions fair treatment, and celebrates diversity. The University does not condone and will not tolerate acts of discrimination and harassment, including sexual harassment.
3. The right of the public to receive safe care, competent, ethical, professional care is paramount in any suitability review.

Procedure

1. If a teacher or Team Leader believes that an egregious infraction or persistent infractions of the Academic Professional Regulations has occurred, that person should inform the Assistant or Associate Director of this belief and the basis for it as soon as possible. The Assistant/Associate or Director ^(2, 3) must determine whether the conduct:
 - a. may be resolved through supportive and/or remedial action, or
 - If the conduct can be resolved through supportive and/or remedial action, the Assistant/Associate Director will inform the person who made the initial report as to this determination and will provide guidance as to the need for a learning contract and/or unprofessional conduct form, a copy of which will be placed in the student's file.
 - b. whether the conduct qualifies as an egregious infraction or persistent infractions of the Academic Professional Regulations.
 - If the concerns arising from the conduct cannot be so resolved the Assistant/Associate Director must refer the matter, to the Director of the School of Nursing to determine the need for a Suitability Review.
2. The Director ^(2, 3) will determine if a suitability review is warranted or is not warranted.

^(2.) Both the Associate Director and Director may seek further information to inform their decision making such as:

- *consulting with the member of the School of Nursing who originally brought the concern forward;*
- *meeting with the student;*
- *retrieving information from the student's file;*
- *consulting with the Dean; and/or*
- *gathering additional information from the School of Nursing, other university departments, health agencies and/or professional organizations (e.g., policies, procedures, written course material).*

⁽³⁾ Both the Assistant/Associate Director and Director will provide the student with documentation of all discussions they have with them and will place a copy of this communication in the student's file.

3. If the Director determines suitability review is warranted he or she must:
 - a. Immediately inform the Dean that a review of the student's suitability is being conducted.
 - b. Submit a **written request** to the Chair of Admissions and Progressions Committee asking that a subcommittee of three members ⁽⁴⁾ be struck within **fourteen [14] days** of the date the written request is received to review the alleged infraction(s) of the Academic Professional Regulations.

⁽⁴⁾ Members of the subcommittee must declare any conflict of interest, or circumstance-giving rise to a reasonable perception of a conflict of interest. The Chair must not appoint any member to the subcommittee that has made such a declaration.

- c. Notify⁽⁵⁾ the student in writing (a copy of which will be placed in the student's file) that a formal review of his or her suitability for the study or practice of Nursing is being conducted and inform the student that the student may submit to the sub-committee, within **fourteen (14) days** their response and any information that the student would like to submit for the sub-committee's consideration.

⁽⁵⁾ *The notification to the student must include the following:*

- *A copy or link to the relevant policies;*
- *Permission and instructions on how to access their SON student file; and*
- *All of the information that supports the case for their suitability review.*

- d. Provide to the sub-committee, within forty-eight (48) hours of receipt of the above, the written summary from the Associate Director and all materials submitted by the student.
4. Once the deadline for the receipt of the student's submission has passed, the sub-committee will conduct a Suitability Review within **fourteen (14) days**:
- a. Each sub-committee member will independently review the School of Nursing's student file and additional submissions provided by student and the Associate Director prior to a second meeting of the sub-committee.
 - b. Following their independent reviews, the sub-committee will convene a second time to discuss and determine their independent assessments of the concerns.
 - c. Following their collective review of all documentation and discussion, the sub-committee must produce a written recommendation, with rationale, on the student's suitability for the study or practice of Nursing. This recommendation must outline how the sub-committee assessed the student's suitability for the study or practice of Nursing in relation to:
 - minimum expectations for a student at their program level for performance of professional competencies and standards;
 - the remediation conducted with the student to date and outcomes of those remedial actions; and
 - the requirement to protect the public from preventable harm in the provision of student nurse care.
 - d. The Chair of the sub-committee will forward the written recommendation to the Director and the Dean.
5. Within **seven (7) days** of receipt of the sub-committee's recommendation, the Director of the School of Nursing must forward the decision to the Dean of Faculty of Health and Social Development. The Dean will make the final decision as to whether the student is suitable for the study or practice of Nursing. The Dean shall provide the decision to the student in writing. Copies will be provided to the Director, Chair of the sub-committee, Associate Director, and person who made the initial report. Additionally, a copy will also be placed in the student's file. Notification to the student will include information about the right to appeal and a link to the relevant section of the Academic Calendar.

Appeal Process

A student may appeal the decision to the Senate Committee on Appeals of Standing and Discipline regarding any decision made under the Policy for Suitability for the Study or Practice of Nursing. The student must lodge a written notice of appeal with the Registrar, care of Enrolment Services **within fourteen (14 days)** of receiving written notice of the decision of the Dean.

Readmission Following a Determination of Unsuitability

No student may be admitted to the School of Nursing following a determination that the student is unsuitable for the study or practice of Nursing, **except where both** of the following conditions have been met.

1. At least 24 months ⁽⁶⁾ have passed since the student was determined to be unsuitable for the study or practice of Nursing.
2. The approval of the Dean has been obtained. Process to obtain Dean's approval is as follows:
 - a. The student must obtain a letter of support for admission from the Director of the School of Nursing prior to seeking the approval of the Dean of the Faculty of Health and Social Development.
 - b. The Director, after receiving a request for a letter of support for readmission from a student, will review the basis for the original finding of unsuitability as well as the student's present circumstances.
 - c. After the Director completes the above review, the Director will provide a letter of support or non-support for readmission to the Dean of Faculty of Health and Social Development. A copy of the letter must be provided to the student.
 - d. The Dean will make the final decision as to the admissibility of the student.

⁽⁶⁾ If student is admitted after 24 months of non-study in the UBC Okanagan BSN Degree Program, the student will be required to be admitted to year one of the program and will be required to complete all BSN Degree nursing course requirements regardless of previous credits completed.