



**Offered at Nightingale Nursing Registry Ltd.**

## **LAKEFIELD PERSONAL SUPPORT WORKER PROGRAM**

**March 6, 2018 – October 12, 2018**

Dear Student:

You have just taken the first step to furthering your education, by inquiring about our Personal Support Worker (PSW) Certificate Program. This program is being offered at Nightingale Nursing Registry Ltd., at 2948 Lakefield Rd., through Loyalist College, Bancroft Campus.

Enclosed is your application package for the Personal Support Worker Program. This package contains the following three documents:

- Personal Support Worker Program Design
- Internal Admissions Application Form
- Application Procedure & Checklist

The next step is to fill in the enclosed application form, follow the procedure checklist and return the required information to Loyalist College, Bancroft Campus.

Financial assistance is available for those who qualify including:

- Agency sponsorship, with the possibly of free tuition, from Nightingale Nursing Registry Ltd. For more information on how to access this funding, please contact:
  - **Kerry Baptie** – Human Resources Director, Nightingale Nursing Registry Ltd.
    - 705-652-6118 or email: [kbaptie@nightingalenursing.net](mailto:kbaptie@nightingalenursing.net)
- First Nation applicants may qualify for funding through their local Band, Education, or Employment Office.
- Second Career and/or Canada Ontario Job Grant funding may be available to those who are eligible. Please contact your local Career Edge or Community Employment Services to see if to check your eligibility.
- You may qualify for the Ontario Student Assistance Program (OSAP) which is accessed through the following website <http://osap.gov.on.ca>. Any questions regarding your Financial Aid application should be directed to Laura Russell, Financial Aid Officer, Belleville Campus, at 613-969-1913, ext. 2425.
- Payment options can be arranged.

If you have any questions or concerns about this program, please contact:

- **Rebecca Hicks** – Admissions Officer, Loyalist College
  - Ext. 235 or email: [rmcguey@loyalistcollege.com](mailto:rmcguey@loyalistcollege.com)
- **Lisa Woodcock** – Admissions/Records & Placement Officer, Loyalist College
  - Ext. 237 or email: [lwoodcock@loyalistcollege.com](mailto:lwoodcock@loyalistcollege.com)

**Loyalist College, Bancroft Campus • 195 Hastings St. N., P.O. Box 10 • Bancroft, ON K0L 1C0**  
**Phone: 613-332-1743 • Toll Free 877-309-0317 • Fax: 613-332-4773**

[www.loyalistbancroft.com](http://www.loyalistbancroft.com)



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## **LAKEFIELD PERSONAL SUPPORT WORKER PROGRAM**

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### **Program Dates & Times:**

**March 6, 2018 – October 12, 2018**  
**Tuesdays, Wednesdays, Thursdays,**  
**& Fridays**  
**Theory & Lab: 9:00 a.m. – 4:30 p.m.**  
**Practicum I, II & III: Various Shifts**  
**Ontario College Certificate**

### **Program Design:**

This program is designed to meet the Ministry of Advanced Education and Skills Development program standards for Personal Support Workers. Students will complete 695 hours of instruction including theory, laboratory practice and placement.

### **Career Opportunities:**

Personal Support Workers provide a range of support to help their clients live as independently as possible. Assistance with the routines of daily living may include personal care, bathing, meals and home management. Personal Support Workers are employed in hospitals, long-term care facilities, retirement homes, and community agencies providing support in the client's home. They work under the supervision of regulated health professionals including registered nurses, registered practical nurses, physiotherapists, and other members of the health team, as well as the client. Personal Support Workers are responsible to their clients and their employers.

### **Program Description:**

Personal Support Workers provide supportive care to clients who are experiencing physical, cognitive, emotional and behavioural challenges. They must be compassionate and conscientious – working cooperatively with clients of different backgrounds, their families and other members of the health care team.

Students will receive instruction in the classroom and lab setting to develop their skills prior to placement. This program provides supervised placement, followed by a consolidation placement in a nursing home and in-home agency.

While in practicum experiences, students will attend the hours of the facility and/or their preceptor.

This program enables graduates to begin working as Personal Support Workers immediately upon completion of the program.

### **Notes:**

Students are responsible for costs incurred to meet placement prerequisites, travel expenses, and parking fees.

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### **Admission Requirements:**

#### **(a) Required Academic Preparation**

- OSSD/OSSGD or equivalent with courses at the general or advanced (C), (U), or (M) level

- Grade 12 English (C) level or equivalent

or

#### **Mature Applicant Status:**

- Applicants who are 19 years of age at the start of the program and do not possess an OSSD are considered mature applicants.
- Mature applicants will be considered on an individual basis and will be required to write a Canadian Adult Achievement Test.

#### **(b) Criminal Record Check**

- In order to participate in practicum placements, students will be required to supply a clean criminal record check including vulnerable sector screening from their local police service. Criminal record checks are required to be in progress upon admission to the program.

#### **(c) Health**

- To qualify for the practice components of the program, accepted applicants are required to have the physical capabilities to meet the practice requirements and submit written documentation of immunization against certain communicable diseases. Health Record to be provided on first day of class at orientation.

### **Program Details:**

Workplace English

Human Body in Health & Illness

Safe and Comfortable Environment

Role of the PSW

Supporting Mental Health

Supportive Care and Activities Laboratory

- Offered in classroom setting

PSW Practicum 1

- Supervised Nursing Home Placement

PSW Integrative Theory

PSW Practicum 2

- Preceptored Community placement

PSW Practicum 3

- Preceptored Nursing Home placement

Additional

First Aid & CPR Level 'C'

### **Other:**

Students are responsible for their supplies, including uniforms and shoes, as well as, for costs incurred to meet placement prerequisites, travel expenses, and parking fees.

### **Financial Assistance:**



\* This PSW program has been purchased by Nightingale Nursing Registry Ltd. Please contact NNRL to see if you qualify for the possibility of free tuition.

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## **Application Procedure & Checklist**

### **Application Requirements:**

The following documentation must be supplied before acceptance to the program will be approved:

1. Completed Internal Admissions Application Form
2. High School Transcript
3. If applying as Mature Applicant – You will be considered on an individual basis and will be required to write a Canadian Adult Achievement Test. (Approx. \$40.00+HST)

**When your internal admissions application form is received along with the required documentation, and you have been deemed to meet the admissions requirements for this program, an acceptance letter will be issued.**

### **Additional requirements for Placement:**

1. Standard First Aid, Level “C” CPR certification, Basic Cardiac Life Support (BCLS) and Basic Rescuer
2. Clear, current Criminal Record Check including Vulnerable Sector Screening (renewed every six months); A request letter is required from the college.
3. Written documentation of immunization against certain communicable diseases is required prior to clinical placement. (Loyalist Health Record)

**Please submit your application to:**  
**Rebecca Hicks, Admissions Officer ext.235**  
**Email: [rmcguey@loyalistcollege.com](mailto:rmcguey@loyalistcollege.com)**



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## LAKEFIELD PERSONAL SUPPORT WORKER PROGRAM

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### Internal Admission Application

Funding Options – Please check one:

- Agency – NNRL  
  OSAP  
  First Nations Education  
  Second Career  
  Ontario Works  
  Self

Personal Information:

- Mr.  
  Mrs.  
  Ms.  
  Miss  
  Other

First Name		Middle Name		Last Name	Maiden Name (Former Surname)	
Home Address	Mailing Address			City or Town	Prov.	Postal Code
Gender (M/F)	Date of Birth			Home Telephone	Cell Phone Number	
	Month	Day	Year	( )	( )	
Alternate Contact Number		Alternate Contact Name		Relationship to You		
( )						
Height (Used for Graduation Gowns)		Email Address				

Academic History: Please check one:

- Secondary School (High School) Graduate  
 (By first day of class)
- Mature Student  
 (19 years or older by the first day of class and less than Secondary School Diploma)

Declaration:

I hereby certify that all statements on this application are correct and complete to the best of my knowledge. I am aware that any misrepresentation of information will result in the cancellation of my admission and / or acceptance status with Loyalist College.

Applicant's Signature	Application Date