Step 1: Create Your Dossier

Part A: Letter of Intent (LOI)
* If you are not selecting one of the recommended placements, speak with the GHEC Chair (Alida Bowman) or the college Liaison regarding the feasibility of your placement before submitting your LOI.

Your letter should meet the following criteria:
- three-page limit
- 1" margins
- 12-point font
- single-spaced
- include your name, site (McMaster/Mohawk/Conestoga), McMaster student number and McMaster e-mail address in the signature area
- be addressed to GHEC chair and cc: the Global Health Education Committee
- describe your two main learning goals

Your letter should address the following:
- Your geographic preference (country or region) and why
- Your knowledge of the setting you are visiting (i.e., geography, history, demographics, health care system, priority health care issues, role of nursing, etc.)
- Your clinical focus (i.e., community or other), as well as the type of population you may care for (e.g., adult, pediatric, women, etc.) and why
- Your language skills if relevant to the language of care (Note: If you are going to a Latin American country, you must be fluent in the language of care [e.g., Spanish, Portuguese])
- Your knowledge of the nursing profession in the country or role of the nurse in the clinical setting
- How this placement will differ from those in Southern Ontario
- Which term you plan on completing your placement (summer or fall).

Submit a completed Global Health Clinical Preparation Checklist (available under the “Forms” section). Note: N4K10 is not an option at this time. Include any previous international, outpost, cross-cultural or relevant experience. Students must pay an administrative fee of $50.00 in the form of a cheque, payable to McMaster University,
including “Global Health Application Fee” in the memo line. Submit the cheque and dossier to Sara Ford, placement coordinator at HSc-2J36i by 4:00 p.m. on Thursday November 9th, 2017.

Step 2: The Interview

The above documents will be assessed by the Global Health Education Committee (GHEC) and, if complete and successful, you will be contacted for an interview between first and second week of December. Successful applicants will be interviewed by two faculty members who are members of the GHEC. One of the interviewers will typically be from your BScN site. Interviews are scored. Should you fail the interview, you will NOT have the opportunity for a second attempt and will not proceed to the next level of the screening process.

In preparation for the interview, review your LOI (Part A) and consider the following:

- Your understanding of BScN curriculum
- The SON philosophy of learning
- N4J07 course aims as they relate to your planned practice placement (under the “multimedia” section)
- The challenges of being placed in your planned setting
- Your personal attributes for success, including interpersonal, problem-solving, group skills, etc.

Step 3: Academic Record

Your grade report will be reviewed by the Coordinator of Studies by January 15, 2018 to ensure that you meet the minimum academic requirements for success. If your academic record does not meet the requirements, you will be informed by the Chair of the GHEC.

All applicants should normally fulfill the following prerequisites:

- Successful completion of HTH SCI 2RR3
- Successful completion of Level III (including elective courses)
- Successful completion of N4H03: Introduction to Concepts in Global Health (offered in the Winter Term for Basic and RPN to BScN applicants and Spring/Summer for applicants in the accelerated stream)
- Successful completion of all the BScN program requirements for the Level IV clinical courses
- No 'FAILS' in any clinical courses
Basic (A) Stream students must also meet the following requirement:
- Minimum cumulative average of 8.0 in all Level II and Term 1 of Level III

RPN to BScN (E) Stream students must also meet the following requirement:
- Minimum cumulative average of 8.0 in Term 2 of Level II and Term 1 of Level III

Basic-Accelerated (F) Stream students must meet the following requirements:
- Minimum cumulative average of 8.0 in their first academic year
- Proof of having completed more than 70 percent of the content of N4H03 (Introduction to Concepts in Global Health)

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**Step 4: Letters of Reference**

Using the standardized referee form, submit two Letters of Reference to Sara Ford at HSc 2J36i by 4:00pm on Monday January 15, 2018

For Basic (A) Stream students: Letters of reference from clinical tutors (one from Level II and one from Level III)

For RPN to BScN (E) Stream students: One from a clinical tutor and one from an employer

For accelerated stream students: letters of reference from professional practice tutors (one from term 1 and one from term 2 of their first academic year).

Letters will be submitted to Sara Ford at HSc 2J36i by 4:00pm on Monday April 23, 2018

Note: Based on the information received throughout this application process, the GHEC reserves the right to decide whether or not the student is appropriate for the professional practice placement. You must be successful in all steps of the process in order to be eligible for a GH professional practice placement. If successful, you will be contacted during the week of January 22, 2018 (for Basic and RPN to BScN stream students) and the week of April 30, 2018 (for Accelerated stream students) to proceed to the next step.

The following will need to be submitted to Sara Ford at HSc 2J36i no later than 4:00 pm on March 10, 2017 (for Basic and RPN to BScN stream students) and May
7, 2018 (for Accelerated stream students).

Liability agreement between yourself and McMaster University
Field trip application required by the Risk Management Office of McMaster University.

**Step 6: Final Documentation**

The following will need to be submitted to Sara Ford at HSC 2J36i well in advance of your departure:
- Copy of your travel itinerary
- Proof of private medical insurance
- List of emergency contacts in Canada
- Information where you can be contacted while in your placement (address, phone, e-mail)

**Step 7: Register with DGAC**

We strongly suggest that all students register with the Department of Global Affairs Canada (see website).

**Step 8: Pre-departure Orientation Workshop**

(applicants from all streams)

Attend a Pre-departure Orientation Workshop organized by the School of Nursing at the McMaster site (normally offered in April). At this workshop you will be required to complete other forms as needed by the School.

Note: Your Global Health Professional Practice Placement should normally start at the beginning of the Spring/Summer or Fall term and continues until the end of term (as per university calendar). You must attend the N4J07-GH course orientation before you begin your placement and set up a meeting with your professional practice tutor before departure.

**Step 9: Re-entry Session**

Share your Global Health experiences at the Fall/Winter re-entry session. This occurs in early September and January once you return from your GH placement.

**Questions to consider**

- How would you cope with situations that trouble you or that you disagree with, and over which you have no control?
- How would you cope with a situation that does not fit your original learning objectives?
- Could you adapt easily to unexpected events and be prepared to make contingency plans?
- What impact do you anticipate having on the people and the organization where you choose to do your placement?
- How would you interpret and react to positive and negative attitudes toward you (e.g., people may assume you are very knowledgeable and competent or may discriminate against you for a variety of reasons)?
- What kind of living conditions do you anticipate? What could you live with? How do you expect to cope with your new living environment? Have you anticipated less privacy?
- What impact might your setting or placement experience have on your own health?