

## Global Health Application Process 2020

### How to Apply

#### Step 1: Create & Submit Your Application Profile

STEPS	DESCRIPTION
<b>Part A: Cover Letter</b>	Available under the “Forms” section
<p><b>Part B: Letter of Intent</b></p> <p>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 letter of intent. Your letter should meet the following criteria</p> <p><b>Your letter should address the following:</b></p> <ul style="list-style-type: none"> <li>Your geographic preference (country or region) and why</li> <li>Your knowledge of the setting you are requesting for a placement (i.e., geography, history, demographics, health care system, priority health care issues, role of nursing, etc.) Please do <b><u>not</u></b> contact the potential placement as part of your research.</li> <li>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</li> <li>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])</li> <li>Your knowledge of the nursing profession in the country or role of the nurse in the clinical setting</li> <li>How this placement will differ from those in Southern Ontario</li> <li>Which term you plan on completing your placement (summer or fall). Note: NURSING 4K10 is not an option at this time.</li> </ul>	<ul style="list-style-type: none"> <li>three-page limit</li> <li>1" margins</li> <li>12-point font</li> <li>single-spaced</li> <li>include your name, site (McMaster/Mohawk/Conestoga), McMaster student number and McMaster e-mail address in the signature area</li> <li>be addressed to GHEC chair and the Global Health Education Committee</li> <li>describe your two main learning goals</li> </ul>
<b>Part C: Resume</b>	2 Page Maximum
<b>Part D: Complete the Global Health Clinical Preparation Checklist</b>	Available under the “Forms” section
<b>Part E: Submission of Application Profile</b>	Submit no later than 4:30PM on Friday November 8, 2019. Please send in your application to Mediha Kadic, Program Coordinator via email to <a href="mailto:kadic@mcmaster.ca">kadic@mcmaster.ca</a> (Save Parts A to D in <u>one</u> PDF document

**NOTE: Following each step, students will be advised of their progression to the next step in the process.**

## Step 2: Interview

INTERVIEW PROCESS	POINTS TO CONSIDER
<p>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. Successful applicants will be interviewed by two members of the GHEC. One of the interviewers will typically be from your BScN site. The interview process is competitive. Interviews are scored and evaluated. If you are successful in the interview you will be notified of your success and will proceed to the next step in the selection process. Students who are not successful will <b>not</b> 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 Letter of Intent (Part B) and consider the points in the right-hand column.</p>	<ul style="list-style-type: none"> <li>• Your understanding of BScN curriculum</li> <li>• The School of Nursing philosophy of learning</li> <li>• NURSING 4J07 course aims as they relate to your planned practice placement (under the “multimedia” section)</li> <li>• The challenges of being placed in your planned setting</li> </ul>
<p>Applicants must hold the following dates available for interviews: <b>December 2 and 3, 2019 (Conestoga) and 5, 6 and 9, 2019 (McMaster/Mohawk)</b></p>	

## Step 3: Academic Record

PROCESS	PRE-REQUISITES
<p>Your grade report will be reviewed by Academic Advising 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.</p>	<ul style="list-style-type: none"> <li>• Attain GPA of 8.0 from all mandatory HTHSCI/NURSING courses in Level II and Fall term of Level III (Basic Stream); Winter term Level II and Fall term Level III (Post RPN Stream); Fall, Winter, and Spring/Summer terms Level III (Accelerated).</li> </ul>
<p>All applicants should normally fulfill the listed pre-requisites:</p>	<ul style="list-style-type: none"> <li>• Grade of ‘P’ (Pass) in all Professional Practice NURSING courses.</li> <li>• Successful completion of (minimum grade of C-) NURSING 4H03: Introduction to Concepts in Global Health</li> </ul>

## Step 4: Letters of Reference

Using the standardized referee form, have 2 two Letters of Reference submitted on your behalf.

To ensure confidentiality, the individual providing the reference must submit directly to [kadic@mcmaster.ca](mailto:kadic@mcmaster.ca)

STREAM	NEEDED
<p>For Basic (A) Stream students:</p>	<p>Letters of reference must be from clinical tutors (one from Level II and one from Level III) References Due no later than 4:30 PM on Wednesday, January 15, 2020</p>
<p>For RPN to BScN (E) Stream students:</p>	<p>One from a clinical tutor and one from an employer Due no later than 4:30 PM on Wednesday, January 15, 2020</p>
<p>For Accelerated (F) Stream students:</p>	<p>Letters of reference from professional practice tutors (one from term 1 and one from term 2 of their first academic year). Due no later than 4:30 PM on Friday, June 15, 2020</p>

## Successful Applicants

If you have successfully chosen to partake in a Global Health Professional Practice Placement, please follow the steps below.

### Step 1: Risk and Liability – DUE within 7 days of placement confirmation

Students must submit signed hardcopy of:

- Liability agreement between yourself and McMaster
- Risk Management Manual Program, pages: 11, 12, 13, 14, 15.

(For page 11: Select Student Placement, Risk level as indicated in the document – significant or higher for all out of country placements. Select Travel Risk, Health Insurance Risk AND Health Risk for all placements)

### Step 2: Final Documentation

The following will need to be submitted to avenue no less than 30 days in advance of departure

- Copy of your travel itinerary (students who do not / will not have their travel booked 30 days in advance must notify Mediha Kadic of pending plan). All students exiting the Country MUST have return flight details submitted in advance.
- Proof of private medical insurance (minimum requirements: Name of Insurance Company, Name of Student Insured, Policy Number, Dates of effect. We reserve the right to request additional details such as a letter from your insurance company if the details are unclear)
- List of emergency contacts in Canada
- Information where you can be contacted while in your placement (address, phone, e-mail)

### Step 3: Register with DGAC

We strongly suggest that all students register with the Department of Global Affairs Canada (<https://travel.gc.ca/travelling/registration>).

### Step 4: Pre-departure Orientation Workshop (applicants from all streams)

Attend a pre-departure Orientation Workshop organized by the School of Nursing at the McMaster site (March/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 NURSING 4J07-Global Health course orientation before you begin your placement and set up a meeting with your professional practice tutor before departure.

## Step 5: 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 Global Health 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?