

British Columbia College of Nursing Professionals

Registered Psychiatric Nursing Education Program Document Submission Guidelines

The following guidelines should be implemented by Psychiatric Nursing Education Programs when preparing and submitting Self-Assessment Reports and/or Annual Letters.

Instructions

- Programs should submit their Self-Assessment Report and/or Annual Letters (if required) using a PDF format. All evidence should be included in one pdf file following the guidelines below and not sent as individual attachments.
- Programs should use “Bookmarks” in the Self-Assessment Report or Annual Letter to assist the evaluators with navigating through the document.
- Each reference to another document will have the “Linked Text” in place.
- Bookmark each Standard,
 - sub-bookmark each indicator,
 - sub-bookmark any table that may be included as evidence
- At the bottom of the PDF, create a section called “Appendices” where you will may choose to add additional documentation to support your submission.
 - Sub-bookmark each section of “Appendices”.
 - This could include (but is not limited to) evidence such as Program Policies, Organizational Chart, Course Outlines, Learning Activities and Evaluation Tools.
- **Confirm** with your IT Department prior to submission day that your system is capable of sending a large PDF file. BCCNP can receive PDF files of any size.
- The program submits the Self-Assessment Report as one password- encrypted PDF document to the site evaluators and to: EducationProgramReview@bccnp.ca **by 12:00 p.m.** on the due date specified. The program will be supplied with contact

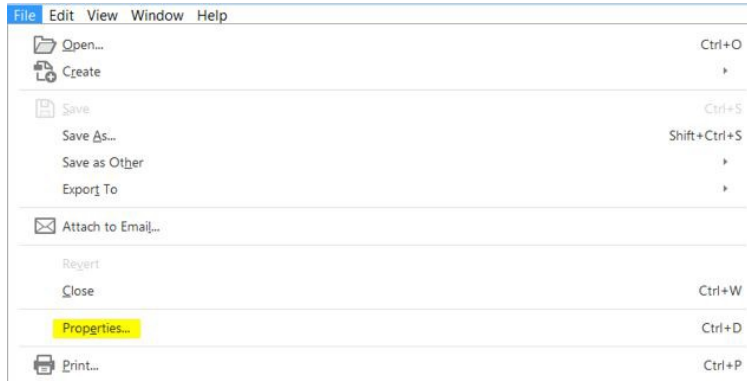
information for where to send the Self-Assessment Report to the site Evaluators by BCCNP staff.

- The program submits the Annual Letter (if required) as one password- encrypted PDF document to: EducationProgramReview@bccnp.ca **by 12:00 p.m.** on the due date specified. The Annual Letter does not get submitted to the original Site Evaluators.
- Supply the associated password for the document in a separate email to BCCNP at EducationProgramReview@bccnp.ca as well as to the site evaluators (for Self-Assessment Reports) in a separate email message.
- If you have any questions, contact: Patricia McDonald, Administrative Support, Education Program Review and Entry-Level Competencies at: 1.866.880.7101 ext. 7059.

Save your Bookmark viewing

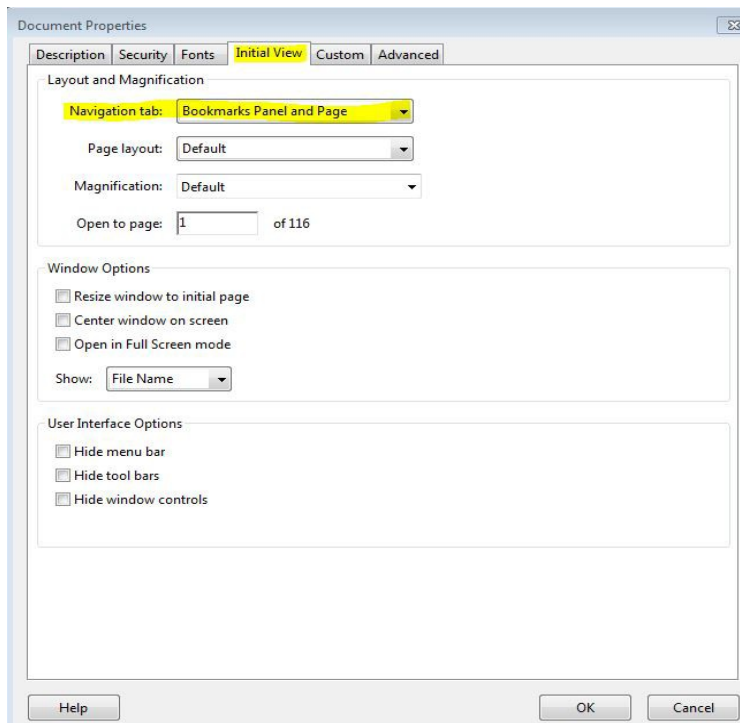
Step 1

- Go to "File", open "Properties".



Step 2

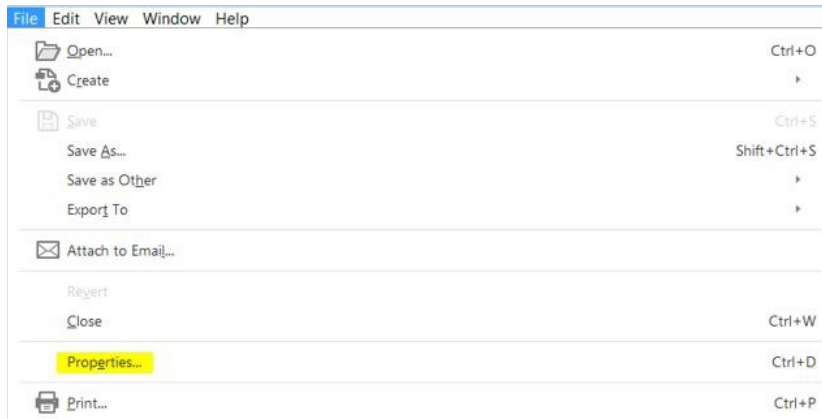
- New window will open, select tab "Initial View".
- Go to "Navigation tab".
- Select dropdown "Bookmark Panel and Page".
- Select "Ok" at bottom.



Save with Password

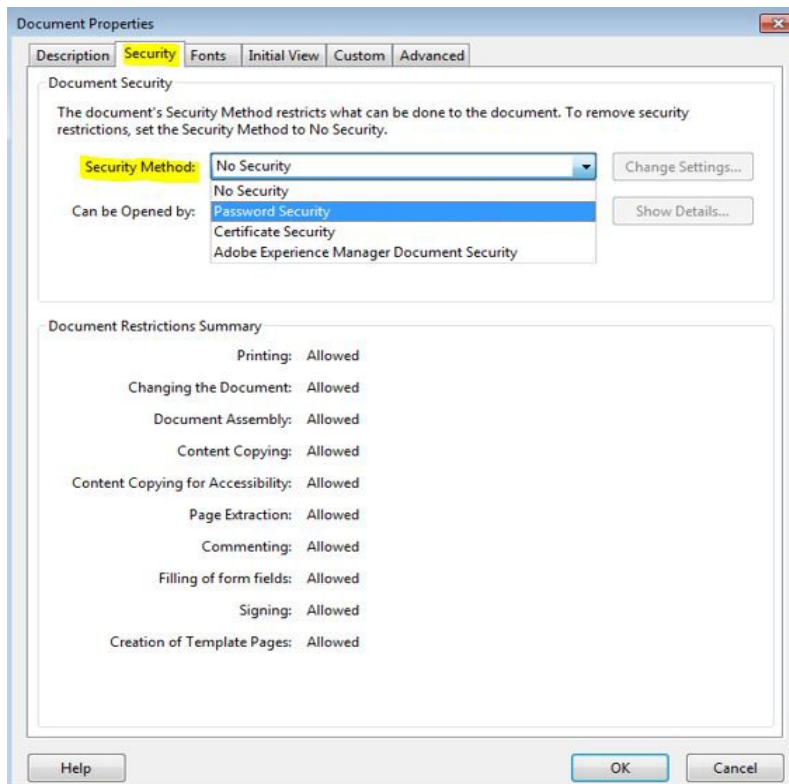
Step 1

- Go to "File", open "Properties".



Step 2

- Go to the "Security" tab.
- Under "Security Method" select dropdown "Password Security".



Step 3

- A new window will open titled "Password Security – Setting".
- Check the box "Require a password to open the document".
- Enter your password.
- Select "OK" at bottom.
- Once the program has applied the encryption, anyone trying to access the document must enter the password to view the document.
- BCCNP will not add further protections.

Password Security - Settings

Document Open

Require a password to open the document

Document Open Password: [Redacted] Not Rated

This password will be required to open the document.

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: High Resolution

Changes Allowed: Any except extracting pages

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Change Permissions Password: [Redacted] Not Rated

Options

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Help OK Cancel