Purpose: To ensure consistency in how University of Calgary Nursing students are signing off on all required documentation in practice/clinical settings.

Policy: To ensure that Nursing students follow documentation standards and guidelines which align with the College of Registered Nurses of Alberta (CRNA).

Process: All documentation must be signed using first initial, full legal surname and designation (in English).

Students will abide by the prevailing charting/documentation policies of the facility locally, provincially, nationally, or internationally.

When documenting on a health record, the following designations will be used:

**BN Student:**

*C. Surname*, SN2 UCalgary

[SN = Student Nurse, # = Year of Program i.e., Term 3 and 4 = Year 2; Term 5 and 6 = Year 3; Term 7 and 8 = Year 4]
Graduate Certificate Student:

E. Surname, RN Graduate Certificate Student UCalgary
*GC students might have a different designation e.g., RPN

MN Student:

E. Surname, RN MN Student UCalgary
*MN students might have a different designation e.g., RPN

PhD Student:

E. Surname, RN PhD Student Pre-Candidacy UCalgary
E. Surname, RN PhD Student Post Candidacy UCalgary
*PhD students might have a different designation e.g., RPN

DN Student:

E. Surname, RN DN Student Pre-Candidacy UCalgary
E. Surname, RN DN Student Post Candidacy UCalgary
*DN students might have a different designation e.g., RPN

References: College of Registered Nurses of Alberta, Use of Title Standards, April 2019. Effective May 1, 2019