

MARYWOOD UNIVERSITY

DEPARTMENT OF NURSING

UNDERGRADUATE NURSING STUDENT
HANDBOOK 2020-2021



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Revised 5/13/2020

Nursing Student Handbook Acknowledgment Form
2020-2021 Academic Year

Dear Marywood Nursing Student,

Please review the *Nursing Student Handbook* and return your signed Handbook Acknowledgment form to the Nursing Department (CNHS 320A) within the first two (2) weeks of beginning the Fall/Spring semester classes.

I acknowledge that I have read and understand the *Undergraduate Nursing Student Handbook* which describes important information about the policies and procedures of the University and the Department of Nursing. I understand that I should contact my faculty advisor or my course instructor(s) regarding any questions about the content and/or any questions not answered in the *Nursing Student Handbook*.

Because the information and policies described in the handbook are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be made through regular department procedures and be communicated through official notices described in the *Nursing Student Handbook*. I further understand that any revisions made to the *Nursing Student Handbook* will supersede, modify, or eliminate existing policies. The most current edition of the *Nursing Student Handbook* is located on the Marywood University Nursing Department webpage.

I understand it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it.

Date

Student Signature

Print Name

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I. INTRODUCTION

This Student Handbook has been compiled by the Marywood Nursing Faculty to give information about the policies of the Nursing Program at Marywood University.

The baccalaureate degree program in nursing at Marywood University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001,

www.AACN.NCHE.EDU/CCNE-ACCREDITATION
(202) 887-6791

The Pennsylvania State Board of Nursing has granted full approval to this program. Upon graduation with the Bachelor of Science in nursing degree, graduates will be eligible to apply to take the registered nurse licensure examination.

Marywood University, in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, or handicap in the administration of any of its educational programs or activities, including admission or with

respect to employment. Inquiries should be directed to: Title IX Coordinator, Marywood University, Scranton, PA 18509,
<http://www.marywood.edu/studenthandbook/policies-and-procedures> .

II. INFORMATION ABOUT THE NURSING PROGRAM

BSN PROGRAM PHILOSOPHY

EDUCATION

Learning is a goal-directed process of making changes in the ways a student thinks, feels and acts. Teaching is the engagement of the student in such a way that changes occur.

EDUCATION IN NURSING

Nursing education from the teacher's perspective is viewed as a cooperative venture between and among faculty and students. The major purpose of professional education in nursing is to prepare a liberally educated person who is able to practice nursing. The baccalaureate nursing program also prepares the graduate for academic study leading to a masters in nursing degree.

The roles of the clinical teacher are primarily those of facilitator, advisor and role model. The clinical learning of the student is best evaluated in a criterion-referenced manner through the use of clearly-stated clinical outcomes.

Nursing education, from the perspective of the student, involves achieving competence in making decisions and in carrying out those actions expected of a beginning professional nurse. Competence in nursing is based on acquiring nursing knowledge, attributes, and skills.

Nursing knowledge derives from a synthesis of the liberal arts and sciences and nursing arts and science. It concerns people, health, health care, change, society, history, economics, health policy, organizations, law, legislation and ethics.

The student studies the process of change and the uses of learning as a means of change in order to promote planned change with a wide variety of clients and with colleagues. The student uses knowledge of economic and political factors to take, support and advocate positions on health policy issues. The student studies aspects of law and ethics to become safe, ethical practitioners of nursing.

The student applies knowledge of the history of women and men in general and of the history of women in the nursing profession in particular, to positively influence the health of clients and of society. The student learns to use evidence based research findings in clinical practice, to formulate significant research questions and to participate in the research activities of the profession. The student learns to work as productive members of organizations and to analyze the work of nursing as it occurs in various organizations.

Faculty provides opportunities for the student to have sufficient clinical practice to assure competence and safety. This practice occurs with clients of all ages, in the many common situations where generalist nurses care for clients.

The curriculum is structured to meet the individual needs of a wide variety of students, including those with extensive backgrounds in patient care as well as those coming to nursing from other disciplines. Each student is respected as an adult learner. Didactic and clinical experiences are designed in a sequential manner, from simple to more complex, over the course of the curriculum.

An extensive clinical practice experience is necessary within a professional nursing education program to promote the integration of theoretical knowledge, values and psychomotor skills within the nursing process.

PROGRAM MISSION

The mission of the Nursing Program is consistent with the mission of Marywood University, in that the baccalaureate program in nursing calls upon the student to seek their full potential and invites the student to engage in a lifelong process of learning. The program prepares the graduate to be a lifelong learner who is competent in using nursing knowledge and skills to carry out the professional responsibilities of a beginning nurse in a variety of settings. The graduate will demonstrate those values, attitudes, and personal qualities that reflect a commitment to an understanding of persons as God-created, culturally and socially diverse, unique bio-psycho-social spiritual beings.

PROGRAM GOALS

To accomplish its mission, the Nursing Program has established the following four program goals:

1. Provide an educational program in the liberal arts tradition that fosters the knowledge, skills, values, and personal qualities needed to succeed as a novice nurse.
2. Provide the resources and environment to enable the program to fulfill its mission, goals, and expected student learning outcomes.
3. Design, develop, implement and evaluate curriculum and clinical experiences based on national standards and research-based practice that will assist the nursing student in developing their full potential to be leaders in service to others.

4. Foster development of faculty in the areas of teaching, scholarship, service and practice.

PROGRAM STUDENT LEARNING OUTCOMES

To assist in accomplishing the program goals, the BSN Nursing Program has developed the following Student Learning Outcomes which the student is expected to meet upon graduation.

Student Learning Outcomes:

- 1) Evaluate nursing care provided to patients, families, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
- 2) Collaborate with members of the interprofessional healthcare team to manage and coordinate the provision of safe, quality care for patients, families, and communities.
- 3) Integrate best current evidence with clinical expertise and patient preferences when making clinical judgments in the management of patient-centered care.
- 4) Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
- 5) Identify a patient care concern and formulate a quality improvement plan.
- 6) Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.
- 7) Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.

CHAIN OF COMMAND

For any issues and/or complaints a student in the nursing program must follow the chain of command. The student is asked to first confer with the instructor with which there is an issue. If the situation remains unresolved, the student is then to consult with his/her academic faculty advisor followed by the Director of the Nursing Department. Upon following the above process, if the situation is not satisfactorily resolved, the student then has the right to contact the Dean of the College of Health and Human Services for resolution.

Basic Requirements for Admission to Marywood University:

In addition to the completed application form and fee, to be considered for admission the candidate must send to the Office of Admissions the following information:

1. SAT or ACT results.
2. One letter of recommendation from a guidance counselor, teacher, or other person familiar with the student's academic background.
3. An official high school and/or university transcript with an indication of class rank and/or QPA.

ADMISSION REQUIREMENTS

First Time Freshman	Internal Transfer	External Transfer	LPN Student
Meet SAT/ACT requirements -Direct Admit in and maintain a QPA of ≥ 3.0	Must have QPA of ≥ 3.0 in current program and maintain ≥ 3.0 along with a C or better in all science courses	Must have QPA of ≥ 3.0 at current institution and maintain ≥ 3.0 along with a C or better in all science courses	Must have QPA of ≥ 3.0 at current institution and maintain ≥ 3.0 along with a C or better in all science courses
Do not meet SAT/ACT requirements-will be admitted as undeclared interest in nursing and will need to maintain a QPA of ≥ 3.0 and C or better in all science courses	Do not meet QPA requirements-will need to remain in current major or transfer to undeclared interest in nursing until a QPA of ≥ 3.0 met and C or better in all science courses	Do not meet QPA requirements-may come to Marywood as undeclared interest in nursing but need to achieve the QPA of ≥ 3.0 and maintain C or better in all science courses to be admitted into the nursing major	Do not meet QPA requirements-may come to Marywood as undeclared interest in nursing but need to achieve the QPA of ≥ 3.0 and maintain C or better in all science courses to be admitted into the nursing major

(Revised 5/15/14) (Reviewed 7/1/17)

*Note: Prior to March 2016, a minimum of 1450 (combined) on the SAT, with no single test score below 480 (or an ACT composite score of 21 or higher)

After March 2016, a minimum of 1040 (Evidence based reading and writing plus math sections) SAT, with a minimum of 530 in the math section.

ACT requirements are a minimum of a composite score of 21.

Transfer Policy

A transfer student, from within or outside the University, is admitted to the Nursing Program in accordance with departmental admission criteria identified in the previous Table. In addition to meeting those requirements, the student from other colleges and/or universities who wish to transfer into the Nursing Department must have earned a minimum grade of C in each science course. Undeclared and/or students from other majors at Marywood must have earned a minimum QPA of 3.00 to transfer into the Nursing Department. Students who do not have a nursing degree (L.P.N. or R.N.) may only transfer nursing courses that are less than 5 years old with a maximum of 12 credits. Student transcripts will be evaluated on an individual basis by the Coordinator of Prior Learning Assessment.

If a student is transferring into the nursing program directly into 300 level or higher nursing courses he/she is required to pass a skills competency check. The students must be successful in the skills competency check prior to starting clinical. Any missed clinical time due to either not scheduling the competency check or being unsuccessful will need to be made up according to the clinical make-up policy found in the student handbook on page 41. A student has three attempts to pass the skills competency before they will be required to take the course Nursing 252: "Foundations of Nursing". Skills included in the competency check will consist of vital signs, Foley catheter insertion, wound care, and physical assessments. The student must contact the lab coordinator to make an appointment for the skills competency check. Please review the Student Catalog on transfer credit policies.

In addition to meeting the general admission requirements of the nursing program, transfer students who were previously enrolled in a nursing program at another institution must be interviewed by nursing faculty after which acceptance into the program will be decided.

Cognate Transfer Policy

A students transferring to Marywood University is eligible to directly enter nursing courses if the following requirements have been met:

- 1) QPA at prior institution was a 3.0 or higher
- 2) All science courses and nutrition courses completed with a "C" or higher (BIO 114, BIO 114L, BIO 121, BIO 121L, BIO 122, BIO 122L, CHEM 121, CHEM 121L, and ND 112)
- 3) Skills competency passed (if entering 300 level or higher nursing courses)

Internal transfers must fill out the Application for Internal Transfer into the Nursing Program located in the Student Handbook on page 13

Application for Transfer into the Nursing Program

Applications for Transfer request into the Nursing Program will be processed at the completion of either the Fall or Spring semester, once grades have been processed. Complete the following information and submit to the Nursing Program office (CNHS room 320A).

Name: _____

Email _____

Phone number _____

Current Major _____

Current QPA _____

Number of credits completed to date _____

Number of credits currently enrolled in _____

Please *attach an unofficial transcript*. Applications *will not be* processed without this information.

DEGREE REQUIREMENTS

The nursing program consists of 120 credits, 55 of which are nursing credits. Completion of the program is evidenced by completing the senior level courses at Marywood University (NURS 450A, 450B, 451, 452, 453, 455, and 456).

	Major	Cognates	Core	To Graduate
Nursing	55	34	31	120

NOTE: If exempt from a foreign language, students will need to take additional credits to meet 120 credits requirement (minimum for graduation).

The traditional nursing student must attain 42 credits at Marywood University to earn a degree. Courses in the Nursing major must be scheduled in proper sequence. This requires nursing faculty advisement before each registration period. Prior to enrolling in any nursing courses, the student must have an overall QPA of 3.00. The student must continue to maintain an overall QPA of 3.00. However if a student has less than a 3.00 overall QPA, the student will be allowed a one semester probationary period. If the student fails to achieve a 3.00 overall QPA the semester immediately following the probationary period, or at any point thereafter in the program, this will result in dismissal from the program.

To progress to the Nursing Major courses, the student must:

1. Have the required physical ability to perform in the nursing profession.
2. Complete the following cognate courses or their equivalent, with a minimum of "C" or better:

BIOL 121, 122	Anatomy & Physiology	4, 4
BIOL 114	Microbiology	4
CHEM 121	Principles of Chemistry	4
ND 112	Nutrition	3

3. MATH 155 "Statistics for the Behavioral and Social Sciences", 3 credit course is required and must be taken with a minimum of a "C" or better prior to NURS 353 "Introduction to Nursing Research".

NOTE: All in-coming **Marywood students** are required to take the Math Placement Exam. You are only exempt if you have:

- already taken and passed one of the prior placement exams
- have already taken all of the math course(s) that are required by your major

- have transferred in a Math course from another institution that was accepted to cover Math 155: Statistic

If you score **at least 40%** on the math placement exam, then you can register for Math 155. If you score less than 40% on the exam, then you must take MATH 095 and earn an S (Successful) before you can register for Math 155.

To take the math placement exam please visit:

<http://www.marywood.edu/math/placement-exam/index.html>

NOTE: The cognate courses fulfill many of the liberal arts requirements for the nursing major. For nursing courses students must pass both class and clinical to receive credit for the course. Failure of either requires the student to repeat the entire course.

Leave of Absence Policy

Because of the sequential nature of the curriculum, the student who is unable to complete a course with a clinical component must wait until the course is offered again before being able to continue in the program. An official leave of absence from must be filed with the Registrar and signed by the appropriate Dean. In some cases, leaves of absence may result in deviation from the established curriculum progression.

GRADING POLICIES

Grading System of the Nursing Department and QPA equivalencies

A	=	95-100
A-	=	92-94
B+	=	89-91
B	=	86-88
B-	=	83-85
C+	=	80-82
C	=	78-79
C-	=	74-77
D	=	70-73

S (Satisfactory) or U (Unsatisfactory) for clinical nursing courses

Grading Policy: A grade of 78.0 or better is considered a passing grade for the nursing courses. A grade of 77.999... is considered a failing grade for the nursing courses. (effective Fall 2017)

Rounding of end of semester grades (created 5/2017, implemented 8/2017)

The passing grade for each nursing course will be a 78.00% or higher. No end of semester grade less than 78.00% will be rounded up or down. (A final course grade of 77.9999 does not constitute a passing grade).

Calculation of Returning Students QPA: If a student was previously at Marywood and has returned to the Nursing Program, their QPA will be calculated as follows: A “new” QPA will be calculated each semester that includes any and all courses taken during the present admission to Marywood as well as any courses previously taken at Marywood that count for the nursing degree. This includes any and all cognate courses BIOL 114, 114L, BIOL 121, 121L, BIOL 122, 122L, CHEM 121, 121L, ND 112, PSYC 211 and SOC 211. (Effective Fall 2018)

Course Grade Requirements:

The student must attain a 2.00 (“C”) or better in each course designated as a nursing course (NURS) or a cognate course, identified above. (For cognate courses with a class and lab requirement, the student must receive a “C” or better in each component of the course.)

The student who does not achieve a satisfactory grade in a nursing or cognate course may repeat one nursing or cognate course one time only, space permitting. The student who earns a grade less than a 2.00 (“C”) in two nursing courses will be dismissed from the nursing program.

Clinical Courses:

Each clinical nursing course requires the following:

- Successful score on tests that will contain NCLEX-RN questions.
- Completion of the ATI test will be given at the end of designated clinical course and will account for 10% of the final grade in selected courses. In course with multiple ATI tests, each can be worth up to 5%.
- ATI testing and remediation will be embedded in nursing courses. See guidelines for ATI. (See the guidelines on page 17)

Student withdraw from a nursing course (effective for any student entering in the Fall 2018 semester or anytime thereafter)

A student enrolled in the nursing program may only withdraw from the same nursing course twice (in separate semesters) due to poor academic standing. Upon the second withdrawal from the same nursing course the student will be prohibited from progressing in the nursing program for four academic semesters (not including summer sessions). Upon re-entry, the student must complete and pass a skills validation test as well as meet the grade and QPA criteria for the program.

Inactive Student Policy:

If a student has an interruption in enrollment within the nursing program for more than two semesters he/she must re-apply for the program. Re-admission is at the discretion of the faculty and may include testing and an in person interview.

ATI Assessment and Remediation Policy for Marywood University Nursing Students

Assessment Technology Institute (ATI) offers an assessment driven review program designed to enhance learning and success to the BSN program and NCLEX. Marywood's Nursing Program integrates ATI as a comprehensive assessment and review program for all nursing students enrolled in a nursing course.

The comprehensive ATI program offers multiple assessment and remediation activities. These activities include assessment indicators for academic success, critical thinking and learning styles, online skills modules, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.

Data from nursing testing and remediation is used for the Department of Nursing's quality improvement and outcome evaluation. ATI information and resources are available by visiting their website at www.atitesting.com

ATI materials will be distributed in the designated nursing courses across the semesters (see example table below). Faculty will facilitate distribution of materials during the first few weeks of class in their corresponding courses. The students will **NOT** purchase or obtain ATI items through the bookstore or through online services. The total purchase price will be divided over the semesters a student is enrolled in a nursing course. These materials as well as the online environment access are included in the Marywood's billing as a separate fee. Previously used ATI programs cannot be borrowed or "purchased" because much of the cost is for the online testing service. It is not recommended to purchase online an individual ATI package since it is much more expensive, and the testing environment will not be set up correctly for Marywood. The student will be given "online practice code" to access assessments.

TESTING

A Critical Thinking test and a Self-Assessment test will be completed in the Fall semester of Sophomore Level. The Critical Thinking score is a baseline measure. A similar exam near graduation will be completed to track improvement. The Self-Assessment is taken online. These results help the student learn more about their individual learning styles and how they best learn. **NO** score or points will be allotted within courses for these tests.

ATI MASTERY ASSESSMENTS

COURSE	SEMESTER/LEVEL	TESTING
NURS 250	FALL/SOPHOMORE	Critical Thinking test Self-Assessment Test Dosage Calculation Proctored Assessments
NURS 252	SPRING/SOPHOMORE	Fundamentals Proctored Assessments

		Nutrition Proctored Assessments Dosage Calculation Proctored Assessments
NURS 253	SPRING/SOPHOMORE	See Syllabus
NURS 350	FALL/JUNIOR	CMS Targeted Practice Assessments Dosage Calculation Proctored Assessments
NURS 351	SPRING/JUNIOR	Calculation Proctored Assessments
NURS 352	SPRING/JUNIOR	Mental Health Proctored Assessments
NURS 450	FALL/SENIOR	Nursing Care of Children Proctored Assessments Maternal Newborn Proctored Assessments
NURS 452	FALL/SENIOR	Community Health Proctored Assessments Dosage Calculation Proctored Assessments
NURS 453	SPRING/SENIOR	Nursing Leadership Proctored Assessments Critical Thinking Exit test Comprehensive Predictor Proctored Assessments
NURS 455	SPRING/SENIOR	Pharmacology Proctored Assessments Dosage Calculation Proctored Assessments Adult Medical-Surgical Proctored Assessments

For exams on ATI created by Marywood Faculty, the following grading scale will be used. Faculty members will indicate which exams this pertains to in each course.

Custom Assessment Builder grading (created 5/2017, Implemented 8/2017)

Raw Score	Conversion for Grading
> 75	95
70-74.99	90
65-69.99	85
60-64.99	80
55-59.99	75
50-54.99	70
45-49.99	65
40-44.99	60
<40	55

The student will be required to take proctored Mastery Assessments throughout the nursing program related to content specific to each nursing course and concepts fundamental to nursing practice. Individual course syllabi will delineate specific ATI requirements for that course. **Content area proficiency evidenced by achievement on ATI proctored exams plus points earned through meeting remediation requirements and retesting, if applicable, will account for 10% of the course grade.**

Standardized Proctored Assessment

Level 3	Level 2	Level 1	Below Level 1
95% = 4 points	85% = 3 points	75% = 1 point	65% = 0 point
Remediation: Minimum one hour Focused Review – for each topic missed, complete an active learning template and/or identify three critical points to remember	Remediation: Minimum two hour Focused Review – for each topic missed, complete an active learning template and/or identify three critical points to remember	Remediation: Minimum three hour Focused Review – for each topic missed, complete an active learning template and/or identify three critical points to remember	Remediation: Minimum four hour Focused Review – for each topic missed, complete an active learning template and/or identify three critical points to remember
After Remediation	After Remediation	After Remediation	After Remediation
2 points/97%	2 points/87%	2 points/77%	2 points/67%
No retake (optional) If retake, and achieve same level	No retake (optional) If retake, and achieve Level 3	Retake Required If retake, and achieve Level 2	Retake Required If retake, and achieve Level 1
99%	92% If retake is same or less level = 87%	84% If retake is same or less level = 77%	74% If retake is same or less level = 67%

The student will utilize Practice Assessments, Review Modules, and online Tutorials to prepare for Proctored Assessments. Students are encouraged to repeat the non-proctored assessments until a score of 90 is achieved.

Proficiency Levels described:

- ❖ Proficiency Level 3 – indicates a student has a high level of knowledge in this area and may exceed NCLEX standards in this content area
- ❖ Proficiency Level 2 – indicates a student has a satisfactory level of knowledge in this area and may be fairly certain to meet NCLEX standards in this content area
- ❖ Proficiency Level 1 – indicates a student has minimal knowledge in this area and may just meet NCLEX standards in this content area
- ❖ Proficiency Level below 1 – indicates that the student does not have an adequate level of knowledge in this area and may not meet NCLEX standards in this content area

Remediation means to review the content in an area that a student did not fully understand (ATI Modules, Remediation Templates, or online materials). Remediation is required for proficiency level 0 or 1. The way that remediation occurs may be different on a course by course basis, but if test performance indicates need to remediate, then remediation is mandatory. Some remediation strategies include online practice test, create topics to review on 4X6 cards, small group session with posttest, and proctored test remediation. **The student will receive an incomplete for the course if remediation is not completed for proficiency level 0 or 1.**

NCLEX-RN Release Policy

During the semester prior to graduation of the Senior Academic year, the Comprehensive Predictor Test will be given. This test is very important in preparing for NCLEX-RN. The Comprehensive Predictor Test is a 180-item assessment designed to reflect the content areas of the current NCLEX-RN test plan. Student must achieve a 72% on the ATI Comprehensive Predictor Test in order for the required signature from the Director of the Nursing Department on the Pennsylvania State Board of Nursing's-Nursing Education Verification Form. If the student does not achieve a 72% on the ATI Comprehensive Predictor Test, the student will be required to remediate by creating a Focused Review to identify content weaknesses and schedule (in consultation with the director) take a second ATI Comprehensive Predictor Test and achieve the benchmark score. If after two attempts at the ATI Comprehensive Predictor Test, the student who does not achieve the benchmark score on the ATI Comprehensive Predictor will need to continue to by enrolling in Virtual ATI. Once ATI gives the “Green light” the student will then be released to take the NCLEX-RN.

Predictor Policy for Release to take the NCLEX-RN

Six (6) months after graduation and still unable to successfully pass the predictor exam requirements, the graduate will be released to take the NCLEX exam. The graduate will be counseled by the Director of the Nursing Program on remediation options, the chance of successful NCLEX testing, and offered the opportunity to attend an on-site review course (graduate's expense) from ATI.

ATI Proprietary Policy

Students enrolled in Maywood University's Nursing Program utilizing ATI Testing products must adhere to ATI's proprietary rights and regulations and must acknowledge that the products, services, and materials, as well as any ATI tools, methods, programs, software, and intellectual property are the sole and exclusive intellectual property of the ATI or its licensors

("ATI IP"). ATI's names and its product and services names are trademarks and service marks belonging to ATI. All rights reserved. No part of the ATI materials may be resold, licensed, copied, transferred, distributed, stored, reproduced, or disclosed to any third party without written permission of ATI. ATI reserves the right to seek all legal and equitable rights and remedies available to ATI for any violation of the above restrictions. (effective Fall 2018)

Fee Policy

Students will be charged a lab fee each semester. This fee will cover standardized testing, materials, and instructional laboratory equipment. Annual lab fees are subject to change at the discretion of the University. (effective Fall 2018)

Please note: There may be out of pocket costs for materials required for completion of courses. The student will be notified of these costs prior to the start of the semester.

ADVISEMENT

Each full-time nursing faculty member is designated as an academic advisor for a group of students. The advisor's role is intended to provide the student with continuity and a general source of encouragement and support. Academic advisors assist each student to realize maximum educational benefits as they monitor and evaluate students' educational progress toward degree completion.

Information on faculty advisor's office hours is available within the Department of Nursing. The student is required to meet with his/her faculty advisor prior to course registration each semester. The student is also encouraged to seek their advisor for academic or personal issues as appropriate in an ongoing manner.

EXTERNSHIPS

Many surrounding hospitals offer opportunities for each nursing student to work in a guided program during the summer. These opportunities, called externships, provide an opportunity for the student to build upon skills while getting paid. The student is strongly encouraged to seek out and secure externship opportunities between the junior and senior year of the nursing program. (Summer)

CLINICAL AGENCIES AND ASSIGNMENTS

Placement of a student in clinical facilities is the prerogative of the Course Coordinator with the approval of the department Director.

Assignments – Each student will be given a course outline and syllabus for all courses. Tests, papers and projects are evaluated by the course specific instructor. Clinical evaluations are done by students and by faculty. If, at any time during a nursing course, a student's performance is deemed undesirable, a warning will be issued and the student will be placed on probation until the end of the course. Uncooperative, irresponsible, unprofessional, or unethical behavior, as determined by the faculty, may result in probation or dismissal from the program. See "Academic Honesty" policy in Undergraduate Catalog.

Tardiness - The student must be in the appointed place at the appropriate time. It is suggested that the students be in a clinical facility unit 10 to 15 minutes before the assigned time. Disregard for promptness demonstrates a lack of professional responsibility. Three (3) late arrivals to clinical will result in one (1) missed clinical day that must be made up.

Skills – Students may be required to remediate on nursing skills as deemed necessary by their clinical instructor and/or course coordinator. They will be referred to the Nursing Laboratory. (See Nursing Laboratory Referral Form on pg. 25)

Transportation to and from clinical facilities is the student's responsibility.

It is a requirement of all health facilities that students have current certification in cardiopulmonary resuscitation. Students must have this completed prior to their first clinical course.

NOTE: CPR Certification must be from the following provider: Basic Life Support for healthcare provider (CPR & AED) from the American Heart Association (AHA).

Telephones on Clinical - Personal calls should be made only during the student's breaks or lunch periods. Incoming calls will not be accepted during clinical practice hours unless it is an emergency situation. A message will be taken so that the student may return the call on his/her own time. Students are not permitted to use cell phones and beepers while on the clinical area.

Confidentiality – Each student is expected to maintain confidentiality of the client at all times and to abide by the ANA Code of Ethics (www.nursingworld.org) and AACN Essentials of Nursing (www.aacn.nche.edu/education-resources/essential-series). Completion of HIPAA training via ATI is required in NURS 250 and NURS 200 prior to entering clinical courses.

NURSING LABORATORY

The Marywood Nursing Laboratory (NL) is located in the basement of the Center for Natural Science Building. The NL is comprised of three main areas: the Skills Lab, the Assessment Lab; and the Simulation Lab.

The Skills Lab is equipped with materials essential for teaching technical skills while providing a clinic-like setting. The Skills Lab consists of 6 hospital beds with low fidelity manikins. The Skills Lab also has various models and task trainers which enhance the students' technical and cognitive abilities. The student learns various skills such as handwashing, medication administration, suctioning, Foley catheterization, nasogastric tube insertion, and so forth.

The Assessment Lab consists of 5 examination tables. A variety of equipment is accessible for students to utilize in performing a head-to-toe assessment. The Assessment Lab also has a variety of models to increase their proficiency with assessment skills.

The Simulation Lab is a safe learning milieu that supports and enhances improvement in patient care and safety by allowing the student to identify their weaknesses and learn from their weaknesses without causing harm to actual patients. Depending on the nursing course,

the student might perform independently or work as part of a team while practicing patient assessment, communication, critical reasoning, and nursing interventions based on the specific patient simulation scenario. High fidelity equipment and manikins are available and controlled by the manager of the NL. The Simulation Room is able to videotape the student's performances and the recordings are streamed live into the debriefing room for critiquing.

For safety reasons and to ensure a productive learning environment, unauthorized person(s) are NOT allowed in any areas of the NL; unless approval is granted by the Nursing department faculty. The student is required to make alternative arrangements for their children during the usage of the NL areas.

The objectives of the NL are to provide a caring, learning environment where nursing students can expand and strengthen their nursing knowledge base in order to care holistically for patients across the lifespan. In order to fulfill those objectives, the NL will provide:

- A clean and organized nursing learning environment
- Faculty available to provide instruction, address questions, and critique performances during regular lab and open lab hours
- Hours of operation that are suitable for students to practice independently during regular lab and open labs
- Additional learning activities as requested by the students
- Various learning equipment such as models, manikins, and supplies
- Progressive simulation scenarios to enhance competencies
- An alternative clinical event as needed for remediation
- Validation activities to confirm students' competencies

Open lab time will be designated during each semester. The NL manager will develop the open lab schedule based on the feedback from each of the students. Educational programs will be conducted weekly and these are based on each of the students' needs, requests, and concerns. Details of events will be distributed to each student within the first two weeks of class. The student is encouraged to practice as often as possible to obtain, maintain and sustain nursing skills throughout the nursing program.

Validation

Student's ability to competently and safely perform an assessment or nursing skill requires evaluation known as validation. Validation may occur in the NL or at an outside healthcare facility based on the nursing course. Validation rubrics may be used based on the specific course. Please review your course syllabi for direction and guidance on validation.

Rules for the Skills/Assessment Labs

In order for each student to practice safely, the following rules must be adhered to:

- Envision the lab as a clinical setting – respect, consideration, and professionalism is required
- Consider manikins to be real patients – cover them and move them with care
- Each student must wear a WHITE LAB COATS while attending regular lab and open lab hours
- Maintain proper body mechanics at all times
- NO FOOD OR DRINKS near manikins, technical equipment, or in the vicinity of beds

- Practicing on other students is limited to NON-INVASIVE procedures such as tympanic temperatures; procedures should be observed by faculty first.
- If you need additional supplies or equipment, ASK; do not take supplies from one area to another without proper authorization
- If you want to check out equipment or books, contact the manager of the NRC. Return borrowed items prior to end of the semester to avoid extra applied tuition cost.
- Notify manager of any broken equipment, spills, empty supplies, and so forth.
- Leave the lab as you would in a clinical setting – lower all beds, tuck in bed linens, discard trash, and raise side rails.
- NEVER PUT SHARPS IN REGULAR TRASH!
- NEVER PUT TRASH IN SHARP CONTAINERS SUCH AS ALCOHOL WIPES, LIDS FROM MEDICATIONS, AND SO FORTH
- Cell phones are to be turned off during regular lab hours.
- When in doubt, ASK!
- Personal valuables are your responsibility
- If you have a latex allergy, please notify the manager of the NRC

(modified from Auburn Montgomery University, 2007)

NURSING STUDENT LOUNGE

A nursing student lounge is located in the Nursing Laboratory. The lounge will be available for each nursing student during the opening times and days of the Center for Natural Science building.

Access to the lounge requires the student to have their ID name tag programed at the Security Office. The student may access the lounge by utilizing the insertion of their name tag into the Badge Reader Security System located outside the Nursing Laboratory. Anyone who does not have proper access is not permitted in the nursing lounge. If any students provide access to unauthorized students, that student's access privilege will be removed and not returned until the following semester.

Surveillance of the nursing lounge will be monitored and security will maintain records of each student accessing the lounge. It is the student's responsibility to ensure that professional conduct is maintained and upheld when in the nursing student lounge.

Mutual respect among students enables students to utilize the nursing student lounge for individual and group studying. Students can also use the space for quiet socializing and small celebrations.

Everyone has a responsibility to keep the area neat and clean!

SNOW DAYS

The student will follow the University policy for snow days. Canceled classes are announced on several radio stations, on Channel 16 T.V., and through the e2Campus email and text alert systems. The student may also call Marywood University Snowline at 570-961-4SNO for updated information. Clinical practice make-up days are arranged by the instructor in cooperation with the clinical facility staff.

Marywood University
Department of Nursing
Nursing Laboratory Referral Form

Student Name: _____ Date: _____

Clinical Instructor Section:

1. Reason for Referral: Unsatisfactory Skill(s), particular area to be stressed:

Instructor's Signature /Date

Laboratory Manager Section:

1. Outcome of Session:

Laboratory Manager Signature / Date

Course Coordinator's Signature / Date

(Updated July, 2016)

CHANGE OF NAME/STATUS

The student is required to notify the Administrative Assistant of the Nursing Program (340 CNHS) and the Academic Registrar of any change in name, address, phone number or marital status.

ADVANCED STANDING

The department is committed to multilevel entry points for registered nurse and licensed practical nurse. Challenge examinations for L.P.N. and R.N. are available for credit and advanced standing in certain other University courses as well. There is a fee for each of these examinations.

Each student electing to take challenge examinations are responsible for obtaining advisement from the L.P.N./R.N. Coordinator. The student is also responsible for obtaining copies of the department policies pertaining to the examination process and procedures well in advance of the scheduled examination date(s).

A registered nurse, licensed practical nurse, transfer student, part time student, or a student with interrupted enrollment, may need to pursue a program slightly different from the established curriculum. Any exceptions to the stated curriculum can only be granted by prior written approval of the appropriate University official(s).

A registered nurse may also be granted selected nursing credits without taking challenge examinations. Guidelines are provided by the Department of Nursing. See the RN Coordinator for further information.

See page 56 for complete policy.

III. STUDENT OPPORTUNITIES

HONORS PROGRAM

The honors program and the Department of Nursing are committed to promoting scholarly excellence. Therefore, opportunities are extended to each nursing student to complete the honors program.

A nursing student enrolled in the honors program and seeking the honors degree have the option to take two courses (of the seven required honors courses) as honors courses in regular sections of nursing courses. The student is responsible for negotiating a contract between the course instructor and himself/herself. The contract is signed by the Honors Director. This option is applicable only to the honor student who has completed at least four (4) regular honors courses and plan to write the honors thesis.

SIGMA THETA TAU INTERNATIONAL

The Marywood University Department of Nursing has established a chapter of Sigma Theta Tau, the International Nursing Honor Society. The chapter name is Xi Gamma.

The goals/purpose of Sigma Theta Tau are to:

1. recognize superior achievement.
2. recognize the development of leadership qualities.
3. foster high professional standards.
4. encourage creative work.
5. strengthen commitment to the ideals and purposes of the profession.

The criteria for membership are as follows:

1. one-half of required nursing curriculum completed.
2. upper 35% of class.
3. cumulative grade point average of at least 3.0 on 4.0 scale.
4. three letters of endorsement from faculty.
5. Exceptions to the 3.0 cumulative grade point average may be made when the student has a 3.0 in nursing courses and has demonstrated progress in academic achievement and marked potential for leadership.

Outstanding Student Performance Recognition Award

This award honors the Xi Gamma inductee who has made significant contributions in the areas of: academic, creative research, leadership, mentorship, and clinical practice.

A final decision is made for the award by the chapter review committee and the Xi Gamma chapter executive board.

SPECIAL AWARDS

Nemotko Medal

The Nemotko Medal for Distinction in Nursing is awarded annually to the graduating traditional student who meets specific criteria. These criteria are:

- 1) QPA of 3.0 (overall) and 3.5 (major)
- 2) Active member of the Student Nursing Association
- 3) Demonstrated leadership ability
- 4) Clinically competent in nursing
- 5) Socially aware of nursing issues and trends
- 6) Participation in community activities
- 7) Attendance at departmental student/faculty meetings.

A final decision is made for the awards by the majority vote of the Nursing faculty.

Nursing Leadership Award

The Nursing Leadership Award is presented to the nursing graduate who exemplifies leadership skills through campus and program involvement. The recipient of this award has exhibited the following criteria:

- Demonstrates motivation proficiencies by engaging others and self in carrying out the vision of Marywood University.
- Displays effective problem-solving and decision-making skills in co-curricular activities.
- Preserves effective collaboration and communication among campus community members.
- Engages in nursing leadership activities that illustrate qualities of integrity, accountability, respect, self-direction, and responsibility.
- Possesses views on future possibilities for advancement for self, colleagues, and the nursing profession.
- Promotes a sense of community within the nursing program and Marywood University.

Nightingale Award

The Marywood University Department of Nursing Award for Outstanding Clinical Performance is presented to the graduate who has demonstrated excellence in the clinical area. The recipient of this award has exhibited the following criteria:

- Be a graduating senior (graduating May, August, or December of the calendar year in which the award is presented).
- Have documented exceptional proficiency in all clinical nursing courses
- Demonstrate outstanding competency in assessment of the patient and planning for safe knowledgeable and compassionate care in accordance with the nursing process.
- Uphold the philosophy and goals of Marywood University and the Department of Nursing.
- Conduct self in a professional manner at all times.
- Demonstrate professional growth and development throughout the nursing program.

- Acts as a role model to fellow students.

Service Award

The Marywood Department of Nursing Award for Outstanding Service is presented to a graduate who has made a meaningful contribution to the university, and/or surrounding community through service. The recipient of this award has exhibited the following criteria:

- Be a graduating senior (graduating May, August, or December of the calendar year in which the award is presented)
- Demonstrate support for the ideals of Marywood University and the Department of Nursing.
- Exhibit outstanding involvement in university and community service.
- Engage in service activities that support individuals, families and/or communities and that encourage and foster the nurse's personal and professional growth.
- Promote a spirit of service through role modeling and actions.

STUDENT NURSES' ASSOCIATION OF MARYWOOD STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA NATIONAL STUDENT NURSES' ASSOCIATION

Each nursing student is encouraged to hold membership and actively participate in the Student Nurses' Association of Marywood. Meetings are held regularly throughout the academic year and the meeting schedule and bylaws of this professional student organization are published on the Nursing Program webpage.

STUDENT-FACULTY MEETINGS

Department of Nursing Committee meetings are held throughout the academic year. Opportunities for nursing students to serve on these committees are available and provide one method of communication between the department faculty and the student. The student committee membership is elected through the Student Nurses' Association of Marywood.

STUDENT FUNDRAISING POLICY

In order for students to receive funds to assist with the purchase of their nursing pin senior year, students are required to participate in SNAM fundraising. For each year students attend Marywood's nursing program, they must participate in one (1) fundraising event per academic year. For example, freshman entering the nursing program must participate in four (4) fundraising events in order to be eligible for funds to help purchase their pins. If a student transfers to Marywood's nursing program in their junior year, they must participate in two (2) fundraising events in order to be eligible for funds to help purchase their pin. Students meeting this criteria are eligible to have at least half of their pin paid for by SNAM. Participation in fundraising can include staffing the various fundraising events, securing donations/supplies for the fundraising events, and donating supplies for the events.

IV. STUDENT REQUIREMENTS

TECHNICAL STANDARDS FOR ADMISSION, ACADEMIC PROGRESSION, AND GRADUATION IN THE UNDERGRADUATE NURSING PROGRAM

The goal of the nursing program is to prepare the student to think critically, and practice nursing competently and compassionately in rapidly changing practice environments. All efforts are designed to build nursing knowledge, enhance nursing practice and patient safety, foster professional integrity, and ultimately improve the health outcomes of patients, families and communities across the continuum of care. In addition, certain functional abilities are essential for the delivery of safe, effective nursing care during clinical practice activities. Therefore, the faculty has determined that certain technical standards are requisite for admission, progression, and graduation from the nursing program.

In addition to classroom learning, clinical practice occurs throughout the program and involves considerations (such as patient safety and clinical facility requirements) that may be more demanding than classroom accommodations. For this reason, the applicant and student who seeks accommodations prior to or immediately after enrolling in the nursing program must also request an assessment of the types of reasonable accommodations needed for the clinical training component of the program.

An individual must be able to independently, with or without reasonable accommodation, meet the following technical standards of general abilities and those specifically of (1) observation; (2) communication; (3) motor; (4) intellectual, conceptual, and quantitative abilities; (5) essential behavioral and social attributes; (6) ability to manage stressful situations. An individual unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program and are counseled to pursue alternate careers.

General Abilities: The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must also possess the ability to perceive pain, pressure, temperature, position, vibration, and movement that are important to the student's ability to gather significant information needed to effectively evaluate patients. A student must be able to respond promptly to urgent situations that may occur during clinical training activities and must not hinder the ability of other members of the health care team to provide prompt treatment and care to patients.

Observational Ability: The student must have sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication

administration, and patient care activities. In addition, the student must be able to document these observations and maintain accurate records.

Communication Ability: The student must communicate effectively both verbally and non-verbally to elicit information and to translate that information to others. Each student must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients, their family members, and other professionals in health care settings. In addition, the student must be able to maintain accurate patient records, present information in a professional, logical manner and provide patient counseling and instruction to effectively care for patients and their families. The student must communicate effectively verbally and in writing with instructors and other students in the classroom setting as well.

Motor Ability: The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. A student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, administration of medication, management and operation of diagnostic and therapeutic medical equipment, and such maneuvers to assist with patient care activities such as lifting, wheelchair guidance, and mobility. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the clinical and classroom settings including performing CPR if necessary. The student must possess the ability of manual dexterity such as to draw up solutions in a syringe.

Intellectual, Conceptual, and Quantitative Abilities: The student must be able to develop and refine problem-solving skills that are crucial to practice as a nurse. Problem solving involves the abilities to measure, calculate reason, analyze, and synthesize objective and subjective data, and to make decisions, often in a time urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. Each student must demonstrate mastery of these skills and possess the ability to incorporate new information from peers, teachers, and the nursing and medical literature to formulate sound judgment in patient assessment, intervention, evaluation, teaching, and setting short and long term goals.

Behavioral and Social Attributes: Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of students in the nursing program. Personal comfort and acceptance of the role of a nurse functioning under supervision of a clinical instructor or preceptor is essential for a nursing student. The student must possess the skills required for full utilization of the student's intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities in the classroom and clinical settings; and the development of mature, sensitive, and effective relationships with patients and other members of the health care team. Each student must be able to exercise stable, sound judgment and to complete assessment and interventional activities. The ability to establish rapport and maintain sensitive, interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a nurse. The student must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; effectively interact in the clinical setting with other members

of the healthcare team; and learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice.

Examinations: Certain courses in the nursing program require students to take timed and/or online examinations. Students may be required to take timed, online and/or other types of examinations in a proctored, secure setting that is acceptable to the program.

Ability to Manage Stressful Situations: The student must be able to adapt to and function effectively to stressful situations in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the nursing program. These stressors may be (but are not limited to) personal, patient care/family, faculty/peer, and/ or program related.

A student who cannot meet the above technical standards may be dismissed from the program.

UNIVERSITY STUDENT HEALTH SERVICES AND IMMUNIZATION POLICY

The Student Health Services Office is staffed by a full-time registered nurse and a nurse practitioner. The staff provides primary care, including assessment and treatment of illnesses and injuries, and makes referrals to community physicians and agencies for additional medical treatment and to campus and community resources for health education and counseling when needed. Serious emergencies are referred immediately to nearby hospitals; a nurse is available for consultation by phone for non-life threatening emergencies that occur after office hours. Housing and Residence Life or Security/Safety staff should be contacted for assistance with emergencies.

The Student Health Services staff is strongly committed to a wellness philosophy. Medical services, health information, and counseling are available to all students. Strict confidentiality is adhered to. Each international student and each student living on campus are required to complete and submit a health history and immunization record to the Student Health Services Office. A completed health history and immunization record must be on file before non-emergency services can be provided. A resident student who does not fulfill the health history form/immunization record requirement will be required to live off campus.

HEALTH REQUIREMENTS FOR CLINICAL NURSING

Within your educational program, you will be caring for clients in a variety of health care facilities. As a protection for you, as well as for others, the following policies have been adopted by the Department of Nursing and in accordance with the Rules and Regulations of the State Board of Nursing Examiners and Hospital Facilities. See <http://www.marywood.edu/nursing/clinical-rotations.html> for explicit instructions on obtaining clearances.

The following are required:

1. **Complete physical examination yearly.**
2. The physical can be done on-campus at Student Health Services or by any qualified health provider that the student chooses. The required health form can be accessed online at Marywood's website under the tab Student Health Services or on the nursing

department web page. The completed form must then be submitted to Marywood Health Services. NOTE: Student Health Services is closed during the summer. Once the health form is received, Student Health Services will submit a clearance checklist to the Nursing Department.

3. **Rubella titer** – vaccine if not immune. This needs to be done only once at the sophomore level.
4. **Completed Hepatitis B Vaccine series** (NOTE: Takes 6 months to complete)
5. **P.P.D. Test**- 2 step P.P.D. required prior to sophomore level.
 - Yearly P.P.D. required prior to junior and senior level.NOTE: If positive P.P.D. a yearly chest X-Ray is required.
Health Services offers free P.P.D. testing to students.
6. **Meningococcal vaccine:** this is required for on-campus resident status.
7. **Eye examination** (SOPHOMORE ONLY)
8. **Nursing Liability Insurance** - to be **renewed annually** (can be accessed at www.nso.com)
9. **CPR Certification:** Basic Life Support for healthcare provider (CPR & AED) from American Heart Association (AHA) upon expiration – **MUST be kept current.**
10. **Criminal Record Checks:** (Instructions can be found on Nursing web page or outside the nursing lab)
The student will be required to submit:
 - ◆ PA State Police Background check – **Annually**
 - ◆ Child Abuse Clearance – **Annually**
 - ◆ FBI Fingerprinting clearance – **Annually**
11. **Urine Drug Screening** - Yearly
12. **Background Confidentiality Waiver**

In addition to the above tests, immunizations must be up-to-date. The student should furnish evidence of the following past immunizations to the examiner.

√ Mumps (Date of Immunization)

√ Measles (Date of Immunization)

(Must be live if given after 15 months age)

√ Diphtheria/Tetanus (Date of Immunization)

(Series of 3 in early childhood plus booster within past 10 years must be documented)

√ Polio (Date of Immunization)

(Series of 3 oral polio must be documented)

√ Rubella Titer is required. (Date of Immunization)

(***VACCINE MUST BE GIVEN IF STUDENT IS NOT IMMUNE**)

√ Hepatitis B Vaccination: (**REQUIRED**) (Date of Immunization)

(Evidence of completion of the series is required)

* Varicella vaccine or documentation of the disease.

Recommended Immunizations:

1. Influenza (Students are encouraged to obtain a yearly influenza immunization available at a low cost at the University Health Center)
2. Meningococcal
3. Tdap Booster

Return all health forms and lab work to:

Student Health Services

Marywood University
2300 Adams Ave
Scranton, PA 18509
Phone: 570-348-6249 Fax: 570-961-4735

PLEASE NOTE

All reports of prior immunizations and tests must be in the hands of the physician or nurse clinician at the time of the physical exam. Only test results from the applicable calendar year will be acceptable. All forms must be returned to Marywood University Health Center.

Students not up to date on clinical clearances one week prior to the start of the semester will be removed from their clinical section. Students will be allowed to re-register for an available clinical section once all clearances have been submitted and are up to date. (effective Fall 2017)

HEALTH INSURANCE

Primary care services are provided without charge in the Student Health Services Office, but insurance to assist with costs of laboratory tests, emergency room visits, physician treatment, or hospitalization is required. A University-endorsed plan is available; contact the Student Health Services Office to request a brochure and enrollment form. Evidence of valid health insurance is required of all students or will be billed through the cashier's office.

IMPAIRED NURSE POLICY

Policy Statement:

Any student enrolled in Marywood University's Nursing program is strictly prohibited from possessing or being under the influence of alcohol or drugs while engaged in any activity related to the University or under supervision of the University. No student engaged in clinical activities shall use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia while on the premises of the facility of a clinical program or on the premises of the University. No student may report to a clinical activity while under the influence of or impaired by alcohol or drugs to any degree.

Any student enrolled in Marywood University's Nursing program and participating in any University related function or activity is expected to adhere to safe clinical practice. Such function or activity includes, but is not limited to, community service functions or any situation in which the student is representing Marywood University.

Safe clinical practice is defined as: the performance of therapeutic nursing interventions (which includes, but is not limited to, procedures, medications, and any other treatments) consistent with American Nurses Association Standards of Clinical Nursing Practice and the Pennsylvania Nurse Practice Act.

If it is determined or reasonably suspected that a student is impaired, whether physically or psychologically, this policy shall be followed. A finding of reasonable suspicion may be based upon direct observation of the student by a professor or instructor of the Department of Nursing or upon information provided by other persons who observed student in the clinical setting. Reasonable suspicion may be determined by, but not limited to, inappropriate behavior which affects the student's ability to safely and appropriately perform his/her duties or responsibilities; or uncharacteristic behavior generally associated with impairment which includes, but is not limited to, the odor of alcohol, impaired mental ability, inability to maintain balance, slurred speech, drowsiness, dilated pupils, staggering, awkward movements, or erratic behavior.

If the student is determined to be impaired or there is reasonable suspicion to believe that the student is impaired, then he/she should be instructed to immediately vacate the clinical premises accompanied by the clinical instructor. An agency/Department of Nursing policy in place regarding impaired nursing faculty should be followed immediately for the student. If deemed necessary, the student should be accompanied to the nearest healthcare facility for emergency treatment and/or testing. Further, agency/Department of Nursing Personnel should immediately execute the actions required to adhere to any agency/Department of Nursing policy regarding drug testing. The student must vacate the clinical premises.

The agency/Department of Nursing shall not permit the student to drive and should provide an opportunity to the student to make arrangements for a ride. If he/she cannot secure a ride, the Department of Nursing shall arrange a ride for student at his/her expense.

In the event that it is determined that a student was in fact impaired, the student will be temporarily suspended from clinical practice, pending the completion of an investigation and disciplinary process.

The assigned clinical Marywood nursing instructor should document, in writing, an account of the events that took place and should immediately notify the Director of the Nursing Department or the student's assigned advisor. A copy of the account should go in the student's file.

Before a student is permitted to return to clinical practice, repeat alcohol and/or drug, or any other testing/exams necessary to deem the student fit to return to clinical may be done at the student's expense. If urine testing is used, results identified as "diluted" necessitate the student must retake a urine drug screen within 24 hours at the student's expense. The student has the right to refuse any testing or exams, however, the student will not be permitted to return to clinical practice until there is a certification from a licensed/authorized healthcare provider that student is either undergoing treatment or does not need treatment and is fit for duty.

If the student has been referred to treatment, he or she will be permitted to return to clinical practice only on the specific written recommendation of an appropriate treatment provider that the student is capable of safe and skilled clinical performance.

In addition, the Department of Nursing has the right to impose conditions on the student's return to clinical practice as necessary following treatment and consistent with the objective of providing safe and skilled clinical care.

The Director of the Department of Nursing and the student must complete a return to school agreement, individualized according to the student's needs and delineating terms of the return to clinical practice.

The Department of Nursing will monitor the student as needed following return to school and clinical practice.

If the student is dismissed from clinical, a critical incident report must be filed with the Department of Nursing, pursuant to the Critical Incident Policy.

Student's confidential medical information will be maintained in a restricted file. Information will be shared with treatment providers and others designated by the student only with the student's written consent. No information will be shared unless there is a clear and direct need to know.

Refusal by the student to follow any part of this policy may result in dismissal from the Nursing Program or in an indeterminate suspension.

If the student demonstrates subsequent behaviors that indicate unsafe clinical performance, then he or she may be subject to dismissal from the University, dependent upon the nature, extent, and/or severity of the behaviors.

This is a zero tolerance policy.

POLICY REGARDING CRIMINAL BACKGROUND CHECKS

The policy of the Pennsylvania Board of Nursing regarding felonious acts related to controlled substances reads: The Board shall not issue a license or certificate to an applicant who has been:

1. Convicted* of a felonious act prohibited by the act April 14, 1972, (P.L. 233, No. 64, known as "The Controlled Substance, Drug, Device and Cosmetic Act): or
2. Convicted* of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
 - a. at least ten years have elapsed from the date of the conviction;
 - b. the applicant satisfactorily demonstrates to the Board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
 - c. the applicant otherwise satisfies the qualifications contained in this act.

A person convicted of any felonious act may be prohibited from licensure by The Board of Nursing at any time.

*Convicted includes a judgment, an admission of guilt or a plea of nolo contendere.

In efforts to provide a safe learning environment and comply with standards set forth by clinical agencies, each undergraduate nursing student is required to complete yearly criminal background checks to include: Pennsylvania State and PA Child Abuse criminal clearances. Furthermore, each student will be required to complete FBI fingerprinting prior to starting in the clinical area.

In the event that a background search is returned indeterminate, the student will be responsible to submit clarification in writing as to the disposition of the arrest from the Clerk of Courts in the Municipality where the arrest was made. Each student must submit background checks that are free of the Prohibitive Offenses Contained in Act 14 of 1997 in order to enter the clinical area and progress in the nursing program. During the course of enrollment in the undergraduate nursing program, each student must report any felony or misdemeanor convictions to the Director of the Nursing Department. All convictions, guilty pleas and nolo contendere pleas, except minor traffic violations not related to the use of drugs or alcohol must be reported. This includes misdemeanors, felonies, driving under the influence (DUI) and driving while intoxicated (DWI).

Data obtained through the criminal background checks or through personal report will be reviewed by the Department of Nursing and may not include any of the Prohibitive Offenses Contained in Act 14 of 1997. Any student with a background check that reveals any of the prohibitive offenses will not be allowed in the clinical area which will result in unexcused absence. The faculty of the Department of Nursing has judged that absence of more than 25% from didactic or clinical or laboratory components of a nursing course requires that the course be repeated.

**** We are required by hospital contract to disclose any felony or misdemeanor charges identified on the criminal background checks. The hospital will determine eligibility for clinical placement. ****

EVIDENCE OF LICENSURE

R.N. and L.P.N. entering the BSN program must provide proof of current Pennsylvania licensure.

POLICY ON NURSING STUDENT PRESENTATION OUTSIDE OF MARYWOOD STUDENT ROLE

An individual participating in any activities of a traditionally nursing or medical nature **SHALL NOT** represent themselves as Marywood University student nurses while functioning in roles other than that of nursing students. Any questions regarding this issue should be referred to your nursing faculty advisor or the Department Director.

DRESS CODE

Each student enrolled in the nursing program is expected to maintain a personal appearance and dress appropriate for professional students. A student must assume responsibility for appropriate appearance and dress in lecture as well as clinical areas.

The dress and grooming policies stated below meet the expectations of the nursing faculty and those of the contract service agencies where a student will have clinical experiences. In some clinical setting such as psychiatric facilities, there may be some modification in dress. Jeans, shorts, painter's pants, farmer's overalls, or revealing clothing may not be worn in clinical settings or on field trips.

Each student is a guest in the clinical settings and is expected to dress and behave with decorum consistent with a guest and an aspiring professional person.

GENERAL

1. Marywood University green uniform scrub pants/shirt can be bought through Beacon Uniform or Med Plus.
2. Marywood University picture ID and name tag will be worn and be clearly visible at all times.
3. Jewelry regulations for hygiene and safety as well as professionalism in clinical settings are essential. The student must purchase a watch with a stretch band and a second hand. Only wedding band ring may be worn. The student with pierced ears may only wear ***one set*** of gold filled or stainless steel studs. No rings with stones, silver or alloy metals or drop earrings may be worn. No necklaces or bracelets are permitted when in the clinical areas. ***Visible piercings other than ears are prohibited.***
4. Hair must be clean, unadorned and worn up and off the collar. Beards and mustaches must be clean and closely trimmed. Non traditional colors are prohibited per agency policies.

5. Short, clean well-manicured fingernails are expected. No nail polish or acrylic nails may be worn.
6. Gum chewing is not permitted in the clinical setting at any time.
7. No visible tattoos.
8. While picking up clinical assignments, the student must dress professionally, as defined in each course, and wear a lab coat/jacket and Marywood University picture I.D badge.

Acute Care Service Agencies

1. Each student will wear the designated uniform.
2. Clean, well-polished, white or black shoes or all leather white or black sneakers with anti-static composition soles are worn.
3. With pants, matching white or black knee-high or ankle socks are allowed. No colored underwear or thongs are permitted.
4. White laboratory coat or jacket is required.
5. A plain white cotton sleeved undershirt will be worn under the uniform shirt. For male nursing student, no visible chest hair is allowed.

Student uniforms in pediatrics, obstetrics, and the operating room must comply with current regulations of the unit to which the student is assigned.

Community Health Experiences

1. Each student is to wear the student uniform.
2. Well-fitting comfortable low-heeled shoes are to be worn; boots in inclement weather.
3. White laboratory coat or jacket may be worn.
4. Marywood University picture I.D. and nametag and facility I.D. are required.

Psychiatric Nursing Experiences

The student is expected to dress professionally while in the clinical area.

1. No casual dress, e.g. jeans, tight pants, short skirts or short tops.
2. No neckties, scarves, or ties of any type.
3. Shoes need to be low heeled. No open toed shoes or clogs are allowed.
4. Hair must be worn off the collar.
5. Only jewelry permitted: button earrings and plain wedding band.

V. ADDITIONAL POLICIES AFFECTING NURSING STUDENTS

DISABILITY STATEMENT

Marywood University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Students with disabilities who need special accommodations must submit documentation of the disability to the Office of Student Disability Services, Learning Commons 166, in order for reasonable accommodations to be granted. The Office of Disability Services will partner with students to determine the appropriate accommodations and, in cooperation with the instructor, will work to ensure that all students have a fair opportunity to perform in this class. Students are encouraged to notify instructors and the Office of Student Disability Services as soon as they determine accommodations are necessary; however, documentation will be reviewed at any point in the semester upon receipt. Specific details of the disability will remain confidential between the student and the Office of Student Disability services unless the student chooses to disclose or there is a legitimate academic need for disclosure on a case-by-case basis. For assistance, please contact Kaitlin Anderle, Director of Student Disability Services, at 570.348.6211 x2335 or kaanderle@marywood.edu.

If there is disability/ESL status that will affect test taking, this requires documentation by letter from the Marywood Disability Center. This letter of approved accommodations goes to the respective nursing course faculty. This may occur anytime throughout the academic year. Faculty will review and discuss options to maximize student success.

Students with documented disabilities who are using services for testing or assignments must make arrangements with both Disability Services and the course instructor at least one (1) week prior to the exam/assignment date. Failure to do this may result in faculty being unable to accommodate day/time requests.

TEMPORARY DISABILITY POLICY

Any student who finds it necessary to deviate from his/her program because of a temporary disability should apply in writing to the Director of the Admission, Progression and Graduation Committee of the Department of Nursing for a statement of options concerning program continuation.

A student may remain in the program with permission from **the health care provider** stating he/she is able to perform the assigned responsibilities.

If it is necessary for a student to discontinue his or her program, every effort will be made to enable completion of the program at a later date.

SOCIAL MEDIA POLICY

The use of technology enhances nursing education and is an integral part of the educational process at Marywood. It is imperative that students have access to and knowledge regarding the use of computers and Internet.

Electronic Mail (e-mail): Every email is an important component of communication among nursing faculty, administration and the student, therefore each student is required to have and actively use their Marywood email account. Student may opt to have their Marywood email forwarded to another address; however such forwarding does not absolve a student from the responsibilities associated with communication sent to their Marywood address. Computers and email access are available in several areas on campus. Tech support is available by calling technical support assistance at 570-340-6070 or emailing helpdesk@marywood.edu. The student is expected to check their Marywood email on a regular basis for communications. Orientation to technology can also be found at: <http://www.marywood.edu/orientation/> .

Social Networking: It is expected that each student will act as role models while representing Marywood University. The student is therefore encouraged to maintain the University's integrity and reputation by exercising judgment related to social networking communications.

At all times, the student should refrain from posting, tweeting, blogging derogatory comments, photos, personal and confidential information that has the potential to negatively impact another fellow student, faculty, the University and clinical agencies.

It is the responsibility of the student to review the **Undergraduate Student Handbook** available **online** at the nursing department's website. The student handbook will be updated periodically. The student will be notified via email when updates are made. It is then the student's responsibility to read those changes online.

Moodle: Moodle is a Course Management System (CMS). It is a free web application that educators can use to create effective online learning sites. Moodle is used at Marywood by some professors to manage and promote learning. There are many ways to use Moodle. The use of Moodle will be determined by the individual professors.

Simulation: Simulation is an integral part of nursing education. The nursing laboratory houses human patient simulators. The simulators are programmed to respond physiologically to diseases, trauma and interactions as a human being. Realistic patient scenarios can be simulated in a controlled environment in which students can practice the nursing process, critical thinking and decision making. Videotaping of the simulation takes place in order to provide the opportunity for each student and instructor to reflect on the learning experience afterward. Debriefing occurs when scenarios are complete, allowing for immediate instructor feedback and student discussion to explore alternative actions.

Simulation and Nursing Education Consent Form

Consent:

I understand the purpose of simulation in nursing education and agree to be an active participant in the videotaped scenarios for the purpose of education at Marywood University.

Student name printed

Student Signature

TESTING/ASSIGNMENTS

The student must be present for all course examinations. In the event of a missed examination, students will be tested at a penalty of 10%. If the makeup is missed, a grade of “0” will be applied. No tests in the Nursing Department are “Open Book”. No resources are allowed during testing. Please Note: A cell phone is not acceptable as a calculator!

An automatic grade penalty of “F” will be attached in the event of an **unexcused absence** for any test. The students caught cheating on an exam will also receive an automatic grade of “F.” Attendance at a scheduled exam is mandatory. Makeup exams will be given at the discretion of the instructor. It is the student’s responsibility to contact the instructor to arrange a makeup exam. Exams not made up within one week of original date will receive an automatic grade of “F.” For late assignments that do not have the prior approval of the instructor will result in a deduction of 5 percentage points for each day they are late.

ATTENDANCE POLICY

Attendance will be taken in each lecture/clinical. The student is expected to attend all classes/clinicals. All clinical absences **must** be made up. In the event of illness, death in the immediate family, or poor weather conditions, the appropriate instructor must be notified at least ½ hour before the scheduled lecture/clinical/time. Unexcused absences and tardiness will result in a critical incident report. Three (3) late arrivals to clinical will result in one missed clinical day. The student will be charged \$10.00 per hour per day for each clinical make-up. Clinical make-up days will occur at the end of the semester and be arranged with the course coordinator and clinical instructor. The fee for clinical make-up is paid to Marywood University prior to the make-up day(s). Applications for clinical make-up can be obtained from the nursing department Administrative Assistant or the form can be found on page 44.

It is the discretion of the Director and/or course coordinator to preclude a student from attending clinical for reasons such as late assignments, missing work (both clinical and class) or other unmet program requirements.

Excused absences are considered if appropriate documentation provided by a health care provider indicates the treatment pertained solely to the student. Such documentation will be presented to the Clinical Coordinator to be approved or accepted as a valid excuse.

Student with suspected or diagnosed illness and/or communicable disease are not to go on clinical. Failure to comply with this policy will result in a Critical Incident Report.

Missed Class/Clinical Time

For classes/clinicals that meet once a week a student cannot miss more than 2 classes and 2 clinical days.

For classes/clinicals that meet twice a week a student cannot miss more than 3 classes and 3 clinical days.

*For specialty courses (NURS 352, 450A, 450B, and 452) students cannot miss more than 2 classes and 1 clinical day.

If a student misses more than the above listed time they will be required to repeat the course.

Note on scheduling of courses: Students may make changes to their scheduled clinical sections up to one month prior to the state date of classes for a given semester. After this point changes will not be permitted.

While academic advisors guide students, students are responsible for the courses they register for and for ensuring degree requirements are met.

Age of Nursing Courses:

Nursing courses older than 5 years will not be accepted as transfer credits. Students currently enrolled in the program greater than 5 years: courses will be evaluated on an individual basis for age and whether they will count towards the completed degree.

Service Learning Policy

Service Learning is a form of practical experience that enhances learning in all areas of the nursing program, and the experience of service learning reinforces the moral and civic values inherent in serving others. The faculty view service learning as an important component of the professional nursing program and, as such, you will be required to complete these activities prior to end of each semester. There will be five (5) hours of service learning required for each semester. All hours must be done within the semester for which they are to be counted. In cases where the clinical is only part of the semester, the student will have the entire semester to complete the hours. The student will not successfully pass the clinical until the hours are documented.

STUDENT ATTENDANCE AT STATE/NATIONAL STUDENT NURSING ASSOCIATION MEETINGS OR OTHER PROFESSIONAL MEETINGS

Clinical Experience

- 1) Student attendance at state or national level (SNAP/NSNA) meetings will generally be considered clinical days, if prior arrangements have been made with the clinical instructor.
- 2) In the unlikely event that the student is having serious difficulty with the clinical experience, the clinical instructor will make a decision about whether or not the student can be absent from clinical for the day(s) involved.
- 3) The Student will provide verification of attendance at the meeting to the clinical instructor.

Class

If a student anticipates absence from a nursing class for a professional meeting (SNAP/NSNA), the student should notify the teacher as far in advance as possible.

Clinical and Work Policy

Students are prohibited from attending any clinical related activity (including internship and clinical makeup days. Similarly students may not work overnight, go to class all day and then proceed to an evening clinical activity) if they have worked eight or more hours within the preceding 12hrs before clinical. For example, a student may not work 3:00 p.m. – 3:00 a.m. and then proceed to a 7:00 a.m. clinical. Similarly, students may not work overnight, attend class during the day and then proceed to an evening clinical activity. Students who do not comply with this policy will be given a critical incident and removed from the clinical setting. The safety of the patients and you are the major concerns for enforcing this policy. (effective Fall 2018).

POLICY ON CLINICAL MAKE-UP DAY

The student will not be allowed to attend clinical if all pre-clinical requirements are not current. Until all appropriate and completed paperwork has been submitted to the Clinical Coordinator; each clinical will be considered an unexcused absence. Any unexcused absence will result in a \$10.00 per hour per clinical day make-up fee, which must be paid in advance of the make-up day.

Clinical make-up days both will be done at the completion of the semester and must be done prior to the end of the semester.

- The course coordinator in collaboration with the clinical faculty will determine the scheduling, location, and experience for the clinical make-up day(s).
- All clinical absences must be made up at a fee of \$10.00 per hour per day. This fee must be paid prior to scheduling the make-up day. Payment verification must be submitted to the Administrative Assistance (CNHS 320A) prior to the scheduling of the make-up day.
- Clinical make-up will ONLY be made up by completing clinical time or through appropriately assign ATI case study when determined by faculty.
- Failure to make-up missed clinical time before the end of the semester will result in a failure of the clinical rotation, which would result in a failure of the entire nursing course.
- If the missed clinical days are because of expired clinical clearances, the student may not make-up the clinical day until the student is in compliance with all clinical paperwork.
- Students will be required to pay a fee of \$10.00 per hour per day for every clinical day missed, regardless of the reason why it is missed.

CLINICAL MAKE-UP DAY PROCESS

1. Appropriate documentation provided by a health care provider indicating the treatment pertained solely to the student will be presented to the Director of the Nursing department. Once the Director validates the documentation, the Clinical Coordinator will then be notified by the student to set-up a clinical make-up day(s) with the Course Coordinator.

2. Student is instructed to pay \$10.00 per hour per day fee and present the “Clinical Make-up Day Application form to the Cashier’s Office and ask for a receipt. The Cashier will process application and **a copy of the application will be sent to the Department of Nursing by the Cashier’s office.**
3. When the student presents the receipt to both the Clinical Coordinator and the Administrative Assistant, the student will then be notified of the clinical make-up day(s) schedule.

CLINICAL MAKE-UP DAY APPLICATION

FEE: \$10.00 per hour X **Clinical Make-Up Hours:** _____ = **Total Cost:** \$ _____

STUDENT:

ADDRESS:

STUDENT ID #:

DATE:

TELEPHONE:

INSTRUCTOR:

CLINICAL COURSE MISSED:

DATE(s) MISSED:

Cashier’s Office: Received Payment on _____ **in the amount of** _____

Initials: _____

Copy give to the Administrative Assistant: _____

CRITICAL INCIDENT POLICY

Records will be maintained of any student clinical, lab, and/or classroom incident which violates the **ANA Standards of Professional Conduct and Safe Clinical Practice**.

PURPOSE: To provide documentation of the following:

- 1). the type and frequency of incidents occurring during student- clinical / lab / classroom placements.
- 2). assistance in assessing and diagnosing student “at risk” behaviors.
- 3). provision of an educational tool that identifies goals for remediation and plans for effective outcomes.
- 4). evaluate potential for student progression in clinical / classroom/ lab placement and continuation in the nursing program.

RATIONALE: The Nursing Department faculty has an obligation to assist students in maintaining academic, legal, and ethical integrity while enrolled in the BSN program. The student therefore are expected to assimilate professional values relating to competency in the delivery of quality care, and protection of the public and health care community from unsafe practice. It is the responsibility of the student to become familiar with and consistently demonstrate conduct which adheres to the **Pennsylvania Nurse Practice Act and the American Nurses Association Code of Ethics** (as approved by the ANA House of Delegates in June 2001). Failure to do so will result in dismissal from the program.

DEFINITIONS: **INCIDENT:** any situation or occurrence in violation of institutional policies and procedures that deviates from the provision of physical, mental, or environmental safety of patients/significant others, fellow students, faculty and other health care providers.

UNSAFE PRACTICE: Student acts or behaviors which violate acceptable professional skills and principles and include but are not limited to:

1. Failure to follow Department of Nursing and Agency policies and procedures.
2. Demonstration of incompetence via lack of preparation for lab, clinical and classroom assignments.
3. Repeated failure to submit written assignments in a timely manner, and/or unsatisfactory written work.
4. Inability to perform a clinical skill in campus lab after three (3) checks.
5. Clinical practice that is repeatedly unsafe.
6. An attempt to provide patient care or implement clinical procedures without adequate orientation theoretical preparation, appropriate assistance and approval of instructor.
7. Violation of the Five (5) Rights of Medication Administration.
8. Failure to maintain honesty in clinical relationships, practice and written work.
9. Failure to accurately report essential patient data.
10. Willfully falsifying documentation of patient care.
11. Refusing assignments based on differences in race, culture, religion, gender, age, disability or any other protected status category.
12. Failure to consult with instructor prior to refusing an assignment.
13. Failure to notify agency and instructor of clinical absence at least one-half (1/2) hour before start of clinical day.
14. Unexcused absences or lateness to campus lab, class, and clinical experience.
15. Failure to report committed, observed, or omitted errors and/or unethical behaviors of other health care staff.
16. Failure to treat patients, instructor, and others with dignity and respect.

17. Violations of HIPAA Regulations by breaching patient confidentiality.
18. Failure to recognize professional boundaries by utilizing inappropriate verbal and non-verbal communication and by promoting a social rather than a therapeutic relationship with patients and others.
19. Displaying mental, physical, emotional, and impaired behaviors which may adversely affect the wellbeing of patients and others.
20. Destruction or removal of clinical agency/campus lab, and classroom material/equipment.
21. Violation of Nursing Department Student Dress Code.

Note: The student may receive no more than a total of three (3) Critical Incident reports across the entire program. Upon receipt of the third critical incident report, the student will be dismissed from the program.

PROCEDURE: A. Preparation:

1. Each student will receive a copy of the **STANDARDS OF PROFESSIONAL PERFORMANCE and STANDARDS OF PRACTICE**

B. Instructor Action:

1. Immediately intervene and discuss clinical / lab / class incident with student.
2. Report critical incident in accordance with University and specific Agency policy.
3. Determine if student's "at risk" behavior(s) warrants immediate removal from the designated area on the day of the incident.
4. Initiate and document student "at risk" facts and behaviors on a critical incident form (see attached).
5. Have student complete the "student account of incident" portion of the critical incident form..
6. Conference with student to:
 - a) review "at risk" behaviors
 - b). make recommendations for remediation
 - c). obtain student's signature
7. Report incident to Course Coordinator and/or Director within twenty-four (24) hours of occurrence.
8. Place student on daily written evaluation for the remainder of the semester following incident #1 and copy the course coordinator. Daily evaluations will then be placed in students confidential file.

Note: An incident involving serious harm to others will be reported immediately to the Course Coordinator and the Department Director.

C. Course Coordinator Action:

1. Review Critical Incident Form.
2. Discuss incident with the instructor and provide input as necessary.
3. Sign the Course Coordinator portion of Critical Incident form and copy the Director.

D. Director Action: Actions on the part of the department Director may include but are not limited to the following:

1. Review the Critical Incident report.

2. Conference with the instructor and course coordinator as necessary.
3. Sign the Department Director portion of Critical Incident form and document needed for further action:
 - a). conference with student
 - b). initiate formal committee review as needed
 - c). removal of student for a designated period
 - d). removal of student for the remainder of the course
 - e). dismissal of student from the nursing program
 - f). refer student to health and/or counseling services
 - g). prepare for potential student grievance procedure
 - h). maintain Critical Incident Reports in separate file to be reviewed at the close of the academic year

ANA Standards of Professional Conduct & Safe Clinical Practice

ANA STANDARDS OF PROFESSIONAL NURSING PRACTICE

The ANA Standards of Professional Nursing Practice content consists of the Standards of Practice and the Standards of Professional Performance.

Standards of Practice

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

Standard 1. Assessment

The registered nurse collects comprehensive data pertinent to the healthcare consumer's health or the situation.

Standard 2. Diagnosis

The registered nurse analyzes the assessment data to determine the diagnoses or issues.

Standard 3. Outcome Identification

The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning

The registered nurse develops a plan of care that prescribes strategies and interventions to attain expected outcomes.

Standard 5. Implementation

The nurse implements the interventions identified in the plan.

Standard 5A. Coordination of Care

Standard 5B. Health Teaching and Health Promotion

Standard 5C. Consultation (Graduate Prepared Specialty or Advanced Practice Nurse)

Standard 5D. Prescriptive Authority and Treatment (Advanced Practice Nurse)

Standard 6. Evaluation

The registered nurse evaluates progress toward attainment of outcomes.

Standards of Professional Performance

The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, education, evidence-based practice and research, quality of practice, communication, leadership, collaboration, professional practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

Standard 7. Ethics

The registered nurse practices ethically.

Standard 8. Education

The registered nurse attains knowledge and competence that reflects current nursing practice.

Standard 9. Evidence-Based Practice and Research

The registered nurse integrates evidence and research findings into practice.

Standard 10. Quality of Practice

The registered nurse contributes to quality nursing practice.

Standard 11. Communication

The registered nurse communicates effectively in a variety of formats in all areas of practice.

Standard 12. Leadership

The registered nurse demonstrates leadership in the professional practice setting and the profession.

Standard 13. Collaboration

The registered nurse collaborates with the healthcare consumer, family and others in the conduct of nursing practice.

Standard 14. Professional Practice Evaluation

The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.

Standard 15. Resource Utilization

The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective and financially responsible.

Standard 16. Environmental Health

The registered nurse practices in an environmentally safe and healthy manner.

American Nurses Association. (2010). *Nursing: Scope and standards of practice* (2nd Ed.). Silver Spring, MD: Nursesbooks.

Critical Incident Report

Course Number and Name: _____ Date and Time of Incident: _____

Student Name: _____ Instructor: _____

Institution: _____ Area of
Occurrence: _____

Instructor/Student Ratio at Time of Incident: _____

Incident #1: _____ **Incident #2:** _____ **Incident # 3:** _____

Incident Involvement: Actual Potential

Harm to: Client(s) Student(s) Instructor(s) Environment

Student Account of Incident:

Instructor Account of Incident:

Remediation Plan (requirements to remain in and/or return to clinical experience):

Date by which all requirements must be completed: _____

I _____ understand that if requirements for remediation and safe practice are not completed by the above date, a grade of unsatisfactory for unmet clinical objectives will be issued.

Student

Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Course Coordinator Signature: _____ Date: _____

Director Signature: _____ Date: _____

Policy on Academic Honesty

The use of cellular phones and other electronic personal devices are strictly prohibited during an examination. These devices cannot be used as a substitute for a calculator. Only appropriate calculators may be used during examination periods requiring the use of such device.

The Marywood University community functions best when its members treat one another with honesty, fairness, and trust. The entire community, each student and faculty alike, recognize the necessity and accept the responsibility for academic honesty. The student must realize that deception for individual gain is an offense against the entire community. Cheating and plagiarism are behaviors destructive of the learning process and of the ethical standards expected of each student at both the graduate and undergraduate levels.

Each student has a responsibility to know and adhere to the University's Academic Honesty policy. Violations of this academic honesty statement or the intent of this statement carry consequences. University procedures for investigation of alleged violations of this policy ensure that the student is protected from arbitrary or capricious disciplinary action. Sanctions for violations of academic honesty ordinarily are determined by the course instructor. If necessary, the Director and/or academic dean may become involved. Sanctions determined by the instructor may include a grade of "F" for the coursework in which the infraction occurred. Academic probation, dismissal from the program and/or dismissal from the University are sanctions that may be determined by the academic dean of the college in which the student is enrolled after an investigation of the alleged violation. An academic dean may choose at any time to refer charges of academic dishonesty to the Dean of Students for adjudication in the University disciplinary/judicial system. Likewise, a member of the University community may submit a disciplinary report against a student, group of students, or student organization for alleged violations of the Academic Honesty policy to the Dean of Students, who will refer it to the appropriate academic dean for possible adjudication in the University's disciplinary/judicial system.

Definitions

Cheating is defined as but not limited to the following:

1. having unauthorized material and/or electronic devices during an examination without the permission of the instructor;
2. copying from another student or permitting copying by another student in a testing situation;
3. completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
4. submitting out-of-class work for an in-class assignment;
5. changing grades or falsifying records;
6. unauthorized retention of exams;

7. submission of an identical assignment to two different classes without the permission of the instructors;
8. inventing data or falsifying an account of data collection unless instructed to do so by the course instructor;
9. creating the impression, through improper referencing, that the student has read material that was not read.

Plagiarism

Plagiarism is defined as the offering as one's own work; the words, sentence structure, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. It includes quoting, paraphrasing, or summarizing the works of others without appropriate citation. No claim of ignorance about the nature of plagiarism will excuse a violation.

Procedures

The student has a right to appeal sanctions through the University's Academic Grievance Procedures. A student who decides to file a formal grievance must submit the request in writing to the departmental Director or the dean. This is ordinarily done within thirty (30) working days of the date an alleged incident occurred or a problem began. The necessary form is available from the Academic Dean of the college where the alleged problem occurred. The Vice President for Academic Affairs is the final recourse in this academic appeal process.

DISASTER PLAN

In the event of a disaster the University will determine the level of emergency and status of classes and notify the Director.

The Director will notify all full-time faculty and staff.

Full-time faculty is to notify part-time faculty and students within their courses.

If classes are canceled, each student is to be notified by faculty in their courses to continue class content as per the course outline and e-mail faculty for any questions or clarification. All assignments due are to be e-mailed to appropriate faculty or mailed, if no computers are available.

Clinical practice will be canceled at the time of class cancellation. This time will be made up in a variety of ways, including but not limited to, virtual clinical simulations, additional clinical practice when the disaster ceases and classes are resumed, clinical practice on SIM-Man in the nursing laboratory and volunteering in the community or at the University, as the need arises. The student will log all hours and faculty will evaluate when classes resume.

Each student may choose to volunteer in their own community or at Marywood University, if willing and able. Please note this is totally voluntary.

When classes resume, faculty will continue teaching as per the current course outline content. Additional time will be allowed for questions the student may have about missed class content when the University was closed.

Clinical practice may have to be extended beyond the end date of the semester, depending on the length of time the University is closed. It is anticipated that part-time hourly clinical faculty and full-time faculty will assume their current roles and complete clinical when the disaster is over. No additional expense to the University is anticipated.

POLICY FOR PREVENTION OF TRANSMISSION OF INFECTIOUS DISEASES

In order to reduce the possibility of transmission of infectious disease, between every nursing student, faculty, and clients, Marywood University Department of Nursing adheres to a policy encompassing:

- 1) mandatory vaccination for HBV;
- 2) mandatory PPD testing - **2 step PPD Sophomores** and annual PPD thereafter.
- 3) education in:
 - a) basic science, universal precautions and other prevention techniques and
 - b) rights and responsibilities of individuals related to voluntary testing, confidentiality of results, counseling of those who may be infected.

The Department faculty will review the policy at yearly intervals during the Spring semester for its scientific correctness and adherence to state and/or federal regulations.

POLICY CONCERNING CARING FOR CLIENTS WITH INFECTIOUS DISEASE

Philosophy

The professional nurse bases practice decisions on sound scientific knowledge, caring for all clients without discrimination. A decision to give care is not based on a client's income, age, sex, religion, race, sexual orientation, social status, or disease. A student of professional nursing, Marywood University nursing students are accountable for meeting the legal and ethical standards of the profession.

Clinical Assignment of Students

Assignment of a student to client(s) on the clinical unit will be based on course objectives, and on a faculty decision regarding the learning experiences available on a clinical unit. Client(s) with infectious diseases will be assigned to a student when that assignment is appropriate. Clinical supervision will be managed to ensure strict compliance with CDC guidelines in all clinical learning experiences including well child care, psychiatry, and community health, as well as in-patient experiences. Faculty will be competent role models in the prevention of disease transmission.

Preliminary Education

Before giving care to the client(s), the student will receive sufficient education to assure that they can protect themselves and their client(s) from transmission of infection. This basic education will include anatomy and physiology of the immune system, microbiology,

pathophysiology, epidemiology, and universal precaution information necessary to provide safe care to client(s) and protection for the student. Pre-clinical preparation will also include information regarding personal health habits, infectious disease prevention including blood borne disease, and risk behaviors.

Instructions concerning transmission of disease will be re-emphasized in each clinical course. New information will be provided to the student, as it becomes available.

Prejudicial Care of Clients

If a faculty member believes that prejudice influences a student's care of a client, the faculty member will schedule a meeting with the department Director, the student and the faculty member.

- + Objectives of the meeting will include: 1) identification of a set of strategies to assist the student to overcome the problem and 2) development of criteria so that the faculty member and the student will both know when the ethical mandate associated with client care has been satisfied.
- + In devising an appropriate resolution to the problem significant weight will be placed on the level of the student, and on the history of the student's previous efforts to act in accordance with professional ethical standards.
- + Any mention of such meetings will be removed from the student's permanent record by the Director upon graduation of the student.

* The Americans with Disabilities Act of 1990 (P.L. 101-336) specifies that qualified individuals may not be denied admission or employment or be subject to discrimination on the basis of their handicap, unless that handicap poses a "direct threat" to others. HIV infected persons are considered handicapped under the provisions of this legislation. Admission/employment decisions must be made on the basis of qualifications and functional abilities for the program/position if "reasonable accommodations" were to be made. Such accommodations need not be made if to do so would be an "undue hardship" for the organization. "Undue hardship" generally turns upon the difficulty or expense of the accommodation balanced against the organization's resources. The ADA, which applies to employment and public accommodation, is extensive and complex and should be reviewed for relevance to specific decisions.

Modification of Clinical Activity

Any modifications in the clinical activity of each nursing student or faculty with infectious diseases will take into account the nature of the clinical activity, the technical expertise of the infected person, the risks posed by immunocompromised status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

GUIDELINES FOR NURSING STUDENTS CARING FOR CLIENTS WHEN ANY EXCHANGE OF BLOOD OR BODY FLUID MAY BE ANTICIPATED

Since medical history and examination cannot reliably identify all clients infected with bloodborne pathogens, blood and body fluid precautions should be consistently used for all

clients. This approach is referred to by the Center for Disease Control as "Universal Precautions".

STUDENT GRIEVANCE POLICY

A matriculated student in the Department of Nursing shall have the right to grieve any decision that affects his or her academic standing.

A grievance is any alleged violation or infringement of rights and responsibilities or of established and published University/department policies and procedures.

A student experiencing a problem should first attempt to resolve the issue with the individual involved. If this proves unsatisfactory the student should follow the procedures in the Marywood University Student Handbook which can be found on-line.

GUIDE TO GRADE APPEAL PROCESS

Please see the *Undergraduate Catalog* and/or the *Marywood University Student Handbook* which both can be found on-line.

CIVIL RIGHTS POLICY/COMPLAINT PROCEDURE

Please see the *Marywood University Student Handbook* which can be found on-line.

STUDENT EMPLOYMENT

When a student is employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed as such.

Student employment shall be on a voluntary basis and is not a requirement of the University.

ADVANCED STANDING POLICIES

The Nursing Program is committed to multi-level entry points for the Licensed Practical nurse and for Registered nurse. Challenge examinations for L.P.N. and R.N. are available for credit and for advanced standing in certain nursing courses. The University also offers advanced standing by examination in certain general liberal arts courses.

Validation for L.P.N. Student

Description of Validation Process: Requirements and Criteria

The L.P.N. student meets the same requirements for admission, as does any other Marywood University applicant. An L.P.N. student holding a valid license as a practical nurse in Pennsylvania, or in another state, may seek advanced standing. International students will be evaluated individually. Nursing students who are enrolled into the L.P.N.-B.S.N. level must provide proof of their valid L.P.N. licensure prior to the start of any of the nursing courses.

The Department of Nursing has admitted the L.P.N. students since 1976. From experience, the faculty believes that the LPN student generally has sufficient knowledge and skill to be awarded credits for prior learning and to challenge certain courses.

Advanced Standing Process

Licensed Practical Nurse may be granted selected nursing credits **WITHOUT** taking challenge examinations.

The L.P.N. must complete an individual evaluation by the L.P.N. Program Coordinator. At this meeting the L.P.N. must provide evidence of a current U.S. L.P.N. license and transcripts from an accredited nursing program.

Advanced standing credits will be held in escrow until successful completion of the three-credit NURS 200 “Bridge” course or NURS 250 “Introduction to Nursing Concepts” course. Student will then be awarded 6 additional credits, to be displayed on the Marywood University transcript as follows:

ADVANCED STANDING - ACEN ACCREDITED SCHOOL

NURS 252 Foundations of Nursing Practice

6 credits

Total: 6 credits

PROCEDURE

A student is admitted to Marywood University for the B.S.N. degree according to current admission procedures. Students must meet with the L.P.N. Program Coordinator to plan their academic program and challenge schedule.

The Nursing Program is responsible for assuring the student meets the criteria for awarding of advanced standing credits.

The L.P.N. Program Coordinator will send a memo to the Registrar for each individual L.P.N., listing the credits to be awarded, and the Registrar will authorize their placement on the student's transcript.

Any questions about the application of the above policy should be referred to the Registrar.

An L.P.N. student who graduated from an accredited school may take additional challenge exams.

Based on careful evaluation of the course goals, the faculty has decided to use the NLN Nursing Acceleration Challenge Exam (NACE II) “Care of Adult Client” to validate knowledge in NURS 350 and NURS 351 (Adult Health 1 and Adult Health II) (12 credits). If the student achieves a passing score, credit will be awarded for NURS 350 “Adult Health” and NURS 351 “Adult Health II” (12 credits). Acceleration Challenges Exam (NACE II) “Nursing Care of Child Secure Exam” and (NACE II) “Nursing Care of Childbearing Family Secure Exam” to validate knowledge in NURS 450A and NURS 450B. If the student achieves a passing score, credit will be awarded for NURS 450A or 450B. Passing score for NLN (NACE II) for both “Nursing Care of Child Secure Exam” and “Nursing Care of Childbearing Family Secure Exam” is 74% or better in order to receive credit.

L.P.N. students may choose to challenge by examination, the following courses:

~ Anatomy and Physiology (NLN)	8 credits	Passing score is 65% or better
~ Microbiology (NLN)	4 credits	Passing score is 65% or better
~ Nutrition (NLN)	3 credits	Passing score is 68% or better
~ Chemistry (CLEP)	<u>4 credits</u>	Passing score is 50% or better

19 credits

All Challenge examinations may be taken **ONE TIME ONLY**.

Students enrolled in the Spring 2017 semester or anytime thereafter must successfully complete all Challenge exams for cognate courses prior to enrolling in NURS 200 “Bridge” course or NURS 250 “Introduction to Nursing Concepts”. The NACE II: Care of Adult Client exam must be completed prior to enrolling in Adult Health III.

Summary: Credits for advanced standing: 6 credits, Challenge exams NURS 350/NURS 351: 12 credits, NURS 450: 6 credits, and other Challenge course exams: 19 cr. Total credits 43. Therefore a student can earn 46 credits for previous study.

Validation for Registered Nurse (R.N.)/ R.N. Student

Description of Process: Requirements and Criteria

The R.N. student meets the same requirements for admission, as does any other Marywood University applicant. An R.N. student holding a valid license as a registered nurse in Pennsylvania, or in another state, may seek advanced standing.

Validation for NURS 250 (3 credits), NURS 252 (6 credits), NURS 350 (6 credits), NURS 351 (6 credits), NURS 352 (3 credits), NURS 450A (3 credits), NURS 450B (3 credits) NURS 453 (3 credits), NURS 455 (6 credits) - 39 credits total

R.N. student will be able to get advanced standing in the following way:

R.N. may be granted selected nursing credits **WITHOUT** taking challenge examinations. Guidelines provided by the Association and adopted by the Department of Nursing of Marywood University apply.

The R.N. must complete an individual evaluation by the R.N. Program Coordinator. At this meeting the R.N. must provide evidence of a current U.S. R.N. license and transcripts from an accredited nursing program.

ADVANCED STANDING: ACEN or CCNE ACCREDITED SCHOOL

NURS 250	Introduction to Nursing Concepts	3 credits
NURS 252	Foundations of Nursing Practice	6 credits
NURS 350	Adult Health I	6 credits
NURS 351	Adult Health II	6 credits
NURS 352	Behavioral Mental Health Nursing	3 credits
NURS 450A	Nursing Care of Childrearing Families	3 credits
NURS 450B	Nursing Care of Childbearing Families	3 credits
NURS 453	Transition to Professional Nursing Practice	3 credits
NURS 455	Adult Health III	<u>5 credits</u>
	Total	39 Credits

PROCEDURE

The student is admitted to Marywood University for the B.S.N. degree according to current admission procedures. The student must meet with the R.N. Program Coordinator to plan their academic program and challenge schedule.

The Nursing Program is responsible for assuring the student meets the criteria for awarding of advanced standing credits.

The R.N. Program Coordinator will send a memo to the Registrar for each individual R.N., listing the credits to be awarded; the Registrar will authorize their placement on the student's transcript.

Any questions about the application of the above policy should be referred to the Registrar.

Challenge of Other University Courses

An R.N. who does not obtain University credit for their course work in anatomy and physiology, microbiology, chemistry, and nutrition may elect to take these courses to validate their knowledge through successful completion of NLN achievement tests.

Credits are awarded after testing as follows:

ANATOMY AND PHYSIOLOGY	8 CREDITS (NLN)	Passing score 65% or better
MICROBIOLOGY	4 CREDITS (NLN)	Passing score 65% or better
CHEMISTRY	4 CREDITS (CLEP)	Passing score 50% or better
NUTRITION	<u>3 CREDITS (NLN)</u>	Passing score 68% or better
19 Credits by Challenges		

In addition, there are a variety of CLEP tests available to Marywood University. The student is encouraged to speak with advisor about these.

These exams may only be taken once. The student must complete all challenge exams by the end of their second enrolled semester.

A total of 61.5 credits may be awarded for previous learning.

Students must take the Math placement test & be successful prior to registering for MATH 155. If not successful, students must register for MATH 095 (course not eligible for graduation) & pass prior to registering for MATH 155.

**Marywood University Bachelor of Science in Nursing (BSN) Four-Year Academic Plan
(students admitted prior to Fall 2019)**

FALL, FRESHMAN YEAR

* ND	112	Nutrition I	3
* BIOL	121	Anatomy & Physiology I	3
* BIOL	121	Lab	1
	L		
*CHE	121	General Chemistry	3
M			
*CHE	121	Lab	1
MM	L		
ENGL	160	Writing Skills	3
UNIV	100	Living Responsible in an Interdependent World (except if transfer)	1
			5

Spring, FRESHMAN YEAR

* BIOL	114	Microbiology for Health Professions	3
*BIOL	114L	Lab	1
*BIOL	122	Anatomy & Physiology II	3
*BIOL	122L	Lab	1
SOC	211	Intro Sociology	3
PSYC	211	General Psychology	3
PHIL	113	Intro to Philosophy	3

FALL, SOPHOMORE YEAR

LAN	*	Language (1)	3
G			
NURS	250	Introduction to Professional Concepts	3
RST	112	Modern Belief	3
ENGL	180	World Literature	3
			1
			2

SPRING, SOPHOMORE YEAR

LANG	*	Language (2)	3
NURS	252	Fundamentals of Nursing	6
NURS	252	Clinical	0
	C		
NURS	252	Lab	0
	L		
NURS	253	Health Assessment	3
NURS	253	Lab	0
	L		

FALL, JUNIOR YEAR

NURS	350	Medical/Surgical Nursing I	7
NURS	350C	Clinical	0
PHIL	***	Philosophy Elective (>100)	3
♠	155	Statistics for the Behavioral & Social Sciences	3
MATH			
HIST	***	Global	3
			1
			6

SPRING, JUNIOR YEAR

NURS	351	Medical/Surgical Nursing II	7
NURS	351C	Clinical	0
NURS	352	Psychiatric Mental Health Nursing ***	5
NURS	352C	Clinical	0
RST	***	Religious Studies Elective (>200)	3
ENGL	***	English Elective (>300)	3

FALL, SENIOR YEAR

NURS	450	Nursing Care of Childbearing/Childrearing Families	7
NURS	450C	Clinical	0
NURS	451	Introduction to Nursing Research	3
NURS	452	Nursing Care of the Community Client	4
NURS	452C	Clinical	0
FA	***	Fine Arts Elective (Interdisciplinary)	3

SPRING, SENIOR YEAR

NURS	453	Professional Preparation	2.5
NURS	455	Medical/Surgical Nursing III	5
NURS	455C	Clinical	0
NURS	456	Internship	2.5
HIST	***	History Elective	3
DEA	073	CHHS Undergrad Degree Candidacy (Graduation)	0

TOTAL CREDITS 120 / NURSING 55

* - Prerequisites/ cognates to begin nursing courses ♣ Needs to be completed before NURS451 Research

** If student has completed 4 years of same foreign language in high school, that student can choose to take just one, 3 credit course to satisfy the foreign language requirement. The course however, must be above the 212 level. **Student's not transferring in a college level Math or Freshman not achieving a 530 or above on SAT's must take the Math placement test & be successful prior to registering for MATH 155. If not successful, students must register for MATH 095 (course not eligible for graduation) & pass prior to registering for MATH 155.**NOTE: If exempt from University 100 (1cr) or a foreign language, student will need to take additional credits to meet 120 credits requirement (minimum for graduation).

*** *If you are a part-time student you have the option to take this course in the summer before or after NURS 351. If you decide to take the course, with NURS 351, you will pay full-time tuition for this semester (Spring, Junior year.).*

Updated May, 2018

(BSN) Four-Year Academic Plan (for students admitted Fall 2019- Spring 2021)

FALL, FRESHMAN YEAR

* ND	112	Nutrition I	3
* BIOL	121	A& P I	3
* BIOL	121L	Lab	1
* BIOL	114	Microbiology for Health Professions	3
*BIOL	114L	Lab	1
ENGL	160	Writing Skills	3
			14

Spring, FRESHMAN YEAR

* CHEM	121	General Chemistry	3
*CHEM	121L	Lab	1
*BIOL	122	Anatomy & Physiology II	3
*BIOL	122L	Lab	1
SOC	211	Intro Sociology	3
PSYC	211	General Psychology	3
PHIL	113	Intro to Philosophy	3
			17

FALL, SOPHOMORE YEAR

NURS	250	Introduction Nursing Concepts	3
NURS	253	Health Assessment	3
NURS	253L	Lab	0
LANG	*	Language (1)	3
♣ MATH	155	Statistics	3
ENG	180	World Literature	3
			15

SPRING, SOPHOMORE YEAR

NURS	252	Foundations of Nursing Practice	6
NURS	252C	Clinical	0
NURS	252L	Lab	0
NURS	254	Pharmacology I	1
RST	112	Modern Belief	3
LANG	*	Language (2)	3
***	***	Elective	1
			14

FALL, JUNIOR YEAR

NURS	350	Nursing Practice for the Adult Health I	6
NURS	350C	Clinical	0
NURS	353	Introduction to Nursing Research	3
NURS	354	Pharmacology II	1
HIST	***	Global	3
PHIL	***	Philosophy Elective (>100)	3
			16

SPRING, JUNIOR YEAR

NURS	351	Nursing Practice for Adult Health II	6
NURS	351C	Clinical	0
NURS	352	Behavioral Health Nursing	3
NURS	352C	Clinical	0
NURS	355	Pharmacology III	1
ENG	***	English Elective (>300)	3
RST	***	Religious Studies Elective (>200)	3
			16

FALL, SENIOR YEAR

NURS	450B	Nursing Care of the Childbearing Family	3
NURS	450BC	Clinical	0
NURS	450A	Nursing Care of the Childrearing Family	3
NUR	450AC	Clinical	0
NURS	452	Population Focused Care	4
NURS	452C	Clinical	0
FA	***	Fine Arts Elective (Interdisciplinary)	3
			13

SPRING, SENIOR YEAR

NURS	453	Transition to Professional Nursing Practice	3
NURS	455	Nursing Practice for Adult Health III Population Focused care	6
NURS	455C	Clinical	0
NURS	456	Senior Practicum	3
HIST	***	History Elective	3
DEAN	073	CHHS Undergrad Degree Candidacy (Graduation)	0
			15

TOTAL CREDITS 120 / NURSING 55

* - Pre-requisites/ cognates to begin nursing courses

▲ Needs to be completed before NURS353 Research

** If student has completed 4 years of same foreign language in high school, that student can choose to take just one, 3 credit course to satisfy the foreign language requirement. The course however, must be above the 212 level. **Student's not transferring in a college level Math or must take the Math placement test & be successful prior to registering for MATH 155. If not successful, students must register for MATH 095 (course not eligible for graduation) & pass prior to registering for MATH 155.** NOTE: If exempt from a foreign language, student will need to take additional credits to meet 120 credits requirement (minimum for graduation) Updated September 2018 in effect for all students entering Fall 2019 or later.

Marywood University Department of Nursing LPN to BSN (For students admitted prior to Fall 2020)

Fall Year One

PHIL	113	Intro to PHIL	3cr
PSY	211	General PSY	3cr
NURS	200	Bridge Course	3cr
ENGL	160	Writing Skills	3cr
UNIV	100	Living Responsible in an Indep World (except if transfer)	<u>1cr</u>
			13cr

Spring Year One

RST	112	Modern Belief	3cr
ENGL	180	World Lit	3cr
NURS	253	Assessment	3cr
HIST	***	Global History	<u>3cr</u>
			12cr

Fall Year Two

NURS	452	Community	4cr
NURS	452C	Clinical	0cr
▲MATH	155	Statistics	3cr
**LANG	(1)	Language (1)	3cr
SOC	211	Intro to Sociology	<u>3cr</u>
			13cr

Spring Year Two

NURS	352	Psychiatric Mental Health	5cr
NURS	352C	Clinical	0cr
NURS	455	Med/Surg III	5cr
NURS	455C	Clinical	0cr
ENGL	>300	English(any above >300)	3cr
**LANG	(2)	Language (2)	<u>3cr</u>
			16cr

Fall Year Three

NURS	451	Research	3cr
FA	***	Fine Arts Elective	3cr
HIST	***	History Elective	3cr
RST	>200	Religion (any above >200)	<u>3cr</u>
			12cr

Spring Year Three

PHIL	>100	Philosophy(any above>100)	3cr
NURS	453	Prof Prep	2.5c
NURS	456	Internship	2.5c
DEAN	073	CHHS Undergrad Degree Candidacy (Graduation)	<u>0cr</u>
			8cr

Advance Standing Credit: LPN students enrolled in Marywood University BSN program may receive advanced standing credits for the following course:

-NURS 252	Fundamentals	<u>6 credits</u>
		6 credits

Challenges: LPN students may choose to challenge by examination, the following courses:

Nursing:

-NURS 350	Med/Surg I	7 credits
		credits
-NURS 351	Med/Surg II	7 credits
		credits
-NURS 450	Nursing Care Childbearing/ Childrearing Families	<u>7 credits</u>
		<u>4 credits</u>

Cognates:

*Anatomy and Physiology (NLN)	8
*Microbiology (NLN)	4
*Nutrition (NLN)	3
*Chemistry (CLEP)	

21 credits **19**

credits

Total credits by challenge/advance standing = 40 credits

Credits by advanced standing = 6 credits

Total: 46 credits

NOTE: Curricular revision may affect course offerings and credit allocation. Student's not transferring in a college level Math must take the Math placement test & be successful prior to registering for MATH 155. If not successful, students must register for MATH 095 (course not eligible for graduation) & pass prior to registering for MATH 155.

Total credits 120

Nursing credits 55

*Cognate courses "B" or better is necessary & needs to be completed before NURS 200 Bridge course
 ▲Needs to be completed before NURS 451 Research **If student has completed 4 years of same foreign language in high school, that student can choose to take just one, 3 credit course to satisfy the foreign language requirement. The course however, must be above the 212 level.

NOTE: If exempt from University 100 (1 credit) or a foreign language, student will need to take additional credits to meet 120 credits requirement (minimum for graduation).

Updated July,2016

Marywood University Department of Nursing LPN to BSN

<u>Fall Year One</u>				<u>Spring Year One</u>			
NURS	200	Bridge Course	3cr	NURS	254	Pharmacology I	1cr
NURS	253	Health Assessment	3cr	NURS	352	Behavioral Health Nursing	3cr
NURS	253L	Health Assessment Lab	0cr	NURS	352C	Clinical	0cr
ENGL	160	Composition and Rhetoric	3cr	▲MATH	155	Statistics	3cr
PHIL	113	Intro to PHIL	3cr	RST	112	Modern Belief	3cr
PSY	211	Psychology	3cr	SOC	211	Intro to Sociology	3cr
			15cr				13cr
<u>Fall Year Two</u>				<u>Spring Year Two</u>			
NURS	353	Nursing Research	3cr	NURS	355	Pharmacology III	1cr
NURS	354	Pharmacology II	1cr	NURS	455	Nursing Practice for the Adult Health III	6cr
HIST	***	History Core	3cr	NURS	455C	Clinical	0cr
LANG	(1)	Language (1)	3cr	PHIL	*	PHIL Core	3cr
Core	***	Core Elective	3cr	**LANG	(2)	Language (2)	3cr
			13cr				13cr
<u>Fall Year Three</u>				<u>Spring Year Three</u>			
NURS	452	Population Focused Care	4cr	NURS	453	Transition to Professional Nursing Practice	3cr
NURS	452C	Clinical	0cr	NURS	456	Senior Practicum	3cr
ART	***	Art Core	3cr	Core	***	Core Capstone	3cr
**LANG	(3)	Language (3)	3cr	ENGL	**	English Core	3cr
RST	***	RST Core	3cr				
			13cr				12cr

Advance Standing Credit: LPN students enrolled in Marywood University BSN program may receive advanced standing credits for the following course:

- NURS 252 Foundations of Nursing Practice 6 credits
- 6 credits

Challenges: LPN students may choose to challenge by examination, the following courses:

Nursing:

- NURS 350 Nursing Practice for the Adult Health I 6 credits
- NURS 351 Nursing Practice for the Adult Health II 6 credits
- NURS 450B Nursing Care of the Childbearing Family 3 credits
- NURS 450A Nursing Care of the Childrearing Family 3 credits

18 credits

Cognates:

- *Anatomy and Physiology (NLN) 8 credits
- *Microbiology (NLN) 4 credits
- *Nutrition (NLN) 3 credits
- *Chemistry (CLEP) 4 credits

19 credits

Total credits by challenge = **37 credits**

Credits by advanced standing = 6 credits

Total: **43 credits**

NOTE: Curricular revision may effect course offerings and credit allocation. Student's not transferring in a college level Math must take the Math placement test & be successful prior to registering for MATH 155. If not successful, students must register for MATH 095 (course not eligible for graduation) & pass prior to registering for MATH 155.

Total credits 122

Nursing credits 55

*Cognate courses "B" or better is necessary & needs to be completed before NURS 200 Bridge course ♠Needs to be completed before NURS 353 Research

** NOTE: If exempt from a foreign language, student will need to take additional credits to meet 120 credits requirement (minimum for graduation).

Updated March 2020

**Marywood University
Department of Nursing
RN to BSN**

Fall Year One

PHIL	113	Intro to PHIL	3cr
PSY	211	General PSY	3cr
ENGL	160	Composition and Rhetoric	3cr
RST	112	Modern Belief	3cr
			12cr

Spring Year One

SOC	211	Intro Sociology	3cr
HIST	***	History Core	3cr
ENGL	***	English Core	3cr
PHIL	***	Philosophy Core	<u>3cr</u>
			12cr

Fall Year Two

**LANG	(1)	Language (1)	3cr
RST	***	RST Core	3cr
ART	***	Art Core	3cr
<u>NURS</u>	<u>253</u>	<u>Health Assessment</u>	<u>3cr</u>
<u>NURS</u>	<u>253L</u>	<u>Health Assessment Lab</u>	<u>0cr</u>
			12cr

Spring Year Two

**LANG	(2)	Language (2)	3cr
♠ MATH	155	Statistics	3cr
Core	***	Core Elective	3cr
			9cr

Fall Year Three

<u>NURS</u>	<u>353</u>	<u>Research and Evidence Based Practice</u>	<u>3cr</u>
NURS	452	Population Focused Care	4cr
NURS	452C	Clinical	0cr
**LANG	(3)	Language (3)	3cr
			10cr

Spring Year Three

<u>NURS</u>	<u>456</u>	<u>Senior Practicum Core</u>	<u>3cr</u>
<u>Core</u>	<u>***</u>	<u>Core Capstone</u>	<u>3cr</u>
			<u>6cr</u>

Challenge: RN students may choose to challenge, by examination, the following courses:

*Anatomy & Physiology (NLN)	8 credits
*Microbiology (NLN)	4 credits
*Nutrition (NLN)	3 credits
*Chemistry (CLEP)	<u>4 credits</u>
19 credits	

Advanced Standing: RN students may receive advanced standing credit for the following courses:

NURS 250	Concepts	3 credits	NURS 352	Behavioral Health	3 credits
NURS 252	Foundations	6 credits	NURS 450B	OB	3 credits
NURS 350	Adult Health I	6 credits	NURS 450A	Peds	3 credits
NURS 351	Adult Health II	6 credits	NURS 455	Adult Health III	6 credits
NURS 453	Transition to Practice	3 credits	NURS 254	Pharm I	1 credit
NURS 354	Pharm II	1 credit	NURS 355	Pharm III	1 credit
					Total
					42 credits

Total credits by challenge/advanced standing = 58 credits

NOTE: Curricular revision may affect course offerings and credit allocation.

Total credits 122

Nursing credits 55

*-Cognate courses "B" or better is necessary & needs to be completed before NURS 251

♠Needs to be completed before NURS 351 Research

*Cognate courses "B" or better is necessary & needs to be completed before NURS 200 Bridge course
♣Needs to be completed before NURS 353 Research **If student has completed 4 years of same foreign language in high school, that student can choose to take just one, 3 credit course to satisfy the foreign language requirement. The course however, must be above the 212 level. NOTE: If exempt from a foreign language, student will need to take additional credits to meet 120 credits requirement (minimum for graduation).
Updated March 2019

R.N. Student Clinical Practice Policy

The R.N. student will be scheduled for clinical experience (Level III) in institutions/settings OTHER THAN those in which they are currently employed.

PRACTICE AND LICENSURE FORMS

Appropriate forms are provided to the senior nursing student. The Temporary Practice Permit allows a graduate to practice until notification by the State Board as to the results of the NCLEX-RN licensure examination. A fee is required. This fee is the students' responsibility. **NOTE: In some states Temporary Practice Permits are not available.**

NCLEX-RN licensure: Appropriate licensure forms are completed by senior nursing students.

RECORD SYSTEM/STUDENT'S RIGHTS STUDENT ACCESS TO THEIR OFFICIAL RECORDS

Buckley Amendment

The "Family Educational Rights and Privacy Act", known as the "Buckley Amendment", basically states that post-secondary student has the right to review their records (except

references submitted in confidence, health records and parents financial statements) to challenge the content in error, and to be assured of complete confidentiality in all matters pertaining to their records.

Student Financial Aid Records are kept in a separate file.

Health Records are maintained in the Student Health Service Department of Marywood University.

Counseling Records are kept in the office of Marywood University Counseling Service.

CONFIDENTIALITY STATEMENT

A nursing student comes in contact with personal information regarding a client's health history during the course of his/her clinical experiences. All information related to client should be kept confidential outside of the educational setting.

Confidential information includes, but is not limited to, patient identity, test results, diagnoses, prognoses, treatments and results thereof, discussions regarding any of the above, any part of a written record, and any observations made in the course of one's nursing education.

HIPAA Training Handbook for the Nursing/Clinical Staff

All nursing students are required to take a Moodle HIPAA course and successfully pass with an 80%. Students will be notified when the Moodle HIPAA test is available on line and will be given directions for accessing the test.

Overview: What is HIPAA?

What is HIPAA and what does it govern?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a multifaceted piece of legislation covering three areas:

1. Insurance portability
2. Fraud enforcement (accountability)
3. Administrative simplification (reduction in health care costs)

The first two components of HIPAA, portability and accountability, have been put into effect.

Portability ensures that the individual moving from one health plan to another will have continuity of coverage and will not be denied coverage under pre-existing-condition clauses.

Accountability significantly increases the federal government's fraud enforcement authority in many different areas.

The third component, **administrative simplification**, is arguably the most significant part of the legislation, and is the focus of this booklet.

Administrative simplification received little attention when the law was first enacted because its implementation date was later than the other two components'. But today, two of its rules, privacy and security, are generating much discussion and debate in the health care community. The debate stems from the administrative, technical, and policy changes that the rules require health care organizations to make to protect their patients' privacy and the confidentiality of protected health information (PHI).

HIPAA's privacy and security regulations punish individuals or organizations that fail to keep patient information confidential. Until these regulations were enacted, there was no federal framework to protect patient information from being exploited for personal gain. Now, the Office for Civil Rights, in the Department of Health and Human Services, has been charged with enforcing the HIPAA privacy rule.

Protecting privacy

The privacy regulation

The privacy component of HIPAA protects individually identifiable health information that is transmitted or maintained in any form by covered entities. The regulations were published in the *Federal Register* on December 28, 2000.

Individually identifiable information is any information, including demographic information, that identifies an individual and meets any of or all of the following criteria:

Is created or received by a health care provider, health plan, employer, or health care clearinghouse

Relates to the past, present, or future physical or mental health or condition of an individual

Describes the past, present, or future payment for the provision of health care to an individual

It's important to note that HIPAA's privacy regulation is not limited to health information maintained or transmitted electronically, but covers information written on paper or spoken.

Confidential Information

What makes information identifiable?

Any information that might identify someone is called individually identifiable information under HIPAA. Elements that make information individually identifiable include the following:

Names

Addresses

Employers

Relatives' names

Dates of birth

Telephone and fax numbers

E-mail addresses

Social Security numbers

Medical record numbers

Member or account numbers

Certificate numbers
Voiceprints
Fingerprints
Photos
Codes
Any other characteristics, such as occupation, which may identify the individual

Essentially, individually identifiable information is anything that can be used to identify a patient. Releasing any of this information for other than permissible purposes is a violation of the HIPAA privacy regulation.

The student will verify that he/she has reviewed the current HIPAA information by signature.

Health Insurance Portability and Accountability Act (HIPAA) Training Policy

Rationale: In order to be in compliance with the HIPAA policies of the many and varied clinical sites that our students will attend, it is proposed that a formalized training policy be developed. Therefore, if a clinical site requests documentation of HIPAA training, it can be substantiated with standardized documentation.

Training Outline: The training will be required for every nursing student who will be completing any education at a clinical site. The training will consist of three parts; completion of the online course as offered by the US Department of Health and Human Services, formal classroom instruction, and any training offered by the specific clinical site.

Part 1:

- Formal classroom instruction
- NURS 250 has been designated as the course in the curriculum to include formal instruction of HIPAA compliance, prior to the student transitioning onto clinical rotations. Each student must sign a contract stating that they will follow HIPAA regulations while on clinical rotations.

Part 2:

- Clinical training site instruction
 - The nursing student will need to complete any HIPAA training offered by the clinical site(s) and be given that facility's specific HIPAA policy. The student will need to have certification signed by a preceptor stating they have completed the site specific training or that no such training is offered by the individual site (s).

Part 3:

- A one time HIPAA ATI Training Module to be completed upon entry into the program. You will receive specific instructions from your course instructor.

VI. RIGHTS RESERVED

RIGHTS RESERVED

Marywood University Department of Nursing reserves the right to:

- Change requirements for Admission, Progression and Graduation as outlined in this bulletin.
- Change arrangements, scheduling and content of courses.
- Determine books and outlines used.
- Formulate school regulations and policies affecting students.

All changes in existing school policies will be communicated to the students before they become effective. The student is expected to be in compliance with current policies, as they become effective.

The materials and information presented in this 2018-2019 *Student Handbook* are to be considered as an agreement between the student and the Department of Nursing.

DEPARTMENTAL RIGHTS

The Department of Nursing reserves the right to develop the criteria for admission into the department. It is the responsibility of the student to read the Marywood University catalog and to seek consultation with the Department of Nursing if questions arise. In addition, academic advisement must be sought before each registration.

The policies for progression in academic standing, retention, dismissal, and graduation may be different for the Department of Nursing than for all other undergraduate departments of the University as published in the University catalog.

VII. PROHIBITIVE OFFENSES

PROHIBITIVE OFFENSES CONTAINED IN ACT 14 OF 1997

(CHRI.001)

Offense Code	Prohibitive Offense	Type of Conviction
CC2500	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft 1	Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking 1	Felony or 2 Misdemeanors
CC3922	Theft by Deception 1	Felony or 2 Misdemeanors
CC3923	Theft by Extortion 1	Felony or 2 Misdemeanors
CC3924	Theft by Property Lost 1	Felony or 2
Misdemeanors		
CC3925	Receiving Stolen Property 1	Felony or 2 Misdemeanors
CC3926	Theft of Services 1	Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit 1	Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle 1	Felony or 2 Misdemeanors
CC3929	Retail Theft 1	Felony or 2 Misdemeanors
CC3929.1	Library Theft 1	Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets 1	Felony or 2
Misdemeanors		
CC3931	Theft of Unpublished Dramas or Musicals 1	Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties 1	Felony or 2 Misdemeanors
CC3933	Unlawful Use of a Computer 1	Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Document by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene and Other Sexual Materials to Minors	Any
CC5903D	Obscene and Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any

CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS13A36	Illegal Sale of Non-Controlled Substance	Felony
CS13A37	Designer Drugs	Felony

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