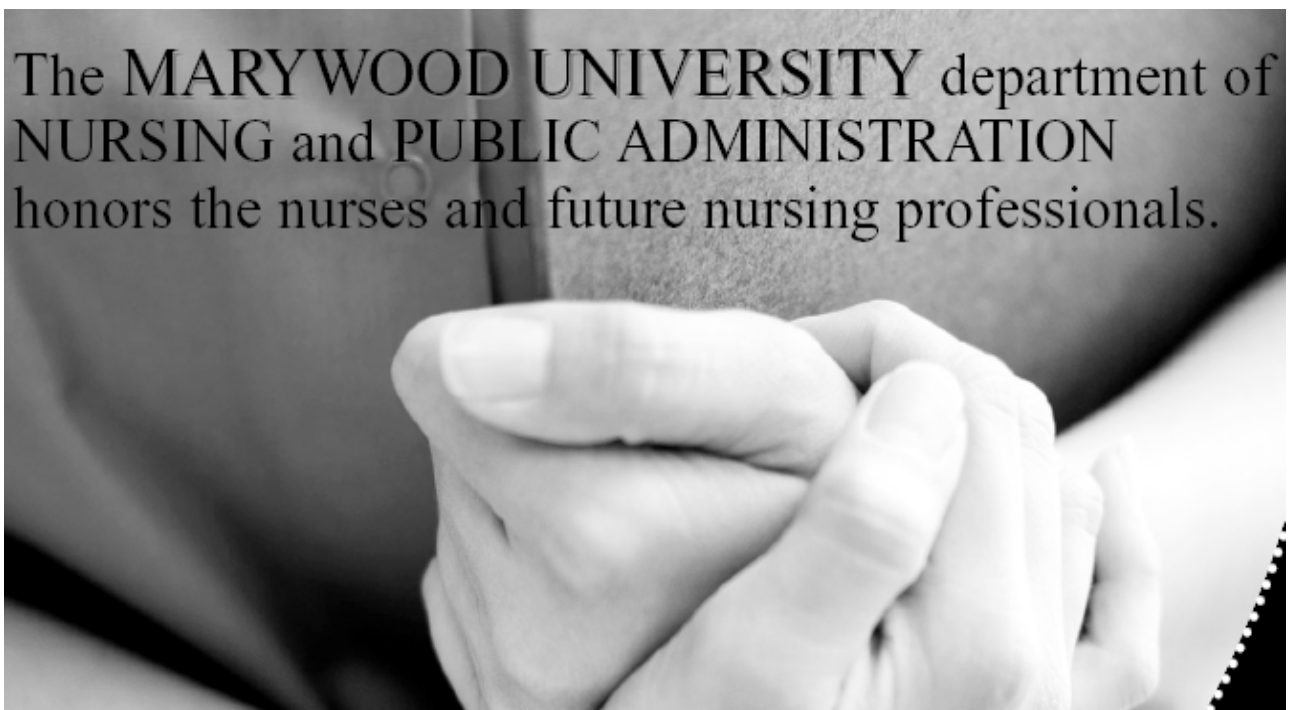


MARYWOOD UNIVERSITY

**DEPARTMENT OF NURSING AND
PUBLIC ADMINISTRATION**

**UNDERGRADUATE NURSING STUDENT
HANDBOOK 2009**



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Revised 6/09

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I. INTRODUCTION

This program has been accredited by the.
National League for Nursing Accrediting Commission (NLNAC)
Inquiries may be made at:
NLNAC
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
Phone: 800-669-1656

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

The Faculty

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. Inquires should be directed to: Coordinator of Act 504, Marywood University, Scranton, PA 18509, Phone: (570) 348-6211, Ext. 2330.

II. INFORMATION ABOUT THE NURSING PROGRAM

A.

PHILOSOPHY OF THE NURSING PROGRAM

The philosophy of the faculty of the Nursing Program concerns the interrelationships among people, health, nursing, education and the environment.

PEOPLE

Each person is a God-created, bio-psycho-social-spiritual being, accepted as worthy by Christ and imbued with an immortal spirit. People, having a variety of basic human needs, make choices about actions that will meet these needs. Age, sex, ethnicity, culture, and religion influence the choices people make. The actions of society, as an organized group of people joined together by some interest in common, are also influenced by these factors.

HEALTH

Each person enjoys a personally identified quality of life, which is termed "health". Each, responding in a unique way to actual and potential problems related to health, changes and adapts constantly, yet develops in predictable ways through growth and through personal choices of actions. An individual's actions to promote health emerge as patterns.

Health may also be viewed as occurring on a continuum, from wellness to illness. Individuals and groups are always at some constantly shifting point on this continuum.

Health care is the promotion, maintenance and restoration of client well being in a cooperative community; it is person oriented and is primarily concerned with promoting the quality of life desired by the client.

NURSING

Nursing forms a major component of the health care provided within society. The domain of nursing encompasses those aspects of health care, which assist a client to identify human responses to health problems, and to alleviate those problems.

Nursing is the diagnosis and treatment of human responses to actual and potential health problems. This service meets those health care needs of society, which relate to prevention of illness, promotion of health, and care during illness. Illness care includes maintenance of health, rehabilitation and care of the dying. Nursing occurs wherever clients seek nursing care - in hospitals, extended care facilities, clinics, industry, prisons, and in the community.

The client of the nurse may be an individual or a group. A client group may be a family, an aggregate of individuals, or a community.

Professional nursing involves two primary relationships. The first is the relationship between the nurse and the client. The second is the relationship between the nurse and others, including colleagues and the public.

Deriving from these primary relationships, the major roles of professional nursing in society are those of practitioner of nursing and leader of the profession. In the role of practitioner, the nurse prevents illness, promotes health and provides care. The problem-solving approach used by the discipline to accomplish these aims, the nursing process, involves assessment, diagnosis, planning, implementation and evaluation.

The nurse assesses a client's health care patterns and ability to adapt to stress. Using diagnostic parameters provided by professional consensus, the nurse diagnoses those human responses to health problems, which are amenable to nursing intervention.

With client participation whenever possible, and with appropriate collaboration with other health care providers, the nurse develops a plan of care. This plan identifies specific health care needs of the client which may be met by the nurse, sets goals and measurable objectives, states outcome criteria, and identifies strategies of care to be carried out by or under the direction of the nurse. The plan represents a legal and ethical contract between client and nurse. The nurse implements the plan by taking action of by delegating tasks to other health care providers. The effectiveness of the various actions in meeting client goals and objectives in a cost-effective manner is evaluated. Results of the evaluation are communicated to appropriate persons in a timely manner through verbal, written and electronic means.

The role of the leader in the profession derives from the professional status conferred upon nursing by society. As a leader in the profession, the nurse sets standards for practice and management, assures that educational needs of nurses and clients are addressed, advocates quality health care for clients, and promotes the goals of the profession.

Attributes of the nurse include behaviors that reflect attitudes and personal qualities indicative of a commitment to those values congruent with the ethical practice of nursing. Essential values include altruism, equality, aesthetics, freedom, human dignity, justice and truth.

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 in both, and both actively move toward their goals.

ENVIRONMENT

The metaparadigm concept of environment views the individual as a social, cultural entity interacting with others in dynamic, complex, and multidimensional contexts. Environment may include families, communities, and national and global conditions that affect a persons health, including the settings in which nursing and education occur.

Societal behavior, existing within the environment, is characterized by a shared humanity of diverse cultural values, beliefs, patterns and habits impacting individuals and groups and in turn affecting the environment. The nursing faculty of Marywood University views the reciprocal relationship of dynamic internal and external conditions between

persons and the environment as integral to the identification of health needs and the promotion of personal growth and development.

EDUCATION IN NURSING

Baccalaureate Program

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 objectives.

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.

Students study 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. They use knowledge of economic and political factors to take, support and advocate positions on health policy issues. They study aspects of law and ethics to become safe, ethical practitioners of nursing.

Students apply knowledge of the history of women and men general and of the history of women and of the nursing profession in particular, to positively influence the health of clients and of society. They learn to use knowledge of research findings in clinical practice, to formulate significant research questions and to participate in the research activities of the profession. They learn to work as productive members of organizations and to analyze the work of nursing as it occurs in various organizations.

Faculty provides opportunities for students 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. All students are respected as adult learners. 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.

GOALS

The baccalaureate program in nursing prepares the graduate to be competent in using nursing knowledge and skills to carry out the professional responsibilities of a beginning nurse in a variety of settings. The program also prepares the graduate for advanced study in nursing and for continuing personal and professional development.

Opportunities are provided for the student to apply academic background in the liberal arts and sciences to the theory and practice of the discipline of nursing. Essential human values are emphasized and practical application of the nursing process is stressed. The student applies knowledge of the law and of legislation in caring for client, and learns to communicate effectively with clients, colleagues and the public.

Those skills needed to provide nursing care are practiced in a modern, well-equipped laboratory, as well as with clients in the clinical area. The ability to think critically is stressed, as are the leadership roles of the nurse as manager of client care, client advocate, educator and member of the profession. The student is expected to use reports of published research in improving clinical practice. Clinical experiences are designed to provide a wide variety of experiences with clients in many health care settings.

B.

**NURSING PROGRAM
ORGANIZING FRAMEWORK FOR THE CURRICULUM**

The practice of professional nursing may be viewed as having two major components, or interactional systems; the nurse-client system and the nurse-other system. The client of nursing is an individual, family, aggregate or community. The "other", in the nurse-other system includes colleagues, the public, and the health-care workers whom the nurse supervises.

Both systems require the nurse to develop ability to:

1. use the nursing process
2. acquire and select an information base
3. acquire values, attitudes and personal qualities
4. practice legally and promote change in legislation
5. communicate effectively
6. think critically
7. practice certain required psychomotor skills
8. act as a leader
9. use the results of research in clinical practice

Each of the two systems, however, demands a different approach to the nine listed requirements. Students are, for example, expected to acquire different types of knowledge in order to be effective in a nurse-client interaction than they acquire for effective interaction with co-workers or with the public. These types of knowledge, while different, are complementary and are presented in such a manner within the curriculum that students learn to expect and to seek, information related to both interactional nursing systems.

The nine requirements above are formed into program goals, and are addressed at each of the three levels of progression through the nursing curriculum. Each may be viewed as both a progressive and a pervasive thread within the curriculum, in that each is addressed in every nursing level and increasing sophistication is expected of the student in meeting objectives related to the requirements.

C. PROGRAM OBJECTIVES:

Undergraduate Program: Program and level objectives flow from the philosophy and organizing framework.

Undergraduate Program Objectives:

1. Effectively use the nursing process to diagnose and treat actual and potential health problems of clients in a variety of health care settings.
2. Base professional decisions on rationale derived from knowledge of the liberal arts and sciences as well as from nursing arts and science from a regional, national and global perspective.
3. 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.
4. Use knowledge of law, legislation and legal process in personal practice and in advocacy for improved health care.
5. Communicate effectively in the various interactions required of a beginning professional nurse.
6. Use psychomotor skills, which are expected of a beginning professional nurse.
7. Make decisions about clinical practice, which are expected of a beginning professional nurse.
8. Exhibit, in a variety of nursing roles, leadership expected of a beginning professional nurse and a liberally educated person.
9. Utilize evidence based decisions expected of a beginning professional nurse and a liberally educated person.

D.**LEVEL I OBJECTIVES**

1. Begin to use the nursing process to provide care, to prevent illness, and to promote the health of individual clients experiencing chronic and acute health problems.
2. Acquire certain necessary knowledge of the content and processes of a wide variety of academic disciplines as an initial understanding of nursing.
3. Acknowledge responsibility as a professional nurse student for identifying those values, attitudes and beliefs held by self and clients, including those beliefs that reflect moral values and diversity.
4. Identify legal constraints placed by society on the practice of nursing.
5. Demonstrate beginning ability to use verbal, non-verbal, written and electronic means to communicate with teachers, clients and colleagues.
6. Exhibit acceptable performance in those basic psychomotor skills needed to care for individuals.
7. Identify elements of critical thinking and problem-solving process that are necessary to use in making decisions about the care of individual clients.
8. Describe those aspects of leadership in nursing related to advocacy, management, education, and membership in the profession.
9. Identify the uses of evidence based research in the discipline of nursing.

LEVEL II OBJECTIVES

1. Effectively use the nursing process to provide care, to prevent illness, and to promote the health of individual and family clients experiencing acute health problems or developmental crisis.
2. Use an enlarging information base concerning persons, health, nursing, society and learning in the provision of care to individuals and families.
3. Accept responsibility as a professional nurse student for applying, within the nursing process, knowledge of the values, attitudes and beliefs of diverse individual and family clients.
4. Apply knowledge of the law to evaluate client care provided by self and others.
5. Communicate effectively -- using verbal, non-verbal, written and electronic means-- with teachers, clients and colleagues.
6. Demonstrate psychomotor skills needed to care individuals who are experiencing acute health problems and developmental crises.

7. Use critical thinking and problem-solving to make decisions concerning the nursing care of individuals and families who are experiencing developmental crises and acute health problems.
8. Participate in activities, which support the advocacy, management, education, and professional membership functions of the profession.
9. Use pertinent information from reports of evidence based research in nursing and other disciplines to make decisions concerning the care of individuals and families.

LEVEL III OBJECTIVES

1. Effectively use the nursing process to provide care, to prevent illness, and to promote the health of individual, family, group and community clients experiencing a wide range of health problems, including those of chronic and acute illness and health crises.
2. Use a continually enlarging knowledge base in the liberal arts and sciences as well as nursing arts and science to make decisions regarding clients and nursing.
3. Demonstrate in attitudes, personal qualities and professional behaviors the essential values of altruism, equality, esthetics, freedom, diversity, human dignity, justice and truth.
4. Apply knowledge of the law, legislation and legal process in providing care and in managing the care of clients.
5. Communicate effectively using verbal, non-verbal, written and electronic means with teachers, clients, colleagues and public.
6. Demonstrate psychomotor skills which are needed by a beginning professional nurse to care for individuals who are experiencing complex health problems and health crises.
7. Effectively use critical thinking and problem solving to make decisions concerning the management of the nursing care of individual clients and groups who are experiencing a wide variety of complex health problems and health crises.
8. Exhibit leadership in the profession, as manager of client care, client advocate, educator, and member of the profession.
9. Use research skills to analyze reports of evidence based research and to design a study that would answer questions of concern to professional nurses.

E.

DEGREE REQUIREMENTS

The nursing program consists of 127 credits, 55 of which are nursing credits. Completion of the program is evidenced by completing, at Marywood University, the senior level courses (NURS 450, 451, 452, 453, 455, and 456.) The student must obtain 60 credits at Marywood University.

The student must obtain a primary QPA of 2.5 their freshman year and a primary QPA of 2.75 for their sophomore year to senior year. If student does not achieve a primary QPA of 2.5 during their freshman year they will be dismissed from the program. For sophomore, junior, and senior students a primary QPA of 2.75 is required to progress in the program. For fall semester sophomore students only, who receive between a 2.5 and 2.75 a one semester probationary period is allowed. If a student does not achieve a 2.75 at the end of the spring semester of their sophomore year they will be dismissed from the program. Juniors and senior nursing students must maintain a primary QPA of 2.75 to continue in the program. No probationary period will be allowed for junior and senior students. Junior and senior nursing students who fail to maintain a 2.75 will be dismissed from the program.

Courses in the Nursing major must be scheduled in their proper sequence. This requires nursing faculty advisement before each registration period.

A minimum of a 2.00 QPA is required in the liberal arts courses not designated as cognate courses. In addition, the student must obtain a 2.0 (“C”) or better in each course designate as a cognate course, and in each nursing course. Students who do not achieve a satisfactory grade in a nursing or cognate course may repeat one nursing or cognate course one time only, space permitting. **Students who fail two cognate or nursing courses below a 2.0 (“C”) will be dismissed from the nursing program. For cognate courses with a class and lab requirement the grade for the class and lab will be averaged to determine grade.**

	Major	Cognates	Core	Competencies	Electives	To Graduate
Nursing	55	28	32	6	6	127

Note: Students must achieve an 800 or better on HESI exit exam in their senior year or licensure paperwork will not be signed. Remediation will be provided at a cost.

The Pennsylvania State Board of Nursing has granted approval to this program. In addition, the program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Upon graduation with the Bachelor of Science in nursing degree, graduates not previously licensed to practice nursing will be eligible to apply to take the registered nurse licensure examination.

F.

ADMISSION REQUIREMENTS

Basic Requirements for Admission to Marywood University:

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

1. an official high school and/or University transcript with an indication of class rank and/or QPA.
2. a recommendation from the high school principle or guidance counselor.

3. a character reference.
4. the Scholastic Aptitude Test of the University Entrance Examination Board or ACT.

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

1. be admitted to Marywood University in the Nursing Major by direct admission or by taking an Pre- RN entrance examination and achieving a satisfactory score as determined by the nursing faculty.
2. be in reasonably good health and have the physical ability to perform in the nursing profession in the customary ways.
3. complete the following cognate courses or their equivalent, with a minimum of "C" or better and with a 2.5 QPA or better before taking upper division nursing courses.

BIOL 121, 122	Anatomy & Physiology	4,4
BIOL 114	Microbiology	4
CHEM 121	Principles of Chemistry	4
ND 112	Nutrition	3
PSY 211	General Psychology	3
SOC 211	Intro to Sociology	3
PHIL 113	Intro to Philosophy	3
COMM 101	Dynamics of Speech Comm	1
ENGL 160	Writing Skills	3

One additional cognate course is required; this may be taken concurrently with nursing courses. This is:

MATH 216	Statistics	3
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NOTE: The cognate courses fulfill many of the liberal arts requirements for the nursing major.

The following is the grading system of the nursing Department:

Grading System of the Nursing Department and QPA equivalencies

A	=	4.00 (97-100)
A-	=	3.67 (93-96)
B+	=	3.33 (89-92)
B	=	3.00 (85-88)
B-	=	2.67 (81-84)
C+	=	2.33 (77-80)
C	=	2.00 (73-76)
C-	=	1.67 (69-72)
D+	=	1.33 (65-68)

D	=	1.00 (61-64)
F	=	0.00 (< 61)
F*	=	0.00 walked away failing

Clinical Courses:

Each clinical Nursing Course contains the following:

- Minimum 700 NCLEX Questions is required.
- 90% of testing will be objective
- HESI Exam will account for 15% of the final grade in selected courses
- A medication calculation exam will be given in all clinical classes. The student's first score is worth 10% of their class grade. A ninety (90%) or better is required to pass the clinical portion of the class and move onto another clinical sequenced course. If you do not receive 90% you must retake the test until 90% or greater is achieved. The maximum amount of retakes is 2. If you do not get 90% or > by the 3rd time you take the test, you will fail clinical and thus the class with an "F". You will be required to repeat the nursing course if eligible by department Admission, Progression and Graduation (APG) Committee.

G.

**MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING & PUBLIC ADMINISTRATION
COURSES NEEDED TO GRADUATE**

UNIV 100	Freshman Seminar	2
RST 112	Modern Belief and Unbelief	3
RST 200 or above	Elective	3
PHIL 113	Intro	3
PHIL	Elective	3
MATH 216	Statistics	3
BIOL 121&L	Anatomy and Physiology 1	4
BIOL 122&L	Anatomy and Physiology 2	4
BIOL 114&L	Microbiology	4
CHEM 121&L	Principles of Chemistry 1	4
ND 112	Nutrition	3
PSYC 211	General Psych	3
*PSYC 251	Developmental Psych (recommended as a University elective)	3
HIST 100 or 101	Roots or Peoples	3
HIST	Global/Interdisciplinary	3
SOC 211	Intro to Sociology	3
ENGL 160	Writing	3
ENGL 180	World Literature	3
ENGL (Any number above 301)	Elective	3
F AR	Elective	3
COMM 101	Speech	1
P ED	Wellness (need to take first)	1
P ED	Skill Area (waived for 1 full year in team sports)	1
FLAN	Elective (Span, French)	3
FLAN	Elective (Span, French)	3
NURS 250	Concepts	3
NURS 251	Health and Wellness	2
NURS 252	Fundamentals	6
NURS 253	Health Assessment	3
NURS 350	Medical Surgical Nursing I	7
NURS 351	Medical Surgical Nursing II	7
NURS 352	Psychiatric Mental Health Nursing	4
NURS 450	Nursing Care of Childbearing/Childrearing Families	7
NURS 451	Research	3
NURS 452	Nursing Care of the Community Client	3
NURS 453	Professional Preparation	2.5
NURS 455	Medical Surgical Nursing III	5
NURS 456	Internship	<u>2.5</u>
	Total Nursing Credits:	<u>55</u>
Total Credits	127	
Nursing Credits	55	

*Not required to graduate, but recommended

H.

FOUR-YEAR PROGRAM PLAN

<u>FALL, FRESHMAN YEAR</u>			<u>FALL, JUNIOR YEAR</u>			
* ND	112	NUTRITION	3	NURS	350 MED/SURG I	7
* BIOL	121	(A&P)	4	PHIL	ELECTIVE (>100)	3
* CHEM	121	GENERAL	4	♠ MATH	216 STAT	3
* ENGL	160	WRITING SKILLS	3	** P ED	SKILL AREA	<u>1</u>
	UNIV 100		<u>2</u>			14
			16			
<u>SPRING, FRESHMAN YEAR</u>			<u>SPRING, JUNIOR YEAR</u>			
* BIO	114	MICRO for Health Prof	4	NURS	351 MED/SURG II	7
* BIOL	122	(A&P)	4	NURS	352 MENTAL HEALTH	4
* SOC	211	SOCIOLOGY	3	R ST	200 (LEVEL OR ABOVE)	3
* PSYCH	211	GENERAL	3	ENGL	(Any number above 301)	<u>3</u>
* PHIL	113	INTRO PHILOSOPHY	<u>3</u>			17
			17			
<u>FALL, SOPHOMORE YEAR</u>			<u>FALL, SENIOR YEAR</u>			
FLAN	(1)	LANGUAGE	3	NURS	450 PEDS/OB	7
NURS	250	CONCEPTS	3	NURS	452 COMMUNITY	3
NURS	251	WELLNESS/HLTH	2	NURS	451 RESEARCH	3
R ST	112	MOD BELIEF	3	F AR	ELECTIVE	<u>3</u>
HIST	100 OR 101	GLOBAL	3		(INTERDISCIPLINARY)	16
ENGL	180	WORLD LITERATURE	<u>3</u>			
			17			
<u>SPRING, SOPHOMORE YEAR</u>			<u>SPRING, SENIOR YEAR</u>			
FLAN	(2)	LANGUAGE	3	NURS	453 PROF PREP (2.5)	2.5
NURS	253	ASSESSMENT	3	NURS	455 MED/SURG III	5
NURS	252	FUNDAMENTALS	6	HIST	Global/Interdisciplinary	3
		COURSE ELECTIVE	3	NURS	456 Internship	<u>2.5</u>
COMM	101	SPEECH	1			13
P ED		WELLNESS	<u>1</u>			
			17			

TOTAL CREDITS 127
NURSING 55

Revised 03/09

* - Pre-requisites to begin nursing courses

** Waived for 1 full year in team sports

♠ Needs to be completed before n451 research

♠* - Cognate courses

I.

SPECIAL FEES

In addition to tuition, there may be clinical nursing courses fees related to achievement testing, and to the high costs associated with extensive, small group supervision and laboratory equipment. The one time technology fee is for a PDA.

Nursing course fees are as follows:

N252	-	\$285.00
N253	-	\$260.00 and \$350.00 Technology fee
N350	-	\$260.00
N351	-	\$160.00
N352	-	\$160.00
N450	-	\$160.00
N452	-	\$160.00
N453	-	\$160.00
N455	-	\$160.00

J.

ADVISEMENT

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

Information on faculty advisement hours is available within the Department of Nursing and Public Administration.

K.

EXTERNSHIPS

Students are strongly encouraged to seek out and secure externship opportunities between the junior and senior year of the nursing program. (Summer)

L.

CLINICAL AGENCIES AND ASSIGNMENTS

Placement of students in clinical facilities is the prerogative of the Course Coordinator with the approval of the department chairperson.

Assignments - Students will be given a course outline for all courses. Tests, papers and projects are evaluated by the instructor within each course. 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 Ethics Policy and Statement of Academic Honesty (pg. 48).

Tardiness - The student must be in the appointed place at the appropriate time. It is suggested that the students be in a clinical facility about 10 to 15 minutes before the assigned time. Disregard for promptness demonstrates a lack of professional responsibility. Repeated tardiness will warrant appropriate action on the part of the instructor.

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

(Health Care Provider) - 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: Basic Life Support for healthcare provider (CPR & AED) from American Heart Association (AHA) or CPR Pro by American Safety and Health Institution (ASHI).

Telephone - 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 discouraged from using cell phones and beepers while on clinical.

Confidentiality - Students are expected to maintain confidentiality of the client at all times and to abide by the ANA Code of Ethics and AACN Essentials of Nursing.

M. SNOW DAYS

Students will follow the University policy for snow days. Canceled classes are announced on several radio stations and on Channel 16 T.V. The student may also call Marywood University Snowline 961-4SNO for updated information. Make up days of clinical practice are arranged by the instructor in cooperation with the facility staff.

N. CHANGE OF NAME/STATUS

Notify the secretary of the Nursing Program and the academic registrar of any change in name, address, phone number or marital status.

O. ADVANCED PLACEMENT

The department is committed to multilevel entry points for registered nurses and licensed practical nurses. Challenge examinations for L.P.N.'s and R.N.'s are available for credit and advanced placement in certain other University courses. There is a fee for each of these examinations, to be paid to the Cashier's Office prior to taking the exam.

Students electing to take these examinations are responsible for obtaining advisement from nursing faculty. They are 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.

Registered nurses, licensed practical nurses, transfer students, part time students, or students with broken 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.

Registered nurses may also be granted selected nursing credits without taking challenge examinations. Guidelines are provided by the Department of Nursing and Public Administration. See your advisor or the department Chairperson for information.

III. STUDENT OPPORTUNITIES

A. HONORS PROGRAM

Opportunities are extended to nursing students to complete the honors program.

Nursing students enrolled in the honors program and seeking the honors degree have the option to take two courses (of the seven (7) 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 those honor students who have completed at least four (4) regular honors courses and plan to write the honors thesis.

The honors program and the Department of Nursing and Public Administration are committed to promoting scholarly excellence.

B. SIGMA THETA TAU INTERNATIONAL

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

The goals/purpose of the Sigma Theta Tau are:

1. to recognize superior achievement.
2. to recognize the development of leadership qualities.
3. to foster high professional standards.
4. to encourage creative work.
5. to 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 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 student 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.

C. SPECIAL AWARDS

1. Nemotko Medal

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

- 1) QPA of 3.0 (overall) and 3.5 (major)
- 2) Active member of the Nursing Association

- 3) Demonstrated leadership ability
- 4) Clinically competent in nursing
- 5) Socially aware of nursing issues and trends
- 6) Participates 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.

2. R.N. Award

The faculty award for excellence is made to a graduating RN student. Criteria are:

- 1) QPA of 3.0 (overall) and 3.5 (major)
- 2) Evidence of leadership and community service
- 3) Clinical competence in Nursing

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

**D. STUDENT NURSES' ASSOCIATION OF MARYWOOD/
STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA/
NATIONAL STUDENT NURSES' ASSOCIATION**

1. CONSTITUTION AND BY-LAWS

**ARTICLE I
NAME**

The name of this association shall be the Student Nurses' Association of Marywood University (SNAM).

ARTICLE II

**PURPOSES AND FUNCTIONS
Section I: LIST OF PURPOSES**

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representatives of fundamental interests and concerns to nursing students.
- C. To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

Section II: LIST OF FUNCTIONS

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.

- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
- G. To promote and encourage collaborative relationships with nursing and health related organizations.
- H. To promote effective and responsible communication between students and faculty in the Nursing Program.
- I. To identify and resolve common areas of concern on campus.

ARTICLE III
2. MEMBERS

Section I: SCHOOL CONSTITUENT

- A. School constituent membership is composed of active or associate members who are of the NSNA and The Student Nurses' Association of Pennsylvania (SNAP).
- B. The Student Nurses' Association of Marywood University (SNAM) shall be composed of at least 15 members from Marywood University or the total school enrollment if less than 15. There shall be only one chapter on this school campus.
- C. For yearly recognition as a constituent, an officer of SNAM shall submit annually the Official Application for the NSNA Constituency Status which shall include the following areas of conformity: purpose and function, membership, dues, and representation.
- D. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given opportunity to be heard.
- E. SNAM is an entity separate and apart from NSNA and its administration of activities, with NSNA and SNAP exercising no supervision or control over these immediate daily and regular activities. NSNA and SNAP have no liability for loss, damages, or injuries sustained by third parties as a result of the negligence or acts of SNAM or the members thereof. In the event, any legal proceedings are brought against NSNA and SNAP, SNAM will indemnify and hold harmless the NSNA and SNAP from any liability.

Section II: CATEGORIES OF CONSTITUENT MEMBERSHIP

Members of the constituent association shall be:

- A. Active members
 - 1) Students enrolled in state approved programs leading to licensure as a registered nurse.
 - 2) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
 - 3) Active members shall have all the privileges of membership.

- B. Associate Members
 - 1) Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
 - 2) Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at a state or national level.

Section III – EXTENSION OF MEMBERSHIP

- A. Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

ARTICLE IV **3. DUES**

Section I -AMOUNT OF ANNUAL DUES

- A. The Annual NSNA dues for active and associate members shall be \$40.00 per member, plus \$10.00 school dues, for a total of \$50.00 payable for the appropriate dues year. The dues calendar year for membership shall be a period of twelve consecutive months and is included annually as a fee on the tuition bill.

Section II – INCORPORATION OF DUES INTO STUDENT TUITION

- A. The annual dues for membership will be incorporated as part of nursing students' tuition at Marywood University.

ARTICLE V **BOARD OF DIRECTORS**

Section I: COMPOSITION

- A. The Board of Directors will consist of: President, President-elect, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary.

- B. The members of the Board of Directors shall not be eligible for the same office for more than two consecutive terms.

Section II: DUTIES OF THE BOARD OF DIRECTORS

- A. The President shall preside at all meetings of this association. He/she shall appoint all committees with the approval of the other officers. He/she shall be ex officio member of all committees except the Nominating Committee. He/she shall perform all other duties pertaining to the office.
- B. The Vice President shall assume the duties of the President in his/her absence. In the event of a vacancy occurring in the Office of President, the Vice-President shall assume the duties of President.
- C. The Recording Secretary shall keep an accurate list of names and addresses of all members, keep accurate minutes of all meetings of this association, preserve all papers, letters, and transactions of the association, notify all officers of their election and committees of their appointment.
- D. The Corresponding Secretary shall keep a correct list of all members and their addresses and conduct all correspondence, post notices of the time and place of all meetings and agendas for each meeting. He/she shall also be chairperson of the Public Relations Committee.
- E. The Treasurer shall receive monetary funds of this association, pay such bills only as shall have been approved by the officers of this association, keep an itemized account of all receipts and disbursements and give a report at all regular meetings of the association.
- F. The President-elect shall serve in an apprentice role to the President, preparing herself/himself to assume the duties of the President the following term.

ARTICLE VI
4. ELECTIONS

Section I: WHO MAY BE AN OFFICER -

- A. All officers must be members in good standing of this organization.

Section II: ELECTION PROCESS

- A. At the March meeting of each year a slate of officers prepared by the Nominating Committee shall be presented by the President to the Membership for vote at the April meeting.
- B. A set of three Tellers will be selected by the membership.
- C. Opportunity shall be given for nominations from the floor.
 - 1. The candidate receiving the highest number of votes (plurality) will be elected.
- 5. Elections will be conducted by ballot; ballots with the names of all nominees will be provided to members.
 - F. Nominations from the floor will be written into the ballot by members before the vote.

- G. Members will circle the name of the nominees they wish to elect.
- H. Folded ballots will be collected and counted by the Tellers.
- I. The results of the election will be announced as soon as results are available.

Section III: CAMPAIGN DATES

- A. The candidates for these offices shall campaign between the March and April meeting of each year.

Section IV: ELECTION DATES

- A. The Board of Directors and Committee Members of this association shall be elected at the April meeting of each year.

**ARTICLE VII
5. FACULTY CONSULTANT**

Section I – APPOINTMENT OF FACULTY CONSULTANT

- A. There shall be one faculty consultant, appointed by the Department of Nursing and Public Administration Chairperson.

**ARTICLE VIII
6. COMMITTEES**

Section I – COMPOSITION OF COMMITTEES

- A. Committees shall be composed of members of the association, and shall report to the membership when requested.

Section II - COMPOSITION OF STANDING COMMITTEES

There shall be at least the following standing committees that shall consist of at least two members each:

- A. Liaison Committee

The function of this committee shall be to inform club members of issues concerning the profession of nursing on national, state, and local levels.

- B. Public Relations Committee

The function of this committee shall be to inform both the campus and community at large of organizations activities.

- C. Nominating Committee

The function of this committee shall be to provide, by no later than the official march meeting of the organization, a list of candidates willing to stand for all offices and committee posts.

Section III: SPECIAL COMMITTEES

There shall be the following special committees, which shall consist of at least two members each:

A. Fund Raising Committee

The function of this committee shall be to establish activities to procure funds for this association.

B. Community Service Committee

The function of this committee shall be to plan and implement selected activities in the community.

Section IV: REPRESENTATION TO COMMITTEES OF THE FACULTY ORGANIZATION

There shall be two representatives elected to the following committees of the faculty organization:

- A. Curriculum
- B. Faculty
- C. Library
- D. Evaluation

The responsibilities of the representatives shall be:

- A. Attend scheduled meetings.
- B. Share committee discussions with members of the association at each monthly meeting.

ARTICLE IX
7. MEETINGS

Section I – REGULAR MEETING DATES

- A. Regular meetings of this association shall be held at the date, time and place decided upon by the association. Regular meeting dates will follow the schedule for Marywood university student/faculty organization meetings.

Section II – SPECIAL MEETINGS

- A. Special meetings may be called by the President.

ARTICLE X
8. EXECUTIVE AUTHORITY

Section I: VESTITURE OF AUTHORITY

- A. The executive authority shall be vested in an executive committee.

Section II: MEMBERSHIP OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the officers of the association, chairpersons of standing committees and the faculty moderator.

ARTICLE XI
9. PARLIAMENTARY AUTHORITY

Section I: RULES TO GOVERN THE MEETINGS

- A. The rules contained in Roberts' Rules of Order, Newly Revised (10th Ed.) shall govern the meetings of this association in all cases in which they are not inconsistent with these bylaws.

ARTICLE XII
10. AMENDMENTS

Section I – RULES GOVERNING AMENDMENTS

- A. These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided the proposed amendments have been made known to all members at least two weeks previous to the meeting.

IV. STUDENT REQUIREMENTS

A.

TECHNICAL STANDARDS FOR ADMISSION, ACADEMIC PROGRESSION, AND GRADUATION IN UNDERGRADUATE AND GRADUATE NURSING PROGRAMS

The goal of the nursing program is to prepare students 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 training 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 training occurs throughout the program and involves considerations (such as patient safety and clinical facilities) that are not present for classroom accommodations. For this reason, applicants and students who seek accommodations prior to or immediately after enrolling in the nursing programs 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. Individuals 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, wheel chair 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 those in the nursing programs. 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 programs 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 programs. 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.

B.

APG POLICIES

The student must obtain a primary QPA of 2.5 their freshman year and a primary QPA of 2.75 for their sophomore year to senior year. If student does not achieve a primary QPA of 2.5 during their freshman year they will be dismissed from the program. For sophomore, junior, and senior students a primary QPA of 2.75 is required to progress in the program. For fall semester sophomore students only, who receive between a 2.5 and 2.75 a one semester probationary period is allowed. If a student does not achieve a 2.75 at the end of the spring semester of their sophomore year they will be dismissed from the program. Juniors and senior nursing students must maintain a primary QPA of 2.75 to continue in the program. No probationary period will be allowed for junior and senior students. Junior and senior nursing students who fail to maintain a 2.75 will be dismissed from the program.

Courses in the Nursing major must be scheduled in their proper sequence. This requires nursing faculty advisement before each registration period.

A minimum of a 2.00 QPA is required in the liberal arts courses not designated as cognate courses. In addition, the student must obtain a 2.0 (“C”) or better in each course designate as a cognate course, and in each nursing course. Students who do not achieve a satisfactory grade in a nursing or cognate course may repeat one nursing or cognate course one time only, space permitting. **Students who fail two cognate or nursing courses below a 2.0 (“C”) will be dismissed from the nursing program. For cognate courses with a class and lab requirement the grade for the class and lab will be averaged to determine grade.**

C.

HESI AND PROFESSIONAL PREPARATION

A minimum score of 800 on the HESI Exit Exam is required for students to receive the required documentation from the school of nursing to take their state board examinations. The cost of the exam retakes, beyond what is completed in the senior level classes is the responsibility of the student. Students will be tested twice in their senior year and any score at or above 800 during the senior course will enable the student to receive all required documentation after graduation requirements are met.

Procedure:

1. The first exam is scheduled at the senior level course. The examinations at the senior level course will count toward a minimum of 15 % of the overall course grade. Students who do not achieve 800 or above on the HESI Exit Exam. Must retake the exam. Prior to the retake, students should utilize NCLEX-RN review materials for remediation and complete the NCLEX review classes.

2. The second exam is scheduled for four (4) weeks after the first exam. Students who do not achieve a score of 800 or above on the second HESI Exit Exam will be required to take an NCLEX_RN review course and a third HESI Exit Exam. The third HESI Exit Exam will

NOT be administered without written documentation of completion of an NCLEX_RN review course.

3. The third exam is scheduled four (4) weeks after the second exam. Students who do not achieve a score of 800 on the third HESI Exit Exam will have to show proof of attending an NCLEX-RN review course. Attempts may be made up until four months after the program has ended to receive documentation required to sit for the students state licensure examination.

Additionally, all students are required to take an NCLEX Preparation Course. Documentation is required.

D.

UNIVERSITY STUDENT HEALTH SERVICES AND IMMUNIZATION POLICY

Rationale:

The Student health Services Office is staffed by a full-time registered nurse and a nurse practitioner. The staff providers primary care, including assessment and treatment of illnesses and injuries, and makes referrals to community physicians 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. All international students and students 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. Resident students who do not fulfill the health history form/immunization record requirement will be required to live off campus.

E.

STUDENT-FACULTY MEETINGS

Attendance at Student-Faculty Meetings is mandatory. Dates are listed in the University calendar. Announcements are posted in the Department of Nursing and Public Administration. Acquiring the information disseminated at these meetings is the responsibility of the student.

F.

CLINICAL HEALTH REQUIREMENTS

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 School of Nursing and in accordance with the Rules and Regulations of the State Board of Nursing Examiners and Hospital Facilities.

CertifiedBackground.com, a web based document management system, will be utilized to maintain records of student requirements. Students are referred to www.certifiedbackground.com for requirements and instructions.

Students will not be allowed to attend clinical until all requirements are posted on CertifiedBackground.com and the student has been medically cleared by Marywood University's Student Health Services Department. **Students will be considered absent until evidence that requirements have been met and absence will result in a \$75.00 per day make up fee. Greater than 25% of clinical missed will result in failure of the course.**

The following are required:

1. **Complete physical examination yearly**, completed by **April 1st**. The physical can be done on-campus at Student Health Services or by any qualified health care provider the student chooses. The required health form can be accessed on-line at Marywood's web-site under the tab, Student Health Services. The completed form must then be submitted to Marywood Health Services by **April 1st**. Once the health form is received, Student Health Services will submit a clearance checklist to the Nursing Department the checklist will then be submitted to CertifiedBackground.com by the Nursing Department.
2. **Rubella titer** – vaccine if not immune (Once: sophomore level)
3. **Completed Hepatitis B Vaccine series** (NOTE: Takes 6 months to complete)
4. **P.P.D Test** - 2 step PPD required sophomore required at sophomore level
- Yearly PPD required junior and senior level
NOTE: If positive PPD a yearly chest X-Ray is required.
Health Services offers free PPD testing to students who are required to comply with affiliate mandates related to OSHA regulations.
5. **Meningococcal vaccine**: this is required for resident status
6. **Eye examination** (SOPHOMORES ONLY)
7. **Dental examination** (SOPHOMORES ONLY)
8. **Nursing Liability Insurance** – **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) or CPR Pro by American Safety and Health Institution (ASHI). Updated upon expiration – **MUST be kept current**.
10. **Criminal Record Checks**: (Appropriate links or instructions can be found on CertifiedBackground.com)

Students will be required to submit:

- ◆ PA State Police Background check – **Annually**
- ◆ Child Abuse Clearance – **Annually**
- ◆ National Criminal Database Search – One time (on entry into program)

- ◆ FBI fingerprint Search will be required if the student has not been a resident of PA for the previous 2 years. One time (on entry into program)

In addition to the above tests, immunizations should be up-to-date. Students should furnish evidence of past immunization to 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.

Recommendation for Immunization:

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:

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

PLEASE NOTE

Reports of the tests must be in the hands of the physician or nurse clinician at the time of the physical exam. Only test results from this calendar year will be acceptable. All forms must be returned to Marywood University Health Center. **Only students with completed forms on file will be allowed in clinical settings.**

POLICY ON CLINICAL/COURSE REQUIREMENTS

Students are required to keep copies of all required forms.

- 1) Students **WILL NOT** be allowed to attend **CLINICAL** until all forms are completed and in proper hands.
- 2) **Appropriate Departments:**

- a. Health forms, physicals, lab work must be submitted to Student Health Services Department, Loughran Hall and **ALL RESULTS DUE NO LATER THAN April 1st**. (SOPHOMORES, JUNIORS, SENIORS).
 - b. CPR, liability, background checks, and licenses must be submitted to www.certifiedbackground.com by **April 1st**.
- 3) Students will be considered **ABSENT** until evidence that requirements have been met is posted on CertifiedBackground.com.

NO STUDENT WILL BE CLEARED BY HEALTH SERVICES THE FIRST WEEK OF CLASSES.

- 4) The student is responsible for materials in missed classes, and for making up missed clinical time for a fee of \$75.00 per day missed.

G.

HEALTH INSURANCE

Students are strongly encouraged to obtain 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 should be purchased. Evidence of health insurance is required of all international students and student-athletes. A University-endorsed plan is available; contact the Student Health Services Office to request a brochure and enrollment form.

H.

PROFESSIONAL LIABILITY

Students are responsible for providing evidence of individual professional liability insurance in the amount of a minimum \$1,000,000 per claim/\$6,000,000 aggregate in coverage. No student will be allowed in the clinical setting without current malpractice insurance. Students can log onto www.nso.com to apply.

I.

C.P.R. CERTIFICATION

CPR Certification: Basic Life Support for healthcare provider (CPR & AED) from American Heart Association (AHA) or CPR Pro by American Safety and Health Institution (ASHI) is required. No student will be allowed in a clinical setting without current CPR.

J.

EVIDENCE OF LICENSURE

R.N.'s and L.P.N.'s must provide proof of current Pennsylvania professional licensure.

K.

CRIMINAL BACKGROUND CHECK

- All students will be required to submit a PA State Background Check annually.
- All students will be required to submit a Child Abuse Clearance annually.
- All students will be required to submit a National Criminal Database search, one time only, and prior to beginning the sophomore year.
- Students who have not been a resident of the state of PA for two years prior will also be required to submit an FBI fingerprint background check, one time only, prior to beginning to the sophomore year.
- Refer to www.certifiedbackground.com for detailed instructions.

L.

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 students 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.

All students are guests in the clinical settings and are expected to dress and behave with decorum consistent with a guest and an aspiring professional person.

GENERAL

1. Marywood University logo sleeve patches are to be sewn on the left sleeve of the laboratory coats and short jackets. The logo patch should be half way on the upper half of the sleeve.
2. Marywood University Golf shirt, white uniform pants/shirt can be bought through Beacon Uniform.
3. Marywood University picture ID will be worn and be clearly visible at all times.
4. Jewelry regulations for hygiene and safety as well as professionalism in clinical settings are essential. Only wedding band rings may be worn. Those students with pierced ears may only wear 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.
5. Hair must be clean, unadorned and worn up and off the collar. Beards and mustaches must be clean and closely trimmed.
6. Short, clean well-manicured fingernails are expected. No nail polish or acrylic nails may be worn.
7. Gum chewing is not permitted in the clinical setting at any time.
8. No visible tattoos.

9. Students with any facial piercing (eyebrow, lip, nose, tongue) are not allowed to wear facial jewelry.
10. While picking up clinical assignments, students must dress professionally and wear a lab coat and Marywood University picture I.D badge.

Transfer students must meet identical requirements. Students assume responsibilities for associated fees.

Acute Care Service Agencies:

A. Women

1. All basic baccalaureate women students will wear the designated uniform. No white jeans or corduroy pants are to be worn. Uniform shirt and skirt or pants must be worn.
2. With pants, knee-high nylons or ankle socks are allowed. No colored underwear or thongs permitted.
3. Clean, well polished, all white shoes with anti static composition soles are worn.
4. White laboratory coats or white uniform warm up jackets may be worn.

B. Men

1. All basic baccalaureate men students will wear the designated uniform shirt and white pants.
2. A white cotton sleeved undershirt will be worn under the uniform shirt. No colored underwear or thongs permitted. No visible chest hair is allowed.
3. Clean & well-polished Nurses' style white shoes with anti static composition soles are worn.
4. Socks are to be worn with shoes.
5. White laboratory jackets will be worn.

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

C. Community Health Experiences

1. Students are to wear student the uniform.
2. Well fitting comfortable low-heeled shoes are to be worn; boots in inclement weather.

3. White laboratory coats may be worn.
4. Marywood University picture I.D is required

D. Psychiatric Nursing Experiences

Students are 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 bands.

E. Registered Nurse Students

1. May wear their usual hospital type white uniforms, hosiery and shoes in acute care service agencies.
2. Meet the requirements as outlined in General Requirements.

V. POLICIES AFFECTING NURSING STUDENTS

A. DISABILITY STATEMENT

A student with a disability may request an adjustment in meeting the requirements of the class. If you are in need of accommodations, contact the Coordinator of Disability Services.

Marywood University complies with Section 505 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations should advise the instructor, and submit documentation of the disability to the Office of Disability Services, Liberal Arts Center 202, in order for reasonable accommodations to be granted. The Office of Disability Services will determine the appropriate accommodation and, in cooperation with the instructor, will work to ensure that you have a fair opportunity to perform in this class. To best serve the needs of the student, he/she should notify the instructor and the Office of Disability Services of special accommodation needs **by the last day to register for semester classes.**

B. 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 Chairperson of the Admission, Progression and Graduation Committee of the Department of Nursing and Public Administration 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.

C. TECHNOLOGY 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) is an important component of communication among nursing faculty, administration and students, therefore all students are required to have and actively use their Marywood e-mail account. Student may opt to have their Marywood e-mail forwarded to another address; however such forwarding does not absolve students 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 @ 570-340-6070 or emailing helpdesk@marywood.edu. Students are 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/>

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

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.

The purchase and use of a **Personal Data Assistant (PDA)** is mandatory. The PDA and appropriate software will be available through Marywood University and Nursing Department. The Nursing Constellation Plus software package is purchased through Skyscape along with the iPod Touch hardware. For technical difficulties with the hardware contact Apple @ <http://www.apple.com/support/ipod>. For technical support related to the software contact Skyscape @ <http://www.skyscape.com/support/SupportHome.aspx> or call 1-508-460-6500, Phone support is offered 8:30am – 5:30 pm Eastern (U.S.) Time, Monday through Friday. Online chat and email support services are also available.

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 students and instructors 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

Sample 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

Date

D. FELONIOUS ACTS RELATED TO CONTROLLED SUBSTANCES

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.

E.

ATTENDANCE POLICY

Clinical practice attendance is mandatory. In the event of an excused absence, the instructor and the nursing unit must be notified one half hour prior to assigned time. All excused absences are to be made up at a fee of \$75.00 per clinical day.

The faculty of the Department of Nursing and Public Administration has judged that absence of more than 25% from didactic or clinical or laboratory component of a nursing course requires that the course be repeated. Each such occurrence will be reviewed on an individual basis by the appropriate committee of the faculty and chairperson.

The clinical faculty reserves the right to dismiss any student from clinical who is deemed incapable, because of illness, or lack of preparation, of performing clinical duties on that day

TESTING

Students must be present for all course examinations. In the event of a missed examination, students will be tested at a penalty of 10%. No tests in the Nursing Department are "Open Book". No resources are allowed during testing.

F.

POLICY ON CLINICAL MAKE-UP DAY

All clinical absences must be made up at a fee of \$75.00 per day.

1. A Student is instructed to pay \$75.00 fee and present the “Clinical Make-up Day Application form (below) 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 & Public Administration.**
2. When the student presents the receipt to the faculty member she then can schedule the make-up session.

CLINICAL MAKE-UP DAY APPLICATION

FEE: \$75.00

STUDENT: _____

ADDRESS: _____

SOCIAL SECURITY #: _____

DATE: _____

TELEPHONE: _

INSTRUCTOR: _____

LOCATION/TIME: _____

G.

POLICY ON CLINICAL/COURSE REQUIREMENTS

Students are required to keep copies of all required forms.

- 1) Students **WILL NOT** be allowed to attend **CLASSES** or **CLINICAL** until all forms are completed and in proper hands.
- 2) **Appropriate Departments:**
 - a. Health forms, physicals, lab work -- School, Health Services Department, Loughran Hall and www.certifiedbackgorund.com. **ALL RESULTS DUE NO LATER THAN July 30th. (SOPHOMORES, JUNIORS, SENIORS).**
 - b. CPR , liability, and background checks must be submitted to www.certifiedbackground.com see policy on pg 38.
- 3) Students will be considered **ABSENT** until evidence that requirements have been met is provided by the Department Secretary to the Course Instructor prior to the start of the course.

NO STUDENT WILL BE CLEARED BY HEALTH SERVICES THE FIRST WEEK OF CLASSES.

- 4) The student is responsible for materials in missed classes, and for making up missed clinical time for a fee of \$75.00 per day missed.

H.

Critical Incident Policy

MARYWOOD UNIVERSITY DEPARTMENT OF NURSING

TITLE: CRITICAL/ INCIDENT POLICY:

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. Students 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 HIPPA Regulations by breeching 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 well being 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: Upon receipt of three (3) Critical Incident Reports, the involved student will be dismissed from the current nursing course. **The student may receive no more than a total of three (3) Critical Incident reports across the entire program!!!!!!**

PROCEDURE: A. Preparation:

1. All students will receive a copy of the **STANDARDS OF PROFESSIONAL CONDUCT and SAFE CLINICAL PRACTICE** in N210-Fundamentals of Nursing. Students will then be required to sign a statement of understanding which will be placed in the student's confidential file.
2. The **STANDARDS OF PROFESSIONAL CONDUCT and SAFE CLINICAL PRACTICE** will be reviewed with the students at the beginning of each subsequent nursing course.

B. Clinical 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 day of 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 Chairperson within twenty-four (24) hours of occurrence. **Note: Course coordinator will decide if student is to remain in the program.**
8. Place student on daily written evaluation for the remainder of semester following incident #1 and copy to course coordinator. Daily evaluations will then be placed in student's confidential file.

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

C. Course Coordinator Action:

1. Review Critical Incident Form.

2. Discuss incident with instructor and provide input as necessary.
3. Sign the Course Coordinator portion of Critical Incident form and copy to chairperson.

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

1. Review the Critical Incident form.
2. Conference with instructor and course coordinator as necessary.
3. Sign the Department Chair portion of Critical Incident form and document need 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.

MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING

Critical Incident Report

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

Department Chair Signature: _____ Date: _____

I.

Policy on Academic Honesty

The use of cellular phones and PDA's 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, students and faculty alike, recognize the necessity and accept the responsibility for academic honesty. Students 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 all students at both the graduate and undergraduate levels.

Students have 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 students are protected from arbitrary or capricious disciplinary action. Sanctions for violations of academic honesty ordinarily are determined by the course instructor. If necessary, the chairperson 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 is defined as the offering as one's own work the words, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. It includes close paraphrasing without appropriate citation.

Procedures

The student has a right to appeal sanctions through the University's Academic Grievance Procedures.

J.

DISASTER PLAN

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

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

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

If classes are canceled, students are to be notified by faculty in their courses to continue class content are per the course outline and E-mail faculty for any questions or clarification. All assignments due are to be emailed 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 SIMM-Man in the nursing laboratory and volunteering in the community or at the University, as the need arises. Students will log all hours and faculty will evaluate when classes resume.

Students 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 students 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.

K.

LEAVE OF ABSENCE

Because of the sequential nature of the curriculum, students 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 form 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.

L.

POLICY FOR PREVENTION OF TRANSMISSION OF INFECTIOUS DISEASES

In order to reduce the possibility of transmission of infectious disease, including Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and Tuberculosis (TB) between nursing students, faculty, and clients, Marywood University Department of Nursing and Public Administration 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. As students 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 students to clients on the clinical unit will be based on course objectives, and on a faculty decision regarding the learning experiences available on a clinical unit. Clients with infectious diseases will be assigned to students 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 clients, students will receive sufficient education to assure that they can protect themselves and their clients 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 clients and protection for themselves. 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 students, as it becomes available.

Responsibility of the Student

Students must maintain current professional liability insurance. It is also strongly recommended that they carry a health insurance policy.

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 chairperson, 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 Chairperson upon graduation of the student.

Vaccination of Students

- + Students are required to present documentation of a completed series of HBV immunizations (in addition to other required immunizations) before admission to a clinical course. The cost of this immunization will be assumed by the student.
- + TD Booster every 10 years is required.

Admission of Students with Infectious Disease, including HIV

- + Inquiry into HIV status will not be a part of student or faculty application processes.
- + Schools will inform students and potential students of potential infectious hazards inherent in nursing education programs including those that might pose additional risks to the personal health of HIV positive persons.
- + Qualified individuals will not be denied admission to nursing programs or to employment as faculty on the basis of HIV status. *
- + Health/medical records of students and faculty are confidential, are stored in the campus health office, and are kept separate from academic files. Information in these records is accessible only on a need-to-know basis with the individual's consent.

* 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 HIV positive students or faculty will take into account the nature of the clinical activity, the technical expertise of the infected person, the risks posed by HIV status, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

HIV - Post-exposure Report and Procedures

- + Students must follow agency protocol for exposure.
- + Immediate antiseptic procedures should be followed after possible exposure to a blood borne pathogen.
- + A student or faculty member has an ethical duty to report to the faculty member in charge or designated school official an accident which exposes him/her or a patient to a risk of transmission of a blood borne disease.
- + Confidential testing and appropriate counseling are recommended following exposure. The nursing care provider is ethically obligated to be tested for HIV where the patient has experienced significant exposure to a provider's blood. Although it is more a matter for the clinical site than the school of nursing, if such a provider tests positive, the patient should be notified of the results notwithstanding the provider's privacy rights, and the patient should be offered HIV testing, counseling, and prophylaxis as appropriate.
- + If an accidental exposure occurs, faculty, students, and staff should follow the CDC guidelines for occupational exposure: if needle stick, test for HIV to establish sero-negativity first, then retest at 6 weeks, 3 months, 6 months and 1 year.

HIV positive students

- + Students who are HIV positive or who have AIDS generally do not pose a health risk to other students in academic or residential settings.
- + In a clinical setting, CDC guidelines and universal precautions are followed.
- + Nurses should use universal precautions, engineering and work practice controls, and personal protective equipment to reduce their exposure to blood-borne pathogens, as required by OSHA's Blood-borne Pathogens Standard.

M.

**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 blood-borne 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".

N.

STUDENT GRIEVANCE POLICY

A matriculated student in the Department of Nursing and Public Administration 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.

Students 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 calendar and student handbook.

O.

GUIDE TO GRADE APPEAL PROCESS

Please see the Marywood University calendar and student handbook.

P.

CIVIL RIGHTS POLICY/COMPLAINT PROCEDURE

Please see the Marywood University calendar and student handbook.

Q.

STUDENT EMPLOYMENT

When students are 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 institution.

R.

ADVANCED PLACEMENT POLICIES

The Nursing Program is committed to multi-level entry points for licensed practical nurses and for registered nurses. Challenge examinations for LPN's and RN's are available for credit and for advanced placement in certain nursing courses. The University also offers advanced placement by examination in certain general liberal arts courses.

1. Validation for LPN Students

Description of Validation Process: Requirements and Criteria

The LPN student meets the same requirements for admission, as does any other Marywood University applicant. An LPN student holding a valid license as a practical nurse in Pennsylvania, or in another state, may seek advanced placement. International students will be evaluated individually.

The Department of Nursing and Public Administration has admitted LPN 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 Nurses may be granted selected nursing credits **WITHOUT** taking challenge examinations.

The L.P.N. must complete an individual evaluation by the Nursing Department Chairperson. At this meeting the L.P.N. must provide evidence of

a current U.S. L.P.N. license,

and

transcripts from an NLNAC-accredited nursing program

and

evidence of **1,000 HOURS OF EMPLOYMENT** in the nursing profession in the previous **3 YEARS**, evidence to be provided in a letter from the employer.

Advanced standing credits will be held in escrow until successful completion of the three-credit NURS 250 Nursing Concepts course. Student will then be awarded 15 additional credits, to be displayed on the Marywood University transcript as follows:

ADVANCED STANDING - NLNAC ACCREDITED SCHOOL

NURS 251 Health and Wellness	2 credits
NURS 252 Fundamentals	6 credits
NURS 450 Nursing Care of Childbearing/Child-Rearing Families	<u>7 credits</u>

Total: 15 credits

PROCEDURE

Students are admitted to Marywood University for the B.S.N. degree according to current admission procedures. Students must meet with the Department Chair 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 Chairperson of the Nursing Program 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.

L.P.N. students who graduated from an NLNAC accredited may take additional challenge exams.

Based on careful evaluation of the course goals, the faculty has decided to use the NLN Nursing Acceleration Challenges Exam (ACE 1), (PN-RN) Foundations of Nursing to validate knowledge in NURS 350 and NURS 351 (Med/Surg I and II) (14 credits). If the student achieves a passing score, credit will be awarded for N350 Medical/Surgical I and N351 Medical/Surgical II (14 credits).

A decision score of 85 is used as a cut-off score on each of the tests. If the student does not achieve a passing score on the ACE Foundations test the student takes N350 and N351 (Med/Surg I and II – 14 credits)

All examinations may be taken **one time only.**

If passing score is achieved then credit will be awarded as follows:

<u>Course</u>	<u>Test</u>	<u>Credits</u>
N350/N351	ACE 1: Foundations	7cr: N350
		7cr: N351

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

~ Anatomy and Physiology (NLN)	8 credits
~ Microbiology (NLN)	4 credits
~ Nutrition (NLN)	3 credits
~ Chemistry (CLEP)	<u>4 credits</u>

19 credits

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

Summary: Credits for advanced standing: 15 credits, Challenge exams N350/N351 14 credits, and Challenge sciences 19 cr. Total credits 48. Therefore a student can earn 48 credits for previous study.

To enter Level III (Senior Year) of the Nursing program, the LPN must show evidence of:

1. a current license as a Licensed Practical Nurse in Pennsylvania or another state.
2. current CPR certification/Health Care Provider.
3. completed clinical requirements.
4. having met all the nursing and cognate prerequisites.
5. a University QPA of 2.0 and a cumulative QPA in combined nursing and cognate courses of 2.75.
6. a grade of 2.0 or better in each of the cognate or nursing courses.
7. Liability insurance.
8. Successful attainment of credit for N350 and N351

2. Validation for RN Students

Description of Process: Requirements and Criteria

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

To enter Level III (Senior Year), the RN must provide evidence of:

1. a current license as a Registered Nurse in Pennsylvania or another state.
2. current CPR certification/Health Care Provider.
3. a completed clinical forms.
4. having met all of the nursing and cognate prerequisites.
5. a QPA of 2.0 and a cumulative QPA in combined nursing and cognate courses of 2.75.
6. a grade of 2.0 or better in each of the cognate or nursing courses.
7. having successfully completed advanced placement process.
8. current nursing liability insurance.

Validation for N251, N252, N350, N351, N352, N450, N453, N455 (the set) - 40.5 credits total

RN students will be able to get advanced standing in the following way:

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

The RN must complete an individual evaluation by the Nursing Department Chairperson. At this meeting the RN must provide evidence of

a current U.S. RN license,

and

transcripts from an NLNAC accredited nursing program

and

evidence of **1,000 HOURS OF EMPLOYMENT** in the nursing profession in the previous **3 YEARS**, evidence to be provided in a letter from the employer.

40.5 credits will be held in escrow until successful completion of the three-credit NURS 250 Nursing Concepts course.

ADVANCED STANDING: NLNAC ACCREDITED SCHOOL

NURS 251 Health and Wellness	2 credits
NURS 252 Fundamentals of Nursing Practice	6 credit
NURS 350 Medical Surgical I	7 credits
NURS 351 Medical Surgical II	7 credits
NURS 450 Nursing Care of Childbearing/Child- Rearing Families	7 credits
NURS 453 Professional Preparation	2.5 credits
NURS 455 Medical Surgical III	5 credits
NURS 352 Psychiatric Mental Health Nursing	<u>4 credits</u>
Total	40.5 Credits

PROCEDURE

Students are admitted to Marywood University for the B.S.N. degree according to current admission procedures. Students must meet with the Department Chair to plan their academic program and challenge schedule.

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

The Chairperson of the Nursing Program will send a memo to the Registrar for each individual RN, 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

Registered nurses who did 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. A score of the 40th percentile (baccalaureate norms) is considered successful.

Credits are awarded after testing as follows:

ANATOMY AND PHYSIOLOGY	8 CREDITS (NLN)
MICROBIOLOGY	4 CREDITS (NLN)
CHEMISTRY	4 CREDITS (CLEP)
NUTRITION	<u>3 CREDITS (NLN)</u>
	19 Credits by Challenges

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

A total of 59.5 credits may be awarded for previous learning.

S.

RN Clinical Practice Policy

RN students will be scheduled for clinical experience (Level III) in institutions/settings OTHER THAN those in which they are currently employed.

T.

PRACTICE AND LICENSURE FORMS

Appropriate forms are provided to senior nursing students. The Temporary Practice Permit allows a graduate to practice until notification by the State Board as to the results of the N-CLEX licensure examination. A fee is required. This fee is the students' responsibility.

N-CLEX licensure: Appropriate licensure forms are completed by senior nursing students.

U.

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 students have 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.

V.

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.

W.

HIPAA Training Handbook for the Nursing/Clinical Staff

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 individuals 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.

X.

**Policy On Unforeseen Circumstances
Affecting Clinical Practicum Experience**

It is the policy of the Department of Nursing and Public Administration that when unforeseen circumstances occur within clinical agencies, such as labor disputes, overcrowding by students, or withdrawn licensure, every effort will be made to utilize another comparable clinical facility that has been approved by the State Board of Nursing. Should the census drop in a specialty area, whereby clinical faculty believe the clinical objectives of the course cannot be met, students will be taken to a comparable unit within the institution or to another institution with whom the department has a contract. Students will be required to make up missed clinical practice time.

Y.

CHEMICAL IMPAIRMENT OF STUDENTS POLICY

The Department of Nursing and Public Administration shares with each student the responsibility for the development of a competent and safe practitioner of nursing. A person who is chemically impaired cannot be competent and safe.

The following Chemical Impairment Policy is implemented by the Department of Nursing and Public Administration in accordance with Marywood University and the Laws of the Commonwealth of Pennsylvania.

The Department of Nursing and Public Administration upholds the beverage control laws of the Commonwealth, which prohibit the possession and use of alcoholic beverages by individuals under the age of twenty-one, and requires student compliance with such laws. Possession of, or unauthorized use of controlled substances is unlawful and not permissible. It is prohibited for students to possess or use unauthorized controlled substances. Any student thought to be under the influence of these chemicals will not be allowed to enter a classroom or clinical area or participate in school functions. Any student who is suspected of chemical impairment shall be referred for treatment. The treatment process shall begin with a confidential evaluation by a University counselor, who will appropriately refer the student to available resources within the community. Evidence of treatment is required to continue in the nursing program. Students in possession of or under the influence of these chemicals also subject themselves to disciplinary action at the discretion of the University.

Students have the responsibility of reporting to nursing faculty any suspicion of chemical impairment among their peers or other members of the health care team.

Conviction of a felony or felonious act related to controlled substances will be reported in writing to the Pennsylvania State Board of Nursing.

Z.

**STUDENT ATTENDANCE AT
STATE/NATIONAL STUDENT NURSE 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 arrangement has 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.

AA.

**POLICY ON NURSING STUDENT PRESENTATION
OUTSIDE OF MARYWOOD STUDENT ROLE**

Individuals 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 advisors or the Department Chairperson.

VI. RIGHTS RESERVED

RIGHTS RESERVED

Marywood University Department of Nursing and Public Administration 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. Students are expected to be in compliance with current policies, as they become effective.

The materials and information presented in this Student Handbook are to be considered as an agreement between the student and the Department of Nursing and Public Administration.

ALL POLICIES REVIEWED & APPROVED BY FACULTY 05/2009