



Department of Nursing

Bachelor of Science in Nursing

Nursing Student Handbook

2019-2020



**University of Mount Union
Department of Nursing**

ACKNOWLEDGMENT OF RECEIPT OF NURSING STUDENT HANDBOOK

Signature

Date

Note:

**To be completed by freshman and placed in the drop box in the Department of Nursing General D2L Course by the end of the second week that you are admitted as a nursing student.*

A MESSAGE FROM THE ADMINISTRATION, FACULTY, AND STAFF OF THE

DEPARTMENT OF NURSING

Dear Student:

This Student Handbook is prepared to provide you with additional information for navigating through nursing at the University of Mount Union. It contains the policies and procedures applicable to students in the Bachelor of Science in Nursing Program. The Nursing Handbook is a *supplement* to the information provided in the University of Mount Union Catalog and Student Handbook.

The faculty and administration of the Department of Nursing reserve the right to change the policies and procedures in this document at any time. If this ensues, students will be notified of the changes in a timely fashion. Students who enter the nursing major will be held to the policies that were in place during the year they were admitted to the nursing major.

Mount Union is where your exceptional journey to success will begin. On behalf of University of Mount Union, we wish you success in your educational journey.

Sincerely,

The Administration, Faculty, and Staff of the Department of Nursing

University of Mount Union
Department of Nursing Student Handbook
WELCOME TO THE BSN PROGRAM

Welcome to the BSN nursing program at the University of Mount Union. The University of Mount Union and the Department of Nursing believe in high standards of professional conduct. The University of Mount Union and the Department of Nursing maintain high standards of admission, progression, retention, graduation, dismissal, and student conduct policies in accordance with its philosophy and program outcomes to protect the integrity and the rigor of the educational program. The University of Mount Union and the Department of Nursing are accountable to the public for the quality of professional nurses who graduate from our Bachelor of Science in Nursing Program.

The University of Mount Union and the Department of Nursing provide students with an educational environment where freedom to learn is provided. The Department of Nursing Student Handbook contains standards of academic achievement and conduct. Students are responsible for meeting these standards and have the right to be informed about these standards, the means of assessment, and the appeal process. Six student representatives (are elected to participate in the construction and evaluation of academic and conduct standards through participation in the Department of Nursing meetings.

ACCREDITATION/APPROVAL DISCLAIMER

The baccalaureate degree in nursing (BSN) program at the University of Mount is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>)

The baccalaureate degree in nursing (BSN) program at the University of Mount Union is fully approved by the Ohio Board of Nursing (OBN) in accordance with Rule 4723.06 (A)(5), OAC for a period of five years effective May 17, 2017. Ohio Board of Nursing, 17 south High St., Suite 400, Columbus, OH 43215-7410, (614) 466-3947.
<http://www.nursing.ohio.gov/>



Department of Nursing-Student Handbook

TABLE OF CONTENTS

ACKNOWLEDGMENT OF RECEIPT OF NURSING STUDENT HANDBOOK i

A MESSAGE FROM THE ADMINISTRATION, FACULTY, AND STAFF OF THE DEPARTMENT OF NURSING..... i

WELCOME TO THE BSN PROGRAM..... iii

ACCREDITATION/APPROVAL DISCLAIMER..... iv

TABLE OF CONTENTS..... v

DESCRIPTION OF THE UNIVERSITY OF MOUNT UNION 1

 History and Background of the University of Mount Union 1

 Mission Statement and Goals of the University of Mount Union..... 1

DESCRIPTION OF THE NURSING PROGRAM 3

 Purpose of the Nursing Program 3

 Mission Statement of the Program 4

 Philosophy of the Program..... 4

 Nursing Program Learning Outcomes..... 6

 The Organizing Conceptual Framework of the Nursing Curriculum 6

 University and Department of Nursing Governance and Organization 9

NURSING CURRICULUM..... 10

 Overview of the Nursing Curriculum..... 10

 Traditional BSN Degree (Pre-licensure) 10

 University Integrative Core (IC) Required Courses 11

 Required Support Courses for Nursing Major 11

 Eight Semester Curriculum Plan..... 13

 Post Baccalaureate Accelerated BSN Option 14

| | |
|---|-----------|
| Post Baccalaureate Accelerated BSN - Six-Semester Curriculum Plan** | 14 |
| Sequence of Courses and Number of Clock Hours or Units Lecture, Laboratory and Clinical | 15 |
| Distribution of Credit Hours..... | 15 |
| Course Descriptions | 16 |
| NURSING PROGRAM ADMISSION, PROGRESSION, AND PROGRAM COMPLETION/GRADUATION POLICIES | 17 |
| Admission/Readmission..... | 17 |
| General Application Procedure for Admission to the Nursing Major..... | 17 |
| Admission to the Nursing Major | 17 |
| Traditional BSN Option, First-Time Students who are Completing or Have Recently Completed..... | 18 |
| Credit Evaluation..... | 18 |
| Admission Requirements for Post Baccalaureate Accelerated BSN option (Pre- licensure)..... | 18 |
| Transfer Students..... | 19 |
| Credit Evaluation..... | 19 |
| Current University of Mount Union Students in a non-Nursing Major | 20 |
| International Students and Students with International High School Diploma | 20 |
| Applicants Having Served in the US Armed Force, or National Guard, or in the Reserve | 20 |
| Students not meeting qualifications for direct or conditional admission..... | 20 |
| Waiting List..... | 20 |
| Reactivation/Readmission to the Nursing Program | 21 |
| Withdrawing/Suspended Students from the Nursing Program | 21 |
| Readmission to the University of Mount Union | 21 |
| Enrollment Deposit | 21 |
| Financial Obligations | 22 |
| PROGRESSION | 22 |
| Progression in the Nursing Program..... | 22 |
| Progression Policies Specific to Nursing Major..... | 22 |
| Academic Standing..... | 23 |
| Dismissal from the Nursing Major | 23 |

| | |
|---|----|
| Additional Progression Standards for Nursing Courses | 24 |
| Program Completion/Graduation | 24 |
| NURSING PROGRAM POLICIES, PROCEDURES, AND CRITERIA | 25 |
| Procedures for Notifying Students of Changes in Program Policies, Procedures..... | 25 |
| and Criteria: | 25 |
| Evaluation and Grading of Student Experiences..... | 26 |
| Dismissing a Student from Class, Lab, or Clinical | 28 |
| Clinical Dosage Calculation Requirement Policy | 28 |
| Grading Scale for Nursing Courses..... | 29 |
| Testing Policy and Procedures | 29 |
| Attendance Policy | 32 |
| Clinical/Laboratory Policies..... | 33 |
| Academic Advising..... | 33 |
| Academic Integrity | 34 |
| Plagiarism..... | 34 |
| APA Writing Style | 35 |
| Accountability | 35 |
| Textbooks | 35 |
| Attendance | 35 |
| Classroom Behavior | 36 |
| Respect for Property and Community Resources | 36 |
| Grievance and Appeal | 37 |
| Student Guidance and Counseling Services..... | 37 |
| Technical Standards of Performance for the Nursing Program | 38 |
| Procedures for Student Illness, and/or Injury | 39 |
| Isolation and Quarantine for Communicable Diseases: | 40 |
| Illness or Injury in the Classroom or Laboratory: | 40 |
| Illness or Injury in the Clinical: | 40 |
| Pregnancy:..... | 41 |
| Program Evaluation:..... | 41 |
| PROFESSIONAL CODES OF CONDUCT..... | 41 |

| | |
|---|-----------|
| ANA Code of Ethics for Nurses..... | 42 |
| ANA Standards of Practice | 42 |
| Ohio Board of Nursing (OBN) Student Conduct Policy..... | 42 |
| National Student Nurses’ Association (NSNA) Code of Academic and Clinical Conduct | 42 |
| Nursing Skills and Simulation Laboratory Policy and Procedure Manual | 43 |
| Alcohol & Drug Policy | 43 |
| Alcohol & Drug Testing Policy:..... | 43 |
| Social Media Use | 45 |
| Confidentiality/FERPA..... | 46 |
| STUDENT CLINICAL REQUIREMENTS/POLICIES | 47 |
| Dress Code | 47 |
| Transportation & Parking..... | 48 |
| Cellular Phone & Electronic Telecommunication Devices..... | 48 |
| Timeliness | 48 |
| Agency Policies..... | 48 |
| Incident/Injury Report..... | 48 |
| HIPAA/Confidentiality | 48 |
| Universal/Safety Precautions | 49 |
| Universal Precautions | 49 |
| Barrier Precautions | 49 |
| Protocol for Needle-stick/Blunt Injury/Mucous Membrane Splash | 49 |
| Background Checks..... | 50 |
| Annual 10-Panel Urine Drug Test..... | 50 |
| Liability Insurance..... | 50 |
| CPR Certification | 50 |
| Weather Cancellation | 51 |
| Phone Tree..... | 51 |
| Sexual Harassment in the Clinical Setting | 51 |
| Student Health..... | 51 |
| Physical Examination | 52 |
| Immunizations/Screenings..... | 52 |

| | |
|---|----|
| Physical Requirements/Disability..... | 53 |
| Other Health Issues..... | 53 |
| STUDENT FEES, EXPENSES, AND REFUNDS | 53 |
| PROGRAM COMPLETION | 56 |
| LIST OF APPENDICIES | 57 |

UNIVERSITY OF MOUNT UNION
DESCRIPTION OF THE UNIVERSITY OF MOUNT UNION

History and Background of the University of Mount Union

The University of Mount Union founded in 1846 is primarily a four-year private university grounded in the liberal arts, currently with 55 diverse majors, three of which are graduate programs, with approximately 50% of its undergraduate programs as traditional liberal arts programs and 50% in professional or pre-professional areas. The academic strengths of the campus include a science facility with state-of-the-art laboratories and classrooms. This strength offers the critical foundation for a successful Bachelor of Science in Nursing (BSN) program. The campus also has a long-term working relationship with Alliance Community Hospital, Cleveland Clinic Foundation, Akon General, Salem Regional Medical Center, and Akron Children’s hospital to mention just a few.

The University of Mount Union is an outgrowth of a town meeting by forward-looking citizens of the village of Mount Union on October 4, 1846. At that time, the people gathered to hear Orville Nelson Hartshorn outline the need for a new institution in the area, where men and women could be educated with equal opportunity, where science would parallel the humanities, where laboratory and experimental subjects would receive proper emphasis, and where there would be no distinction due to race, color, sex, or position. On October 20, 1846, this young man organized and taught on the third floor of the Old Carding Mill, a “select school” of six students.

The school grew rapidly under Hartshorn’s inspired leadership and in 1849 became known as Mount Union Seminary. In 1853, a normal department was added for the training of teachers and on January 9, 1858, the institution was chartered and incorporated under the laws of the State of Ohio as “Mount Union College.” In September 1911, Scio College, located at Scio, Ohio, was united with Mount Union. By the articles of consolidation, the liberal arts alumni of the former institution were made alumni of the latter. On January 9, Mount Union College officially transitioned to the University of Mount Union on August 1, 2010 as a result of a unanimous decision on the part of the Board of Trustees. In the Fall of 2019, the University plan for re-organization to a three college structure was implemented with the development of three colleges: College of Arts and Humanities, College of Applied and Social Sciences, and the College of Natural and Health Sciences of which nursing is a department.

Mission Statement and Goals of the University of Mount Union

The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work and responsible citizenship.

To accomplish the mission, the University faculty has established goals and

guidelines to help students. These goals are:

I. Demonstrate Core Abilities

- A. Demonstrate ability to acquire and assess information.
- B. Demonstrate research skills (both quantitative and qualitative).
- C. Develop ability to think critically.
- D. Develop ability to think creatively.
- E. Develop communication skills.

II. Foundational Knowledge and Integration

- A. Acquire knowledge in humanities, arts and sciences.
- B. Demonstrate the use of concepts and methods in humanities, arts, and sciences.
- C. Develop the ability to view the world from multiple disciplinary perspectives.
- D. Integrate knowledge and techniques across multiple disciplines.

III. Preparation for Fulfilling Lives

- A. Acquire the tools for self-development in order to assess and improve physical, social, emotional, intellectual, and spiritual growth and wellness.
- B. Find and cultivate intellectual pursuits.
- C. Find and cultivate pursuits for personal enrichment.

IV. Preparation for Meaningful Work

- A. Acquire discipline-specific knowledge and skills needed at a professional level.
- B. Demonstrate use of discipline-specific knowledge and skills.
- C. Integrate discipline-specific knowledge and abilities with multiple disciplinary perspectives.
- D. Develop ability to collaborate with others to solve problems.

V. Preparation for Responsible Citizenship

- A. Develop knowledge and appreciation of the individual's culture and other cultures in a global context.
- B. Understand and employ ethics within diverse cultural, social, professional, environmental and personal settings.
- C. Demonstrate civic engagement by active involvement in and beyond the classroom.

**UNIVERSITY OF MOUNT UNION
DEPARTMENT OF NURSING**

DESCRIPTION OF THE NURSING PROGRAM

The Department of Nursing shares the University's philosophy to foster the University's mission to prepare students for fulfilling lives, meaningful work and responsible citizenship. The nursing program curriculum fosters the development of the students' potential to become professional nurses with strong foundational and nursing knowledge, critical thinking skills, ethical values, effective communication, and commitment to the well-being of all people in our diverse community, as a responsible citizen and professional. The Department of Nursing also shares the University's commitment to service, excellence and integrity, and subscribes to the ideals of a liberal arts education with a strong science commitment and utilizes these resources to enhance nursing education.

The nursing curriculum is based on standards of nursing education from professional organizations, accreditation standards, state boards of nursing, and emerging societal needs related to healthcare. The curriculum reflects a commitment to evidenced-based nursing practice for individuals, families, and communities that is grounded in an understanding of societal factors that influence health status and the delivery of healthcare. The students are supported throughout the educational process with learning approaches that facilitate the development of critical thinking and diagnostic reasoning skills through the application of general education and clinical practice theory and knowledge in increasingly complex clinical situations. It is recognized that the development of the professional role and competencies of the nursing student for generalist practice requires developmental and sustained experiential and authentic learning opportunities in real world contexts across the entire nursing program.

This program offers a baccalaureate degree in nursing for pre-licensure applicants with a high school diploma and an accelerated program for applicants with a non-nursing baccalaureate degree. The Bachelor of Science in Nursing degree program prepares a generalist professional for license as a registered nurse. The program includes content and experiences across the lifespan. Completion of this program prepares the student to apply for licensure and take the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Graduates are prepared to practice as registered nurses in a variety of healthcare agencies and thus lead fulfilling lives, have meaningful work and pursue responsible citizenship.

Purpose of the Nursing Program

The purpose of the Baccalaureate Nursing Program is to provide excellence in nursing education and prepare well-educated competent professional nurses who provide quality nursing care with respect to; ethical standards, social justice, diversity, and human dignity. The goals of the BSN Program are to prepare:

1. Liberally educated nurses who are able to provide holistic nursing care;
2. Entry-level practitioners as generalist professional nurses; and

3. Baccalaureate nurses with an education that serves as a foundation for graduate and continuing lifelong learning.

Mission Statement of the Program

The mission of the Nursing Program is to educate nurses who serve as leaders in the healthcare profession and promote health and wellness within our diverse community.

Philosophy of the Program

The Nursing Program supports the University of Mount Union's mission to prepare students for fulfilling lives, meaningful work, and responsible citizenship. The faculty in the nursing program recognizes the uniqueness of each student. The faculty encourages students to participate actively in the learning process to foster the development of their potential to become professional nurses with strong foundational and nursing knowledge, critical thinking skills, ethical values, and commitment to the well-being of all people in our diverse community.

Nursing education is an interactive teaching-learning process within an interdisciplinary curriculum. Faculty create an interactive teaching-learning environment that encourages students to be involved in the learning process and facilitate the students' competency in critical thinking and clinical reasoning inquiry, decision-making abilities, leadership skills, professionalism, ethical and value insights, caring, healing, communication, personal and social responsibility and accountability, and respect for diversity and human dignity. Learning is influenced by past experiences, values and skills. Learning is a life-long experience in which students obtain skills and values necessary for fulfilling their lives, obtaining meaningful work, and becoming responsible citizens. Teaching encompasses various ways of assisting students in and out of the classroom.

In line with many of the grand theorist of nursing, the philosophy of the nursing program centers around four foundational nursing concepts that include the **client, environment, health, and nursing**.

The faculty believe that the major focus of nursing is the **client**. The client for professional nurses may consist of individuals, families, groups, organizations, communities, and populations. The client is an individual who has dignity and inherent worth as an integrated holistic physical, psychological, social, and spiritual being. The client possesses values, beliefs, attitudes, and life experiences which influence interaction and existence with the environment. The client may serve various roles within a family, group, organization, and community to share responsibilities, transmit cultural values, and meet human needs and optimal health.

The **environment** provides a context for interactions and relationships for clients. The environment can be a source of internal and external stressors as well as a resource for clients. Clients are continuously interacting with their environments

to reach homeostasis throughout their lifespans, from conception to death. Homeostasis is a dynamic process attained by a client's ability to adapt to his or her environment to achieve an optimal level of health. Maladaptation to the environment disturbs homeostasis and creates illnesses and alterations in health.

The nursing faculty believe that **health** is a dynamic state of balance between wellness and illness. Wellness is an active state of being healthy by living a lifestyle that promotes good physical, psychological, social, and spiritual health. A disturbance in health affects the balance and harmony of the individual, family, group, community, and population. Each person defines health in terms of his or her values, beliefs, knowledge, and person-environment interaction. Family, culture, community, and society influence one's personal perception of health. Stress can disrupt health. Health can be maximized and maintained by mobilizing resources, implementing therapeutic nursing interventions, and caring relationships.

The faculty believe **nursing** is a professional discipline that is built on nursing knowledge, theory, and research. The discipline of nursing integrates the arts, sciences, and caring into professional practice to assist clients to attain, maintain or restore their optimal level of functioning. Professional nursing is grounded in liberal arts education and requires knowledge in nursing, natural and behavioral sciences, arts, and the humanities. Professional nursing requires critical reasoning, clinical judgment, communication, and assessment skills.

The "Nursing Process" is used as a framework for delivery of care in practice. Nurses recognize the important distinction between disease and the individual's illness/wellness experience. Assisting patients to understand this distinction is an important aspect of nursing care. Nurses promote health, prevent disease and disability, and care for those who are ill or in the dying process. Nurses provide holistic nursing care that is comprehensive and focuses on the mind, body, and spirit, as well as emotions. A professional nurse understands the importance of holistic assessment to gain an in depth understating of physical, psychological, social, and spiritual wellbeing of a patient. Diagnosing the health status of the patient within the context of the patient's values is essential in providing a framework for planning, implementing, and evaluating outcomes of care.

The faculty believe that the professional nurse is a member of healthcare teams composed of professionals and other personnel that deliver treatment and services in complex, evolving healthcare systems. The nurse brings a unique blend of knowledge, skills, and attitudes to the healthcare team. The nurse demonstrates respect for autonomy, accountability, responsibility, human dignity, social justice, an ethical framework, professional development, and leadership in practice. The professional nurse provides patient-centered care that identifies, respects, and addresses patients' differences, values, preferences, and expressed needs. Patient-centered care also involves the coordination of continuous care, listening to, communicating with, and educating patients and caregivers regarding health, wellness, and disease management and prevention.

Program learning outcomes are derived from the mission and philosophy of the nursing program. They provide a framework for organization of content, skills, and expected professional behavior.

Nursing Program Learning Outcomes

The graduate of the Baccalaureate Nursing Program will:

1. Integrate knowledge from nursing, the sciences and the liberal arts to make nursing judgments based on evidence.
2. Prioritize quality, safe, and holistic care for diverse patient populations using the nursing process.
3. Collaborate and communicate effectively to deliver holistic patient-centered care.
4. Analyze organizational and system leadership factors impacting the nursing profession and practice.
5. Integrate professional and ethical standards into nursing practice.

The Organizing Conceptual Framework of the Nursing Curriculum

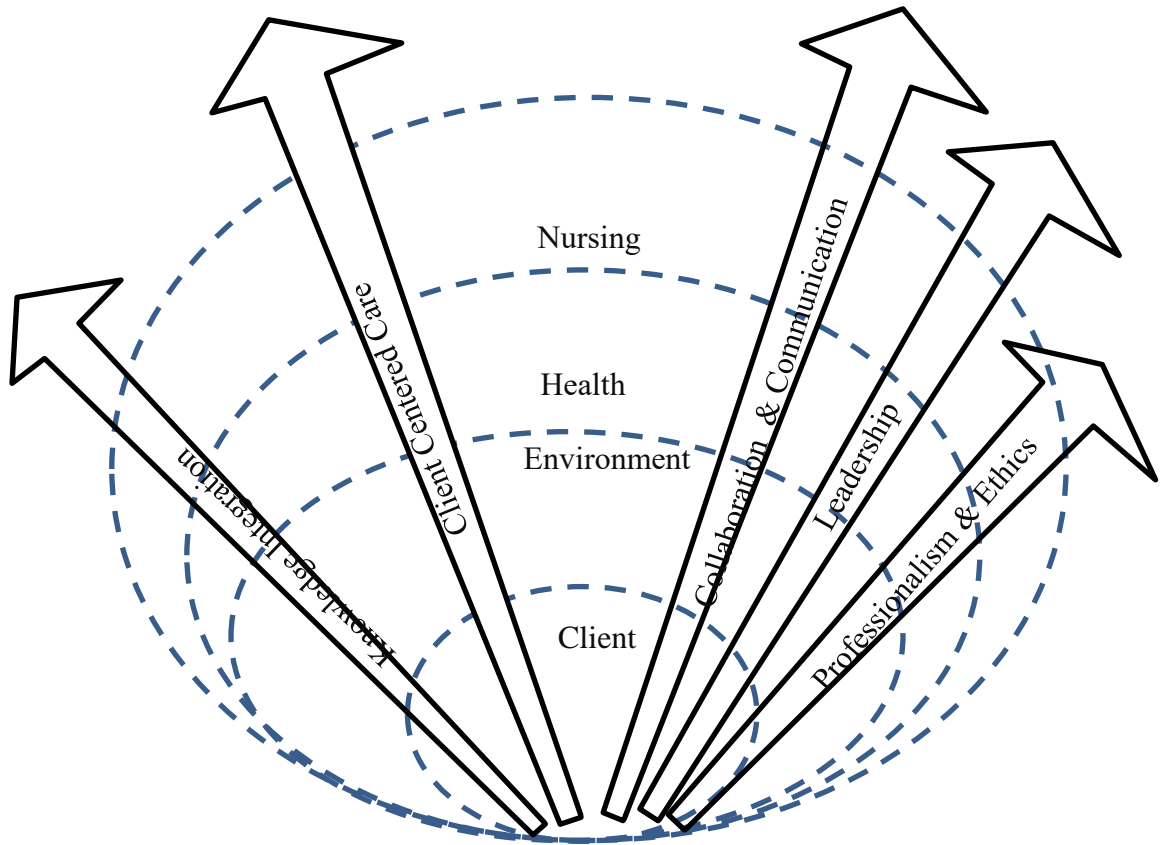
The nursing curriculum is designed to educate students to become competent practitioners and leaders in their profession. The Conceptual Framework of the Department of Nursing consists of the main four concepts of nursing and five (5) curriculum threads. The four main nursing concepts of Client, Environment, Health, and Nursing make up the foundational base of the conceptual framework. The client is the primary focus of the nursing care (center of the framework) that is continuously interacting with his/her environment to reach adaptation and optimal health. The Nurse makes the outermost circle of the framework to show the role of the nurse as a provider of patient-centered holistic care.

The curriculum threads spread vertically through the conceptual framework and main nursing concepts. These five (5) threads represent the Student Learning Outcomes that are developed and refined as the student progresses through the curriculum of the nursing program. These threads are:

1. Knowledge Integration: Students build upon previous knowledge and experiences learned during their course of study to draw conclusions, make decisions, and understand clients' needs, responses, and adaptation to external and internal stressors. This knowledge is acquired from nursing, sciences, arts, humanities, research evidence-based data, and life experiences.

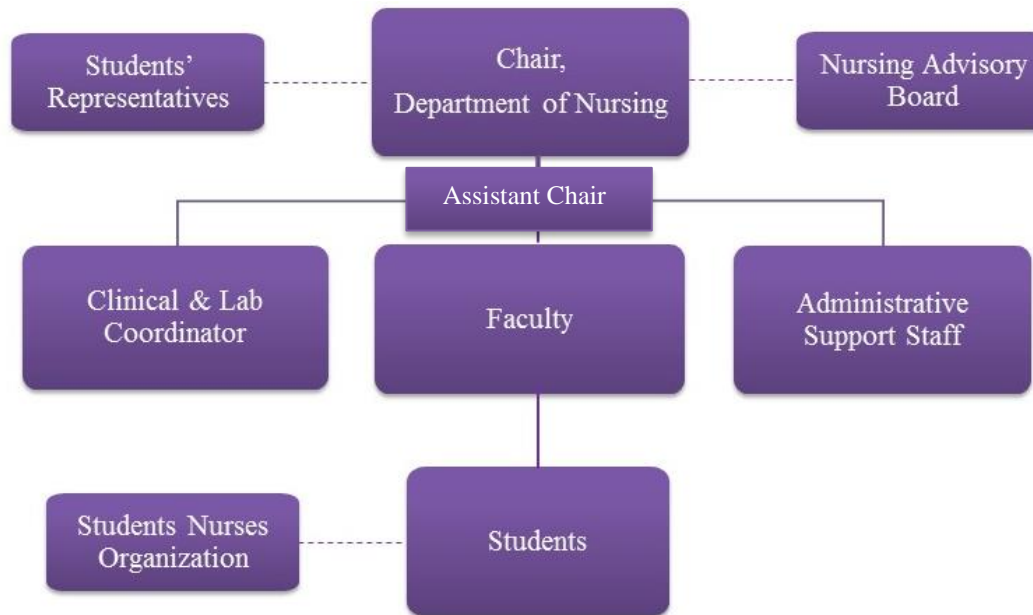
2. **Client Centered Care:** Students learn to apply critical thinking in the design and implementation of quality, safe nursing care. The nursing process is used to develop a holistic, client-centered plan of care across the lifespan in a variety of healthcare settings to promote health, prevent disease, and maintain well-being for individuals, families, groups, communities, and populations.
3. **Communication and Collaboration:** Students learn principles of effective communication with clients and the healthcare team. Verbal, written, and electronic communication are used to facilitate professional interactions to achieve quality, safe outcomes.
4. **Leadership:** Students explore various leadership roles that impact nursing practice and population health. Students learn about financial, social, cultural, environmental and global issues, guidelines and policies that influence healthcare, patient outcomes, quality improvement, and the advancement of the nursing profession.
5. **Professional and Ethics:** Students learn to model moral, ethical and legal conduct, demonstrate patient advocacy and accountability for personal and professional behavior, while upholding the scope and standards of professional nursing practice.

Organizing Curriculum Conceptual Framework



University and Department of Nursing Governance and Organization

The Department of Nursing is within the College of Natural and Health Sciences, one of three Colleges within the University. managed under the guidance of the nursing program administrator and faculty. *Appendix 1A* contains a copy of the Organizational Chart of the University. The organizational structure allows for sharing of information and division of responsibilities among the various units of the University. Figure 1 below illustrates the Department of Nursing Organizational Chart. The Department of Nursing holds regular departmental meetings to discuss business and act on relevant issues. Governance of the Department of Nursing operates in a manner consistent with that of other departments at the University of Mount Union. Due to the small number of permanent faculty, work of the department is accomplished either by a committee of the whole or by delegation of tasks to work groups (curriculum, student success, resources, and assessment) with presentation to the entire faculty for review and adoption of changes. Student representatives from each class/cohort (freshman, sophomore, junior, senior, accelerated are invited to attend appropriate portions of the Departmental Meetings. An officer from the Nursing Student Organization is also invited to be in attendance. *See Appendix A 2* for a copy of the Nursing Organizational Flow Chart also represented below.



NURSING CURRICULUM

Overview of the Nursing Curriculum

The University of Mount Union (UMU) offers two options for the BSN degree, the traditional BSN option (Traditional -BSN) for prospective students who successfully finished high school; and the second Post Baccalaureate Accelerated BSN track (ABSBN) for students who have a bachelor's degree (of any kind) in a discipline other than nursing.

The Nursing curriculum at the University of Mount Union has been influenced by current healthcare trends such as the increased age of the population, increased diversity of the population, technological innovations including informatics, and increased complexity of the healthcare system (see the Appendix B for *Department of Nursing Curriculum Plans*). The curriculum plan has also been influenced by:

- *Essentials of Baccalaureate Education for Professional Nursing Practice*, AACN (2008) that discuss the *core competencies* of: critical thinking, communication, assessment, and technical skills; *core knowledge* of health promotion, risk reduction, and disease prevention; illness and disease management; information and healthcare technologies; ethics; human diversity; global healthcare; healthcare systems and policy; and *role development* of provider of care, designer/manager/coordinator of care, and member of the profession.
- Ohio Board of Nursing rules and regulations for registered nurse programs.
- American Nurses Association's standards of practice and code of ethics.
- Quality and Safety Education for Nursing (QSEN)

The Ohio Board of Nursing rules and regulations govern the delivery of nursing education while the guidelines from the *AACN 2008 Essentials of Baccalaureate Education for Professional Practice*, and the *ANA Standards of Practice and Code of Ethics* serve as professional guidelines that enhance and guide the curriculum. QSEN addresses the challenges of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

Traditional BSN Degree (Pre-licensure)

This option is designed for students who completed their high school diploma. Some may have additional college course work in the form of transfer hours, AP credit, or other credit such as College Plus. This is a four-year program for those who want to earn a degree and become licensed registered nurses. Components of the curriculum include, in addition to the nursing sequence of clinical and non-clinical courses, courses in the natural and social sciences, humanities, and liberal arts. Some courses fulfill more than one of the curricular requirements. (See *Appendix B-1 Eight Semester Curriculum Plan* and *B-2 Traditional Advising Summary*)

The pre-licensure BSN degree track requires successful completion of 128 credit hours. The courses are offered in a semester plan; the length of each semester is 16 weeks. The Pre-Licensure BSN curriculum plan includes sequenced courses that students must take to complete the program. These courses include 68 credit hours of nursing courses, 60 credit hours of University-required courses (Integrative Core {IC} [General Education]) and nursing support courses. Some of the nursing support courses may count toward the university-required IC courses. The IC courses' philosophy is to integrate written and oral communication content and concepts in the IC courses.

University Integrative Core (IC) Required Courses for the Traditional BSN option [General Education]:

Students enrolled in bachelor's degrees must complete a minimum of 32 semester hours to meet the university IC requirements. (See Appendix B.3.)

| Course Name | Semester Hours |
|--|-------------------------|
| FYS (First Year Seminar) | 4 |
| Foundational Knowledge Courses: | 4 courses (16 credit): |
| Fine Arts | 4 |
| Humanities Social | 4 |
| Sciences Natural | 4 |
| Sciences | 4* ¹ |
| Explorations Course | Two courses (8 credit): |
| Exploration Course I (G) | 4 |
| Exploration Course II (V) | 4* ² |
| Senior Capstone | 4 |
| Foreign Language competency at 102 level | ^ |
| College level algebra | ^ |

*Requirement met by other courses in the curriculum plan: ¹ met by CHE110N course; ² met by NUR370 Introduction to Evidence Based Practice course (V). ^Level of students may be determined by placement test. Students may test out of these courses or may need to take lower level courses before being eligible to meet the requirements.

Required Support Courses for Nursing Major

All courses, totaling 32 semester hours, are required.

| Course Name | Semester Hours |
|---|----------------|
| BIO210: Anatomy & Physiology I with lab | 4 |
| BIO211: Anatomy & Physiology II with lab | 4 |
| CHE110N: Foundations of Chemistry with lab | 4* |
| CHE115: Organic and Biochemistry for Nursing with lab | 4 |
| BIO290: Pathophysiology | 4 |

| | |
|--|---|
| BIO200: Foundations of Medical Microbiology with lab | 4 |
| MTH200 or MTH123 or any elementary/basic Statistics | 4 |
| XXXxxx: Elective | 4 |

*this course meets the university IC foundational course requirement.

**Bachelor of Science in Nursing – Traditional BSN
Eight Semester Curriculum Plan
2019-2020**

| Fall Semester | | | | | Spring Semester | | | |
|---|---------------------------|--|-----------|---|---------------------------|--|--------------|---|
| | Number | Title | Hours | Co- or Pre-Requisites | Number | Title | Hours | Co- or Pre-Requisites |
| Freshman Year | BIO210 | Anatomy & Physiology I w/Lab | 4 | Admission to University of Mount Union | BIO211 | Anatomy & Physiology II w/Lab | 4 | BIO210 |
| | CHM110N* | Foundations of Chemistry w/Lab* | 4 | | CHM115 | Organic & Biochemistry for Nursing w/Lab | 4 | CHM 110 |
| | FYS* | First Year Seminar* | 4 | Admission to nursing major or approval of prog. chair | NUR 190 | Intr. to Concepts in Nursing Practice | 2 | Admission to nursing major or approval of prog chair |
| | NUR 130 | Health Promotion across the Lifespan | 4 | | XXX^ | Foreign Language (at 102 level) ^ | 4 | |
| | | | 16 | | A*, S*, H* | Foundations course* | 4 | |
| Students <u>Must</u> complete the following prerequisite courses with a cumulative grade point average of 2.75 or higher <u>and</u> a grade of “C” or higher: BIO210 & 211, CHM 110 & 115, and NUR130 & 190. | | | | | | | | |
| Sophomore Year | BIO290 | Pathophysiology | 4 | BIO 210 & 211 | NUR290 | Foundations of Nursing Care w/Clinical | 6 | BIO290; NUR240, NUR260 |
| | NUR240 | Health Assessment w/Lab | 4 | All 100- level nursing courses pre or coreq; BIO 210, 211; CHM110 & 115 | BIO200 | Microbiology w/Lab | 4 | |
| | NUR260 | Pharmacology w/Lab | 4 | | NUR262 | Human Nutrition | 2 | |
| | A*, S*, H* | Foundation Course* | 4 | | A*, S*, H* | Foundation Course* | 4 | |
| | | 16 | | | | | 16 | |
| Junior Year | NUR380 <u>or</u> NUR390 | Nursing Care of Clients with Acute & Chronic Health Conditions I <u>or</u> II w/clinical | 6 | Successful completion of all 200-level nursing courses, BIO 200, and BIO 290. | NUR380 <u>or</u> NUR390 | Nursing Care of Clients with Acute & Chronic Health Conditions I <u>or</u> II w/clinical | 6 | Successful completion of all 200-level nursing courses, BIO 200, and BIO 290. |
| | NUR340 <u>or</u> NUR360 | Childbearing Family & Newborn Nursing w/Clinical <u>or</u> Psychiatric Mental w/Clinical | 4 | Successful completion of all 200-level nursing courses and approval of the dept. chair. | NUR340 <u>or</u> NUR360 | Childbearing Family & Newborn Nursing w/Clinical <u>or</u> Psychiatric Mental Health Nursing w/Clinical | 4 | Successful completion of all 200-level nursing courses and approval of the dept. chair. Basic Statistics Co or Prereq |
| | MTH200/123 | Statistics for Health Science | 4 | Co or prereq College algebra | NUR370 | Evidence-Based Practice and Informatics in the Nursing Prof. (V)* | 4 | Completion of IC foundation courses |
| | XXXxxx* | Explorations Course I (G)*/or Free Elective | 4 | Completion of IC foundation courses | XXXxxx* | Explorations Course I (G)*/or Free Elective | 4 | |
| | | 18 | | | | | 18 | |
| Senior Year | NUR420* <u>or</u> NUR 450 | Community Health Nursing w/Clinical <u>or</u> Pediatric Care Nursing w/Clinical | 4 | Successful completion of all 200-level nursing courses and approval of the dept. chair. | NUR420* <u>or</u> NUR 450 | Community Health Nursing w/Clinical <u>or</u> Pediatric Care Nursing w/Clinical | 4 | Successful completion of all 200-level nursing courses and approval of the dept. chair. Completion of all 300-level nursing courses |
| | NUR440 <u>or</u> NUR 480 | Critical Care Nursing w/Clinical <u>or</u> Professional Role Transition w/Clinical & Nursing Capstone (117 clock hours of preceptorship) | 6/4 | Completion of all 300-level nursing courses. | NUR440 <u>or</u> NUR 480 | Critical Care Nursing w/Clinical <u>or</u> Professional Role Transition w/Clinical & Nursing Capstone (117 clock hours of preceptorship) | 6/4 | |
| | NUR430 | Leadership & Management | 4 | | *CAP400 | Senior Capstone* | 4 | |
| | | 14/12 | | | | | 14/12 | |

*Meets the University Integrative Core requirements. ^Student can test out by taking the placement test. Proficiency in Math 105 or higher is required for the Nursing major.

Post Baccalaureate Accelerated BSN Option

The Post Baccalaureate Accelerated BSN option is for those who hold a Baccalaureate degree in a discipline other than nursing. Who wish to pursue a career in nursing. The Post Baccalaureate Accelerated BSN option requires successful completion of 72 credit hours. (See Appendix B-4 Six Semester Curriculum Plan and B.5 Accelerated Advising Summary)

Post Baccalaureate Accelerated BSN - Six-Semester Curriculum Plan**

| Summer I | | Pre & Co-requests | Summer II | | Pre & Co-requests | Fall | | Pre & Co-requests |
|--|-------------|--|--|-------------|--|-------------------------|-----------|--|
| NUR 240 Health Assessment | 4 | A&P I=II Biochemistry Lifespan* | NUR 290 Foundations of Nursing | 6 | NUR 240, NUR260 A&P I+II Biochemistry Pathophysiology * | NUR 380 Acutely Ill I | 6 | NUR290 Bio290 pre/Co Microbiology A&P I+II Statistics |
| NUR 260 Pharmacology | 4 | | NUR 190 Intro to concepts in nursing practice. | 2 | | NUR 340 Families | 4 | |
| *NUR 130 Health promotion through Lifespan | *4 | | *Bio 290 pathophysiology | *4 | | NUR 262 Nutrition | 2 | |
| | | | | | | NUR 370 Research | 4 | |
| Cr. Hours/Total | 8-12 | 12 | Credit Hours | 8-12 | 16 | Credit Hours | 16 | 32-40 |
| Spring | | Pre & Co-requests | Summer I | | Pre & Co-requests | Summer II | | Pre & Co-requests |
| NUR 390 Acutely Ill II | 6 | NUR 290 BIO 290 pre/ Co Microbiology | NUR 440 Critical Care | 6 | Pre-Req: All N300 level | NUR 430 Leadership | 4 | Pre-Req: All N300 level |
| NUR 360 Mental Health | 4 | | NUR 450 Families II | 4 | | NUR 480 Role Transition | 4 | |
| NUR 420 Community | 4 | | | | | | | |
| | | | | | | | | |
| Cr. Hours/Total | 14 | 46 | Credit Hours | 10 | 56 | Credit Hours | 8 | 64-72 |

Pre-Req: A & P with labs[^], Chemistry with labs[^], Microbiology[^], Statistics, Lifespan Dev.*, Pathophysiology*

[^] completed no later than five years at the time of matriculation. The nursing faculty will discuss a prerequisite completion timeframe of longer than five years on a case-by-case bases.

*Can be fulfilled at Mount Union during the program

** Once admitted to the program, students must attain a grade of C or higher in all nursing classes and BIO 290. All Department of Nursing policies and procedures apply to the Post Baccalaureate Accelerated BSN student.

Sequence of Courses and Number of Clock Hours or Units Lecture, Laboratory and Clinical

The curriculum plan in the tables on the previous pages illustrates the sequence of courses and the number of semester hours for each course. The Traditional BSN option degree requires a successful completion of 128 credit hours, The Post Baccalaureate Accelerated BSN required completion of 72 credit hours. The courses are offered in a semester plan; the length of each semester is 16 weeks for the fall and spring semester and typically 6 weeks for each summer session. The Table below illustrates the sequence of courses and laboratory experiences and the distribution of the number of hours for lecture (theory), clinical, and lab experiences based on 60-minute hour.

Distribution of Credit Hours

| Course | Credit Hours | Semester Hour Distribution | | | |
|---|--------------|----------------------------|------------------------|------------------|-------------|
| | | Lecture | Total Clinical and Lab | Planned Clinical | Planned Lab |
| NUR130 Health Promotion Across the Lifespan Prereq: none | 4 | 50 | 0 | 0 | 0 |
| NUR190 Introduction to Concepts in Nursing Practice Prereq: none | 2 | 26 | 0 | 0 | 0 |
| NUR240 Health Assessment Prereq: All 100-Level Nursing courses, Bio210 & 211 with a grade of C or better | 4 | 38 | 45 | 6 | 39 |
| NUR260 Pharmacology Prereq: BIO210 & 211 and CHE110 & 115 with a grade of C or better | 4 | 38 | 39 | 0 | 39 |
| NUR262 Human Nutrition Prereq: All 100-Level Nursing courses, BIO210 & 211 and CHE110 & 115 with a grade of C or better | 2 | 26 | 0 | 0 | 0 |
| NUR290 Foundations of Nursing Prereq: All 100-Level Nursing courses, BIO210 & 211 and CHE110 & 115 with a grade of C or better | 6 | 38 | 117 | 72 | 45 |
| NUR340 Childbearing Family & Newborn Nursing Prereq: All 200-Level Nursing courses except NUR295, bio200, Bio290. | 4 | 26 | 78 | 66 | 12 |
| NUR360 Psychiatric Mental Health | 4 | 26 | 78 | 66 | 12 |

| Course | Credit Hours | Semester Hour Distribution | | | |
|---|--------------|----------------------------|------------------------|------------------|-------------|
| | | Lecture | Total Clinical and Lab | Planned Clinical | Planned Lab |
| Nursing Prereq: All 200-Level Nursing courses except NUR295; bio200, Bio290. | | | | | |
| NUR370 Evidence Based Practice and Informatics Prereq: All 200-Level Nursing courses except NUR295; Coreq. statistics | 4 | 50 | 0 | 0 | 0 |
| NUR380 Nursing Care of Clients with Acute & Chronic Health Conditions I Prereq: All 200-Level Nursing courses except NUR295, BIO200 and Bio290 with a grade of c or better | 6 | 50 | 78 | 66 | 12 |
| NUR390 Nursing Care of Clients with Acute & Chronic Health Conditions II Prereq: N380, All 200-Level Nursing courses except NUR295 | 6 | 50 | 78 | 66 | 12 |
| NUR420 Community Health Nursing Prereq: All 300-Level Nursing courses | 4 | 32 | 60 | 45 | 15 |
| NUR430 Leadership & Management in Nursing Practice Prereq: All 300-Level Nursing courses | 4 | 50 | 0 | 0 | 0 |
| NUR440 Critical Care Nursing Prereq: All 300-Level Nursing courses | 6 | 50 | 78 | 66 | 12 |
| NUR450 Pediatric Care Nursing Prereq: All 300-Level Nursing courses | 4 | 26 | 78 | 66 | 12 |
| NUR480 Professional Role Development & Transition Prereq: All 300-Level Nursing courses | 4 | 14 | 120 | 120 | 0 |

Course Descriptions

Courses in the Nursing Major provide instruction toward meeting the University of Mount Union mission and goals. See the *University of Mount Union Catalog*

for complete descriptions of nursing courses in the major, including required prerequisite courses.

NURSING PROGRAM ADMISSION, PROGRESSION, AND PROGRAM COMPLETION/GRADUATION POLICIES

University of Mount Union Department of Nursing student policies are published, readily accessible, non-discriminatory, and generally consistent with the general student policies. During the first year of the nursing program, students receive information directing them to access the following publications covering rules, regulations and policies pertaining to students: *The University of Mount Union Undergraduate Catalog*, *University of Mount Union Student Handbook*, and the *Department of Nursing Student Handbook*. Students receive updated publications of the *University of Mount Union Student Handbook* and the *Department of Nursing Student Handbook* and are required to sign a form acknowledging their responsibility for the information in the *Department of Nursing Student Handbook*.

Admission/Readmission

General Application Procedure for Admission to the Nursing Major

Candidates apply to the nursing program at the University of Mount Union by utilizing the institution's undergraduate admission application. On the application, nursing is to be indicated as the first choice of major. Admission to the University of Mount Union is on a rolling basis for all undergraduate students, with notification beginning on September 15 of the year prior to the enrollment year. To be considered for admission to the nursing program, candidates must first be admitted to the University, meeting all normal admission standards. Nursing candidates are encouraged to apply for admission as early as possible as space in this competitive program is limited.

Admission to the direct-entry nursing program is competitive, with notification being made to the upcoming fall semester's enrollment on a rolling basis until all available seats are filled. (Limited opportunity for spring semester enrollment may be available and will be handled on a case-by-case basis for any given term of study). The application review process will include, but will not be limited to, a review of all coursework taken, grades achieved in each course, overall high school grade point average, class rank, and test scores, as well as any recommendation or reference forms required.

Upon admission to the University of Mount Union, a student's application and file will be evaluated by the Nursing Program Administrator/Designee for consideration of admission to the Nursing Major. Students will be notified in writing of their admission status by the Program Administrator/Designee of the Nursing Program.

Admission to the Nursing Major

Traditional BSN Option, First-Time Students who are Completing or Have Recently Completed High School (Pre-licensure Students):

Students admitted to the University of Mount Union with an interest in nursing and meeting the nursing admission requirements can be admitted directly as a nursing major. This facilitates assured space in required first-year biology, chemistry, and social science courses as well as for early orientation and socialization to nursing. If all first-year curriculum requirements are satisfactorily met, students are assured placement in the clinical nursing sequence in year two.

Priority consideration for admission to the nursing program begins at the following academic levels:

1. Admission to the University of Mount Union
and
2. a cumulative high school grade point average of a B+ (3.3 on a scale of 4.0)
and
3. grades of "B" or higher in high school lab-based biology and chemistry coursework or a sub score of 24 or higher on the Science Reasoning Portion of the ACT
and
4. an ACT composite score of 23 or higher

The nursing program will conditionally admit students into the nursing major where students are admitted to the university. Conditionally admitted students enroll in UMU 100 in the first semester, a course developed to provide additional support to students in the first year of the program. Upon successful completion of the first-year nursing major requirements (CHE110, CHE115, BIO210, BIO211, NUR130, NUR190) having achieved a 2.75 average in these six courses, students will be matriculated into the NUR 200 level courses. This matriculation will occur based on seat availability. If there are a limited number of seats the students will be admitted in ranked order of their aggregate GPA in CHE110, CHE115, BIO210, BIO211, NUR130, and NUR190.

Credit Evaluation

Students may establish credit for selected non-nursing courses through AP, College Plus, or other advanced credit. This credit will be evaluated through the Office of the Registrar. Applicability of credit to the nursing curriculum will be the decision of the Nursing Program Administrator/Designee.

Admission Requirements for Post Baccalaureate Accelerated BSN option (Pre-licensure)

Applicants need to meet the following requirements to be considered for admission:

1. Hold a Baccalaureate degree in a discipline other than nursing from an accredited higher education institution,
and

2. Have an overall average GPA of 3.0 or greater in their earned bachelor's degree, *and*
 3. Complete or have completed the following courses or equivalent courses with a cumulative grade point average of 3.0 or better*:
 - BIO 210 Anatomy & Physiology I with Lab
 - BIO 211 Anatomy & Physiology II with Lab
 - BIO 200 Microbiology with Lab
 - BIO 290** Pathophysiology**
 - CHE 110 General Organic and Biochemistry I with Lab
 - CHE 115 General Organic and Biochemistry I with Lab
 - MTH 200 Basic/elementary/general Statistics
 - PSY225** Lifespan/Human Growth & Development**
- and*
4. Have completed prerequisite courses within the last five (5) years.

*Exceptions to grade point average requirements and the completion of prerequisites timeframe of longer than five (5) years will be reviewed on a case-by-case bases by the Nursing Program Administrator/Designee.

**These courses could potentially be completed while matriculated in the program at Mount Union depending on the start day of the program.

Transfer Students

Transfer students complete the transfer nursing application. Consideration for admission to the nursing program as a transfer student requires that all normal conditions and requirements of admission to the University as a transfer student be met. In addition to holding an overall college grade point average in accordance with Mount Union's general transfer standard, potential transfers to the nursing program must demonstrate an overall grade point average of 2.75 and a minimum 2.75 average on first year sciences as well as Nursing 130 or its equivalent and Nursing 190. On a case by case basis transfer students meeting all other requirements may be given permission to enroll in N190 concurrent with second year nursing courses. Non-nursing transfer credit is evaluated by the Registrar's Office in conjunction with the appropriate Department Chair. Consideration for the transfer of nursing coursework will be considered on a course-by-course basis by the Nursing Program Administrator/Designee. Admission to the major is dependent upon satisfactory review of the applicant academic record and space availability in the program.

Credit Evaluation

Transfer credit evaluations are first completed in the Registrar's Office. Courses specific to those required in the nursing program curriculum often require additional evaluation by the Nursing Program Administrator/Designee associated with specific departments or courses of study. Students may be required to submit course descriptions and/or course syllabi for evaluation before previously earned credits are considered for transfer. Each student will be advised as to what materials are required for additional review, or if additional coursework completion is required prior to

enrolling in the University of Mount Union Nursing Program.

Current University of Mount Union Students in a non-Nursing Major Declaring Nursing as a Major

Students admitted and/or enrolled at the University of Mount Union in majors other than nursing and who are interested in changing their major to nursing may be considered on a space-available basis.

Consideration for admission to the nursing program as a student who is doing a change or declaration of major requires that all normal conditions and requirements of good academic standing at the University be met. In addition to being in good academic standing, a student declaring a nursing major must demonstrate an overall grade point average of 2.75 and a minimum grade of “C” in selected science coursework evaluated by the Nursing Program Administrator/Designee. A 2.75 grade point average in first year sciences as well as Nursing 130 and Nursing 190 is required for progression to second year nursing courses.

International Students and Students with International High School Diploma

Consideration for admission to the nursing program as an International student requires that all normal conditions and requirements of admission to the University as an international student be met. International applicants with academic potential already enrolled at the University will be considered using the same criteria as domestic students with a non-nursing major. All international applicants will be reviewed by the Nursing Program Administrator/Designee and considered on a case-by-case bases.

Applicants Having Served in the US Armed Force, or National Guard, or in the Reserve

The nursing program administrator will review applications of individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component to evaluate their military experience and skills training and determine whether any of the military education or skills training is substantially equivalent to the nursing program curriculum and potentially award credit to the individual for any substantially equivalent military education or skills training. Applications will be evaluated on a case-by-case bases.

Students not meeting qualifications for direct or conditional admission

Students who do not meet criteria for direct or conditional admission to nursing may be given the option of being admitted to the University as an undeclared major. These students must successfully complete the first year required courses (Chem. 110, Chem. 115, Bio. 210, Bio. 211, Nur. 130, and Nur190) with a grade of “C” or better and a GPA of 2.75 or better in the mentioned courses to be eligible for the nursing major. Admission to the major is dependent upon space availability

Waiting List

If necessary, the University may establish a waiting list of reasonable length and in

proportion to the cohort size, identifying a rank order of the wait-listed candidates. In accordance with the Statement of Principles of Good Practice established by the National Association for College Admission Counselors (NACAC), no deposit will be required from wait-listed nursing students. The wait list will be maintained no longer than the last day of the next the admission cycle at 5pm EST.

Reactivation/Readmission to the Nursing Program

Students who have been admitted into the nursing program and choose not to enroll at Mount Union during the admitted term may reapply for a future year, but no special priority will be given to their application whether they are transfer students or students who have elected to take a gap year. The University reserves the right to grant a deferral to a subsequent year/term in the case that a significant health situation renders the student unable to enroll at Mount Union or anywhere else in the interim.

Withdrawing/Suspended Students from the Nursing Program

Students who have been admitted into the nursing program and are asked to leave the program for academic reasons, suspended from the institution for academic reasons or suspended from the institution for disciplinary reasons are not eligible to be considered for re-enrollment in the nursing program.

Students who have been admitted into the nursing program, remain in good academic and disciplinary standing but choose to withdraw either from the nursing program or from Mount Union may be considered for readmission but will be granted no special consideration and will compete for spots in the program alongside all new candidates.

Readmission to the University of Mount Union

A Mount Union student whose attendance at the University is interrupted, either by suspension or by withdrawal for any reason, must apply for readmission with the Office of Admissions and be approved for readmission by the Associate Dean of Academics, Dean of Student Affairs, or Dean of Students in order to resume academic work at Mount Union. An extended absence may result in reassessment and/or adjustment of degree requirements. A student who has attended any other institutions since leaving Mount Union will have to submit transcripts from each school attended before being considered for admission is on a space available basis. readmission. Attending another institution as a transient student or as part of a Study Abroad program is not considered a 'break in enrollment.' (See *University of Mount Union Undergraduate Catalog*).

Enrollment Deposit

All offers of admission are conditional upon receipt of a final secondary school transcript and any other conditions specified at the time of admission. Students who have been admitted to the University are asked to make a deposit by the due date determined by the University. New students applying for the admission for the fall semester into the Traditional BSN Track or the summer for the Post Baccalaureate Accelerated BSN Track may receive a refund of the advance payment provided that

written notification of withdrawal is received and postmarked prior to May 1st. Post Baccalaureate Accelerated BSN students, per university policy, are not eligible for a refund of advance payment.

Financial Obligations

For a student to be admitted into or progress in the nursing program, all fees, expenses, and refunds must be cleared with the appropriate office at the University.

PROGRESSION

Progression in the Nursing Program

The Department of Nursing adheres to the “Academic Standing” policies of the University as set forth in the *University of Mount Union Catalog*, <http://www.mountunion.edu/college-catalogue-1>). The Table below illustrates policies that are specific to the Department of Nursing and supported by the nursing faculty.

Progression Policies Specific to Nursing Major

| POLICY | RATIONALE |
|--|--|
| <p>Nursing students must achieve the following conditions for progression to the nursing sequence in the second year of the program: 1). a grade of “C” or better <i>and</i> 2). a cumulative GPA of 2.75 or better in selected first year courses. These courses are:</p> <ul style="list-style-type: none"> • Anatomy & Physiology I with lab • Anatomy & Physiology II with lab • Foundations of Chemistry with lab • Organic & Biochemistry for Nursing with lab • Health Promotion Across the Lifespan • Introduction to Concepts in Nursing Practice | <p>The faculty supports a curriculum with a strong academic background in nursing and science courses.</p> |
| <p>Nursing students must achieve a “C” or better in all required nursing and science courses. Students who receive a “C- “or below in a nursing or science course must repeat that course, achieving a “C” or higher in each course.</p> | <p>The faculty supports a curriculum with a strong academic background in nursing and science courses A “C” is considered acceptable. Nursing is a profession and a discipline that strives for excellence. Grades below “C” cannot fulfill that standard.</p> |
| <p>A student may repeat only one nursing course one time for nursing courses in the second through fourth year of the program. If a second nursing course or the same nursing course is failed with a “C- “or below, the student is dismissed from the nursing program.</p> | <p>Acquiring adequate nursing knowledge and competent practice skills is a professional responsibility not to be taken lightly or revisited repeatedly.</p> |

| POLICY | RATIONALE |
|--|--|
| The course NUR480 Professional Role Development & Transition must be completed during the last year of study of the program. | The curriculum culminates in this course, which synthesizes nursing theory and practice. |

The progression policy of the Department of Nursing is consistent with the University of Mount Union’s mission to prepare students for fulfilling lives, meaningful work and responsible citizenship. Responsible citizenship is attained by acquiring adequate knowledge, skills, and attitudes to be perform competent practice skills and while maintaining professional responsibility.

Academic Standing

The Department of Nursing adheres to the “Academic Standing” policies of the University as set forth in the *University of Mount Union Catalog* (<http://www.mountunion.edu/college-catalogue-1>). A student’s academic standing - “good academic standing” or “academic probation”- is dependent upon his/her cumulative grade point average and the number of semester hours that he or she has attempted (note the rule for transfer students below). For a student to attain and/or maintain “good academic standing” at the University, the student must:

- Have a 1.600 grade point average or higher if he or she has attempted less than 31 semester hours.
- B. Have a 1.750 grade point average or higher if he or she has attempted at least 31 semester hours and less than 48 semester hours.
- C. Have a 1.900 grade point average or higher if he or she has attempted at least 48 semester hours and less than 64 semester hours.
- D. Have a 2.000 grade point average or higher if he or she has attempted 64 or more semester hours.

For transfer students, the figure used for “semester hours attempted” will be the sum of transfer credits accepted by Mount Union and the credits attempted here at Mount Union. For example, a transfer student who was granted 6 credits for transfer work and who has attempted 25 credits at Mount Union would have attempted a total of 31 semester hours for the purposes of this policy.

Please note that credit hours attempted, and grades awarded for approved transient work taken at another institution are part of Mount Union credits attempted and are included in the calculation of grade point average.

Dismissal from the Nursing Major

A student can be permanently dismissed from the nursing major for any of the following reasons:

- Receiving a grade lower than a “C” on two occasions in nursing course/s in the nursing major (whether that grade was received in the same course twice or two different courses).

- Failure to meet professional conduct and policy standards.
- Unsafe practice.

Additional Progression Standards for Nursing Courses

- A course withdrawal after the 5th week in a 7 week course or after the 11th week in a 15 week course, or as mandated by the undergraduate catalog (See *University of Mount Union Undergraduate Catalog*) will be treated as a failure, unless the Nursing Program Administrator/Designee determines that the withdrawal is due to illness, family emergency or other compelling personal reason. In such cases, a student must submit a petition in writing to the Nursing Program Administrator/Designee, explaining why the circumstances are extenuating. The Nursing Program Administrator/Designee will evaluate the request and will provide a decision in writing to the student. The student may appeal to the Dean of the College of Natural and Health Sciences. The Dean's decision shall be final.
- Students may retake one nursing course from the sophomore, junior and senior years one time throughout the entire program (see table above).
- For a nursing course in which an "incomplete" is received:
 - A student cannot progress if the "I" is in a prerequisite course. The resolution of the "I" must take place prior to the first day of the following semester for the student to start the subsequent course. If the "I" is in a prerequisite course and the student has not resolved the "I" before the first day of classes in the following semester, the student will be administratively withdrawn from the subsequent course.
 - Nursing students and faculty follow the University Incomplete Policy (See *University of Mount Union Undergraduate Catalog*).

Program Completion/Graduation

All students who wish to graduate must apply for graduation at least one semester prior to their planned date of graduation.

Nursing students for the traditional BSN track will complete 128 credit hours, meeting the university minimum of 128 semester hours of credit for graduation. Students who do not test into higher level college algebra and/or foreign language courses may need to take additional introductory courses prior to taking the statistics and/or the second level of foreign language courses. In this case, students may end up with more than 128 credits for graduation (See the *University of Mount Union Undergraduate Catalog*). Nursing students for the Post Baccalaureate Accelerated BSN track will complete up to 72 credit hours in addition to successful completion of their pre-requisite courses.

The degree of Bachelor of Science in Nursing is granted to students who have completed the planned program of study. Students must meet all other University of Mount Union requirements for graduation. The student is accountable for knowing the degree requirements and successful completion of these requirements.

A student must:

- Complete all course requirements to graduate with a BSN, including earning a C or better in all nursing courses, and maintaining an overall 2.0 GPA, and
- Meet all University of Mount Union requirements for graduation, and
- Satisfactorily complete all measures of program assessment, and
- Complete a NCLEX-RN review course as part of the University of Mount Union Department of Nursing curriculum.

Graduates of the program are eligible to apply to take the National Council Licensing Examination for licensure as a Registered Nurse (NCLEX-RN) administered through processes established by the Ohio Board of Nursing (OBN) or other State Boards of Nursing. Completion of the academic requirements for the BSN does not guarantee eligibility for Registered Nurse licensure. Students who have been convicted of a misdemeanor/felony should contact the OBN for eligibility requirements [found at <http://www.nursing.ohio.gov/discipline.htm>], or the state Board of Nursing in any other state in which the student intends to practice. Some states may have other prerequisites prior to licensing (e.g. continuing education modules in an area required by the State where the applicant is seeking licensure).

All University and Nursing Program requirements for program completion must be followed.

The University celebrates completion of degree requirements at a yearly celebration in May for all students completing degree requirements in May, August, and December. This ceremony is a celebration of the academic accomplishments of the graduate and is signified in the conferral of degrees. For nursing students, there is also a celebration of their professional accomplishments in a Convocation at which time the nursing pin is conferred. Those attending the Nursing Convocation are expected to also attend graduation.

NURSING PROGRAM POLICIES, PROCEDURES, AND CRITERIA

The following program policies, procedures, and criteria are provided to assist in the socialization process of becoming a professional nurse. They are intended to give guidance in understanding the criteria needed for knowledge acquisition, skills development, and integration of the behaviors expected of a professional. At times, policies and procedures or criteria may need to change due to internal or external circumstances. The following applies in those situations:

Procedures for Notifying Students of Changes in Program Policies, Procedures and Criteria:

Students will be notified of any program policy changes that affect their academic progress. The Department of Nursing will notify students of policy changes by using one or more of the following methods, depending on the urgency of the policy change:

1. Post any changes in policies on the Nursing Department D2L site,

2. Email students using their University of Mount Union email as their official form of communication,
3. Announce changes in classes or syllabus when possible,
4. Provide written documents with a description of the change in policies,
5. Post changes on the Nursing Department Bulletin Board in the 2nd floor hallway,
6. Announce changes to the student representatives in the department faculty meeting. Student representatives are required to inform their classes about policy change.

Evaluation and Grading of Student Experiences

A variety of methods are used to evaluate student progress in the classroom and clinical/lab settings. Clinical/lab experiences are evaluated by the clinical instructor based on course and clinical/lab objectives. Students are provided with a copy of the evaluation form prior to the beginning of clinical/lab experiences. Students will receive a midterm and final clinical/lab evaluation. At any time during the experience, a remediation plan may be created to address an unsatisfactory daily performance. An overall clinical/lab evaluation of unsatisfactory will result in a failing course grade regardless of the grade achieved in the classroom.

Theory/lecture

- Didactic experiences are evaluated through objective tests/quizzes, scholarly papers, presentations and other selected activities such as teaching plans and care plans in accordance with University of Mount Union policy.

Laboratory

- The laboratory component is graded on a satisfactory/unsatisfactory. Labs are on campus, virtually, and in simulation. Performance in the lab component will be determined by the course faculty. Laboratory attendance is mandatory. An “Ab” is assigned for any absence. Students must notify the faculty member prior to the start of lab to receive the “Ab”. A makeup assignment will be provided to the student for any excused absence (See the *University of Mount Union Undergraduate Catalog*). Failure to make up a lab may result in an unsatisfactory mark for the laboratory experience and will result in failure of the course.

Clinical

- The clinical component is graded on a satisfactory/unsatisfactory. Criteria for grading include preparation, professional behavior, performance, and written work. The student will be evaluated according to criteria on the clinical evaluation tool (enclosed in the syllabus). The student with an unsatisfactory clinical performance should consult his or her clinical instructor for assistance.
 - The student who receives more than two (2) unsatisfactory ratings for clinical performance in one semester may earn an (F) in the course regardless of test and paper grades.
 - The student will be issued a maximum letter grade of C- in the course (76.9 if passing didactic portion; issued earned grade in didactic portion if under 76.9) if he/she has received three (3) unsatisfactory clinical ratings.

- Faculty discretion will be used when circumstances outside of the students control effect their ability to attend a clinical experience. An absence (Ab) will be assigned when a student misses clinical for an university excused absence (See the *University of Mount Union Undergraduate Catalog*).
- All clinical/lab courses require ongoing evaluation of student performance. Refer to each specific course syllabus for Evaluation Guidelines/Tools. The student must pass both the clinical and theory components of a course. Passing clinical/lab performance is defined as meeting clinical/lab objectives in the laboratory/facility. If unsatisfactory (“U”) performance occurs, the following protocol will be implemented. The student will:
 - Receive a “U” documented on the clinical/lab evaluation tool and complete remediation as determined by faculty.
 - Develop a plan of action to remedy performance deficits. The plan of action must be developed and submitted by a date set by the faculty.
 - Acknowledge that his/her course grade will be jeopardized if the same or similar performance continues.
 - Have a written record of a conference/meeting with the instructor and the plan of action attached to the clinical/lab evaluation tool and placed in the student’s file; a copy of the written record of the conference and plan of action will be given to the student.
 - Have the right to respond in writing on the written record of the conference.
 - Have the right to appeal a grade or academic decision that he/she believes to be in error or unfair (see “Petitions and Appeals Non-Disciplinary Matters” in the *University of Mount Union Catalog*).

Students must pass the theory/lecture, laboratory, and clinical components of each nursing course to be successful.

- One course grade will be assigned for the theory/lecture, lab and clinical components of the course.
- Students can receive only two (2) ratings of unsatisfactory (U) or Absence (AB) on the lab/clinical evaluation. Receiving a third (total of three (3) unsatisfactory (U) or Absence (AB) ratings on lab/clinical evaluation/rating) may constitute failure in the course, regardless of tests, quizzes, presentations, or any other course grades. Any student receiving three (3) unsatisfactory (U) or absence (AB) ratings will be required to meet with the nursing program administrator.

All course assignments must be completed before a course grade is issued.

A grade of “C” or greater MUST be earned to pass a nursing course. If a student earned a grade less than “C” in a nursing course, the student fails the course and MUST repeat the course to get a grade of “C” or greater.

- A student in the Nursing Major may only repeat one nursing course one time throughout the entire course of study of the nursing program. If a second

nursing course or the same nursing course is failed with a “C-“ or below, the student is dismissed from the nursing program

- All course grades, including the final course grade, are recorded to the hundredth decimal place (e.g. 83.71) and are not rounded.

Dismissing a Student from Class, Lab, or Clinical

Faculty have the right to dismiss any student from class, lab, or the clinical setting based on a violation of the Nursing Student Code of Conduct. Faculty also have the right to dismiss students who are ill (e.g. fevers, vomiting, injuries) and are unable to perform student nurse duties. Faculty can recommend to students to visit the student health clinic or family physician. Depending on the severity of illness/injury faculty may require a “Release from the Physician” to return to clinical. Any dismissal from class, lab or clinical will be documented on the student’s evaluation form.

Faculty and or teaching assistants who suspect that students are impaired due to drug or alcohol use are required to dismiss students from the class, lab, or clinical setting. The symptoms associated with drug and alcohol use vary widely, they may include, but are not limited to the following: agitation, drowsiness, nausea, vomiting, ataxia, sweating, violent or aggressive behavior, aroma of substance and red eyes. See Alcohol & Drug Policy.

Faculty and or teaching assistants in this situation will contact the Course Coordinator and the Nursing Program Administrator/Designee immediately of suspected student drug/alcohol use. Student will be instructed to arrange for transportation to the University of Mount Union Health Center Office. The student will be required to show proof of immediate drug test to the Nursing Program Administrator. Refusal could be grounds for dismissal from the nursing department. Refer to the Department of Nursing Drug Testing Policy and Professional Code of Conduct in the University Student Handbook (See *Overview of the Conduct Process*)

Clinical Dosage Calculation Requirement Policy

The University of Mount Union Nursing faculty value patient safety and believe strong dosage calculation skills are important for safe medication administration. Each clinical course requires successful completion of a dosage calculation exam prior to administering medications in the clinical arena. A minimum of 90% is the required score; failure may lead to a “U” in clinical. Failure to receive a 90% will result in mandatory remediation. The student may attend clinical but will not be able to pass medications in that course’s clinical setting(s) until the required dosage calculation test is passed with a minimum of 90%. The student will be allowed to retake the exam once remediation is completed; a 90% minimum score is, again, required. Failure to meet that 90% on a second attempt will result in a second “U”. The student will have a third attempt if needed. Students can receive only two (2) ratings of unsatisfactory (U) on the exam. A third failure results in a failure in the course.

Grading Scale for Nursing Courses

All course, lab, and clinical requirements as well as a grading scale are stated in the course syllabi. All nursing courses follow the same grading scale. The grading scale shown next page is published in each course syllabus as well as in the Department of Nursing Student Handbook. All course grades, including the final course grade, are recorded to the hundredth decimal place (e.g. 83.71) and are not rounded.

Department of Nursing Grading Scale

| Grade Scale | | | |
|--------------------|---------------------|----|-----------------|
| A | 94% - 100% | D+ | 73% - 74.99% |
| A- | 91% - 93.99% | D | 71% - 72.99% |
| B+ | 89% - 90.99% | D- | 69% - 70.99% |
| B | 86% - 88.99% | F | 68.99% or lower |
| B- | 83% - 85.99% | I | Incomplete |
| C+ | 80% - 82.99% | | |
| C | 77% - 79.99% | | |
| C- | 75% - 76.99% | | |

Testing Policy and Procedures

1. Paper and Pencil Tests

- Students will be expected to place all books and papers under their desks and sit every other chair when possible when possible when possible.
- Students should bring a number 2 pencil. A test booklet and a Scantron answer sheet will be distributed to each student. Students should place their names on the test booklet as well as the Scantron Sheet. During the exam, test booklets are to remain flat on the desk.
- Read the cover page of the test booklet carefully.
- Only the answers marked on the Scantron Sheet will be accepted. Students may mark their answers on the test booklet also, to aid in test review.
- Any question regarding students' sharing of test information, talking during the test or any other indication of academic dishonesty will not be tolerated. (Refer to the University and Nursing Student Handbook).

2. Online Testing

- Computer must meet requirements set forth by ExamSoft Inc. and noted in university IT "Bring Your Own Device" policy. Refer to <https://www.mountunion.edu/bring-your-own-device> for qualification specifications.
- Working microphone and camera are required.
- You must take the exams/quizzes **sitting** in a desk or equivalent. No laying down.
- Do not get up from your computer at any point until your exam is over.
- Scan your work area and your tabletop prior to starting with question #1.

- Use the drop-down error tool to ensure your face is in the camera for accurate monitoring. It is not acceptable for the camera to be capturing your forehead, half your face, etc. Your face must always be in full view of the camera (practice with the camera in your mock quiz).
 - Testing environment must be quiet, no TV, radio, recordings etc. playing in the background.
 - There will be no backward navigation or going back to answers questions later.
 - No use of cellular phones during the exam. If student is kicked out of the exam, contact the instructor as directed.
 - No paper, pen/pencils. Note section will be enabled for you to write down notes.
 - No ear buds, headphones.
 - No watches, no smart watches, no hats, no hoods, except for religious head covering.
 - No questions will be answered during exams, no sending faculty pictures of exam questions.
 - No additional notes, electronic resources, laptops, tablets, etc. at the testing station.
 - No talking or reading the questions aloud.
 - Faculty encourage you to stay focused, no gazing eyes, picking at fingers, getting up, etc. **STAY FOCUSED!**
 - Once a student saves his/her answers and "logs out," the program will not permit the student to re-enter or modify the answers and these answers are considered final. If a student did not complete all questions and logs-out, the student will not be allowed to re-enter the exam and the questions unanswered will be marked as incorrect.
 - If you want to review the content you missed on an exam, schedule to meet with the faculty.
 - Exam questions are confidential and therefore should not be discussed. Under no circumstances should exam questions be discussed via email.
 - A green screen signifying successful upload must be noted or exam was not uploaded. This is the student's responsibility to ensure this step is achieved.
 - For any Exam Soft and/or faculty monitoring flags that are raised, (i.e. suspicious testing behavior), if deemed a legitimate violation of the above guidelines, the student will be notified via an incident file that will be completed by course faculty and kept on file in the Nursing Department. Academic dishonesty **will not be tolerated** (refer to the University and Nursing Student Handbook).
3. Computer-based examinations will be utilized in in many courses using ExamSoft Software.
- Students are expected to have all the equipment and software that is necessary for these exams and come prepared for class on a test day with the appropriate equipment. Refer to the University Catalog for specifications on computer requirements for all students. Students are responsible for complying and staying

current on version updates, compatibility issues, etc. related to ExamSoft.

- Students will receive an invitation to join ExamSoft. Upon receiving the invitation, the student is to follow the instructions to download Examplify onto his/her laptop using the following site: <https://examsoft.force.com/etcommunity/s/article/Examplify-Downloading-for-Windows-Mac>. If assistance is needed, the student may contact ExamSoft support: <https://examsoft.com/about/support> or contact the UMU IT Helpdesk.

4. In-class Exam-day Information

- The following rules and guidelines are in place to ensure that students have efficient, fair and positive experiences on assessment/exam days.
 - All students must be in their seats, with laptops turned on, pen/pencil available, anti-virus software turned off, and ready to start by the designated exam time.
 - As soon as students enter the exam room, they should launch Examplify, download the appropriate exam, and navigate to the "Begin Screen." Then wait for instruction from the proctor indicating that it is okay to begin.
 - Students are not permitted to have anything open on their laptops in the exam room except the testing software (Examplify). They may only bring their laptop, charger, and pen/pencil.
 - No bags, cell phones, smart watches, iPods/music players, etc. are allowed in the room (if present, all must be placed to the side of the room). Cell phones and other recording and/or transmitting devices are strictly prohibited.
 - See each course syllabus for additional directions.
- Students must upload their exam file prior to leaving the exam room. When the green screen and check mark appears, the student knows that there has been a successful upload of the exam. Successful upload of the exam is the student's responsibility.

5. Student Scores

- Test Scores will generally be posted online in the Grade center for the course in Desire2Learn within five (5) days. See individual course syllabi.
- All course grades, including the final course grade, are recorded to the hundredth decimal place (e.g. 83.71) and are not rounded.
- Students are encouraged to review tests individually with faculty as needed.
Students must review tests within the test week, unless prior arrangements have been made with faculty.

6. Course/exam Remediation Policy

- Students who are not successful on a course exam (scoring less than 77%) may have a flag raised in Starfish by the course instructor. A remediation plan and/or meeting with the instructor will be suggested and needs to be completed by the student. Failure to complete the recommended remediation may result in a referral to the Nursing Program Administrator/Designee.

7. Student Missing an Exam:

- Make-up exams will only be given when there is a university accepted excuse for missing the exam. If a student misses a test without an excuse, the student cannot make up the test. If a student is ill and unable to take a test, that student must call or email the course faculty the day of the exam. Students must negotiate with faculty within 24 hours to make up the test within three (3) school days. Students that miss a scheduled test may be asked to take an alternate test. The make-up exam may be in an essay format.

Attendance Policy

1. Classroom

Attendance is expected in all classes with notification to the faculty when illness or other university accepted reasons prevent the student from attending. The nursing student is responsible for the material presented in class. Each individual course syllabus states the specific attendance policy for the course. If the student must be absent from an examination for a university accepted reason, it is the student's responsibility to contact the nursing faculty no later than one hour prior to the examination. Students who fail to notify the faculty of the absence by this time may be required to take up to a 10-point grade reduction on the make-up exam. Students must negotiate with faculty within 24 hours to make up the test within three (3) school days. Students that miss a scheduled test may be asked to take an alternate test. The make-up exam may be in an essay format.

2. Clinical/Laboratory

In courses with a clinical component, the student is expected to fulfill all clinical requirements. If a student is absent from or late for a clinical experience, course faculty will determine how the student will make up the missed learning opportunity. The student must notify the clinical agency of absence or lateness prior to the start of the clinical day.

- The student will give the school name and area of assignment.
- The student will obtain the name of the person reported.
- If absent, a clinical absenteeism form will be completed by the student and submitted to the clinical instructor prior to the next clinical day or as designated in the course syllabus.

As nursing is a practice discipline, the clinical and laboratory experience is an integral part of each course. An Absence (AB) will be given for each clinical/ laboratory day missed and for each clinical/ laboratory day for which the student is late or leaves early. The student is to confer with the faculty regarding make-up of a missed laboratory/clinical session. An absence (AB) for any clinical absence (excused or not) may require make up work to ensure the student meets the required clinical hours and can achieve the clinical objectives. Students are required to contact the faculty or teaching assistant within 24 hours to arrange appropriate make-up work.

Students can receive only two (2) ratings of unsatisfactory (U) or Absence (AB) on the lab/clinical evaluation. Receiving a third (total of three (3) unsatisfactory (U)

or Absence (AB) ratings on lab/clinical evaluation/rating) may constitute failure in the course, regardless of tests, quizzes, presentations, or any other course grades. Any student receiving three (3) unsatisfactory (U) or absence (AB) ratings will be required to meet with the Nursing Program Administrator/Designee.

Clinical/Laboratory Policies

The student's practice will be graded Satisfactory (S) or Unsatisfactory (U), based on specific criteria. Evaluation criteria are based upon accountability and responsibility in nursing practice, use of critical thinking skills, appropriate communication techniques, and the development of therapeutic nursing interventions that integrate science and liberal arts.

In the University laboratory, each skill has a designated time frame for satisfactory performance of the skill. Failure to complete a skill satisfactorily in the designated time frame will result in an unsatisfactory (U). An unsatisfactory will also be given for failure to meet objectives/standards in clinical practice. Examples of Unsatisfactory clinical practice includes but are not limited to:

- not accepting accountability and responsibility for one's nursing practice,
 - failure to communicate/document/report to the nurse, faculty, or other healthcare team member, relevant patient information,
 - not accurately demonstrating the skills of assessment, diagnosis, planning, implementation, and evaluation in the clinical area and/or university laboratory,
 - unprofessional appearance and demeanor in the clinical area,
 - unsafe or poor patient care,
 - leaving the clinical area without informing/reporting to the instructor, team leader, or nurse responsible for the patient care,
 - failure to maintain confidentiality,
 - failure to meet the standards of attendance and timeliness.
- *Refer to ORC4723-5 for a more comprehensive list of nonnegotiable student behavior*

The specific evaluation criteria with expected behaviors are delineated on the Clinical Evaluation. **A total of three (3) grades of unsatisfactory (U) will constitute failure in the course**, regardless of test, paper, or project grades.

A summary of clinical practice is written by the clinical instructor utilizing the clinical evaluation tool. The student is expected to read the documentation, comment if desired, and sign the evaluation. The evaluation becomes a part of the student file.

Refer to *Appendix C* for the policies and procedures of the laboratory and simulation.

Academic Advising

All students must register for classes during the scheduled registration period each semester. Prior to this official registration, students must meet with their faculty

advisors during the scheduled conference period for Advisor Conferences to plan their academic work for the succeeding term.

A faculty member from the nursing department will be assigned as an advisor at the time of admission. The nursing faculty is a resource advisor the first semester and will become the permanent advisor beginning with the second semester of the program.

Students who wish to formally declare or change a major or minor from nursing to a major/minor in another department must do so through the Registrar's Office by completing a Declaration/Change of Major/Minor/Advisor form.

Students with a direct admission to nursing do not need to complete a change from unless changing to another major or declaring a minor. At the time of the change, a new advisor will be assigned from the department of the new major or minor. The student wishing to change advisor in nursing will talk with the Nursing Program Administrator/Designee regarding a change.

Academic Integrity

The University of Mount Union academic integrity policies can be found in the University of Mount Union Catalog under "Academic Honesty." The University views the moral and ethical education of its students as being equal in importance to their intellectual development. The codes of conduct and ethical habits individuals' practice as students are likely to guide them for their entire lives. Consequently, a significant part of the University's mission is to support in its students a belief in the importance of personal honesty and integrity and a strong commitment to high standards in those areas. In all their academic pursuits, Mount Union students are expected to be responsible members of the academic community.

Unless clearly documented with citations indicating otherwise, all academic work is expected to be the student's own. Plagiarism and/or any other form of cheating or dishonesty will subject the student involved to sanctions ranging from failure of an assignment to possible suspension or dismissal from the University.

Plagiarism

The Department of Nursing faculty has no tolerance for plagiarism in any form, intentional or unintentional. If one is unable to trust the integrity of the student in any setting (i.e.: classroom, lab, or clinical) then the essence of professional nursing practice is jeopardized. Students must adhere to the University of Mount Union academic honesty policies in any nursing department assignment. A student may not submit academic work, or any part of academic work, completed for one course as work for another course (i.e., self-plagiarism) without the expressed prior approval of both instructors.

APA Writing Style

The nursing department expects students to follow APA style for writing papers, including citation and bibliography format. Students should refer to the most current Publication of the APA Citation Manual. Information on APA format is available online at Indiana University Purdue website at <http://owl.english.purdue.edu/owl/resource/560/01/> or www.apastyle.org/.

Accountability

Enrollment in the BSN program prepares students in two key-ways. First, students are prepared with the necessary education, knowledge and skills to perform competent, high-quality, and safe nursing care, and second, students are prepared with skills needed for employment. These skills that allow them to function as successful individuals in any healthcare setting. Mount Union's nursing program demands high standards, that result in graduates who possess excellent nursing knowledge and skills as well as high levels of ethical and professional behavior (i.e., attitudes) inside and outside the classroom. To foster such preparation, the policies in this handbook apply to every student enrolled in the BSN program. In addition to policies of the Department of Nursing and University of Mount Union, nursing students are always expected to exhibit behaviors consistent with the Ohio Board of Nursing Student Conduct Policies, National Student Nurses' Association (NSNA) Code of Academic and Clinical Conduct, and the American Nurses Association Code of Ethics and Standards of Practice.

Textbooks

Students are expected to purchase all required texts for nursing courses in a timely manner for use in course and clinical. If financial circumstances prohibit the purchase of the required texts, the department should be notified to assist in finding a reasonable solution. Students are responsible for reading the assigned course material.

Attendance

Classroom, lab and clinical activities and discussions are a vital component of the overall learning experience. Many times, it is nearly impossible to make up the learning done in the classroom; therefore, students are strongly encouraged to attend every scheduled class on time. Laboratory and clinical learning sessions require mandatory attendance. Students must notify the faculty member in advance to receive the makeup assignment/schedule. Responsibility for class attendance rests with the student. If it is necessary to be absent from a class, the student is to notify the faculty prior to class or as soon thereafter as possible. A student who is absent from class for any reason, university approved or otherwise, is responsible for arranging with the instructor to make up any missed work.

Please review the detailed attendance policy for the Department of Nursing in the previous section of this handbook.

Classroom Behavior

Quality nursing care equates with demonstrated behaviors characterized by honesty, integrity, professionalism, and accountability. So that faculty can ensure that every nursing student has the requisite course content, knowledge, and skills to practice high-quality nursing care, it is expected that all students will:

- Attend class and all lab and clinical experiences
- Arrive prepared, having completed the assigned reading and/or other assignments
- Actively participate in the classroom, lab, and clinical settings
- Arrive promptly at the start of each session and remain until the end of the session
- Demonstrate courtesy and respect for all persons by refraining from behavior that causes class disruption. This includes:
 - Tardiness.
 - Usage of mobile devices.
 - Inappropriate use of social media.
 - Side conversations.
 - Failure to pay attention and/or engaging in activities unrelated to the class.
 - Failure to complete all written assignments and psychomotor skills at the designated time and achievement level.
 - Failure to behave in a manner that contributes to a productive, caring, learning environment.
 - In the event of a true emergency, students are instructed to provide the phone number (330-829-4142) of the nursing office to their contacts to convey messages. The nursing office will make every attempt to deliver the message received from the student's contact in a timely fashion.

Respect for Property and Community Resources

University of Mount Union students are to use all facilities and resources wisely and with care. This includes being careful not to abuse classroom furnishings, nursing equipment, or the building itself. Renewable resources such as water, electricity, and paper should not be wasted. Please review the *Nursing Skills and Simulation Laboratory Policy and Procedure Manual* for details, Appendix C.

Communication

Students are responsible for accessing information shared through the following venues: the nursing website, D2L course sites, syllabi, University of Mount Union email, nursing bulletin board, as well as the *Nursing Student Handbook*. Students are required to monitor D2L and University of Mount Union email accounts daily for updated information and announcements. Students are also required to sign an acknowledgement of receipt of the *Student Handbook* and assume responsibility for knowing the contents.

Grievance and Appeal

A student with a concern about a non-disciplinary academic matter (such as a disputed grade) should attempt to resolve the matter with the instructor. If the matter remains unresolved, the student should contact the Nursing Program Administrator to seek resolution. If the matter remains unresolved, the student may initiate a formal grievance with a petition to the Academic Policies Committee for review; the petition form is available in the Office of the Registrar. There is a time limit to file the formal appeals process (See the *University of Mount Union Undergraduate Catalog*).

The student may appeal the decision of the Academic Policies Committee with an Official Grievance to the Assistant Academic Dean. The student must submit a written request to appeal the Committee's decision to the Office of the Assistant Academic Dean within five (5) business days of the notification of the Committee's decision.

Student Guidance and Counseling Services

Student guidance is supplied in numerous ways at the University of Mount Union. Informally, students are mentored by coaches, Student Affairs staff, community educators in the residence halls, and others. Official academic guidance is provided by an academic advisor, who is a full-time faculty member within a student's major field of study. These advisors are encouraged to utilize university resources to make flags/referrals to, however not limited to, counseling services, center for student success, academic support, career development, digital written and oral communication, financial aid, tutors, and etc. In addition, the Office of Academic Advising within the Student Success Center is available for students seeking advice or academic guidance that may extend beyond the major.

Two full-time counselors in the Office of Counseling Services provide free short-term counseling by appointment to any enrolled student at the University of Mount Union. During counseling, students typically discuss problems with relationships, adjusting to life in college, stress or burnout, the death or illness of a friend or relative, academic difficulties, career or work decisions, substance abuse problems, family dilemmas, sports injuries or setbacks, the effects of violence or prejudice, and/or balancing school, work, and social life. Counseling is short-term, as it addresses normal life problems faced by college students. Students experiencing serious emotional, medical or behavioral problems (including but not limited to suicidal or homicidal thoughts or actions, eating disorders, substance additions and disorders which impair the ability to think logically or relate with others constructively) are referred for outside treatment, often with the aid of parents or guardians. To promote safety and recovery, students who seem a danger to themselves and/or others may be withdrawn from the University by the Dean of Students through an interim suspension (the procedure is spelled out in the *University Student Handbook*). In addition, as there are no psychiatric services available on campus, students must find such services off campus.

Technical Standards of Performance for the Nursing Program

The University of Mount Union Department of Nursing is committed to equal access for all qualified program applicants and students. The Department of Nursing faculty has identified specific standards essential to the delivery of safe, effective nursing care during clinical education activities. These standards determine the students' ability to acquire knowledge and develop the clinical skills required by the curriculum. Clinical education is a major focus throughout the program involving considerations, such as patient safety, that are not present for classroom activities. Therefore, the student must meet these standards and maintain satisfactory demonstration of them for successful program progression and graduation. Students must complete the "Technical Standards Certification" form prior to beginning clinical experiences (*See Appendix D*). Nursing students, with or without reasonable accommodation, must satisfy the performance standards described below.

- Senses: Have functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be quickly integrated, analyzed, and synthesized in an accurate manner.
 - Examples of relevant activities: Hear, observe, and speak to patients; detect skin color changes, anatomical abnormalities such as edema, sounds related to bodily functions using a stethoscope, and odor associated with a wound infection.
- Physical Abilities: Perform gross and fine motor movements with reasonable endurance, strength, flexibility, balance, mobility, and precision as required to provide holistic nursing care.
 - Examples of relevant activities: Perform CPR, safely transfer and control fall of a patient, and manipulate equipment such as syringes and medication packages.
- Cognitive: Collect, analyze, and integrate information and knowledge to make clinical judgments and decisions that promote positive patient outcomes.
 - Examples of relevant activities: Measure, calculate, reason, and understand information and graphs; identify priorities; problem-solve in a timely manner; select, implement, and evaluate interventions; and teach patients and families.
- Communication: Communicate effectively and sensitively with patients and families, other professionals, and groups to elicit information and transmit that information to others.

Possess sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.

- Examples of relevant activities: Speak, read, write, and comprehend English at a level that meets the need for accurate, clear, and effective communication; perceive patients' nonverbal communication; maintain accurate patient records; obtain accurate health history; establish rapport with patients, faculty, peers, and agency staff; and accept constructive feedback on performance.
- Mental/Emotional Stability: Have sufficient emotional health to fully use intellectual ability, exercise good judgment, and complete all

responsibilities necessary to the care of patients.

- Examples of relevant activities: Function under stress, problem-solve, adapt to changing situations, and follow through on assigned patient care responsibilities.
- Professional Behavior: Engage in activities consistent with safe nursing practice and display responsibility and accountability for actions as a student and as a developing nurse.
 - Examples of relevant activities: Absence of behaviors indicating addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment; displays compassion, nonjudgmental attitude, consciousness of social values, honesty, integrity and confidentiality; displays appropriate dress and appearance in clinical-related activities; and demonstrates motivation, appropriate attitude, and professional behavior.

Procedures for Student Illness, and/or Injury

Due to the nature of the Nursing Program, health requirements for Nursing students, especially in the clinical phase of the program, are far more stringent than for the typical undergraduate student. Medical, mental health or surgical conditions that arise while a student is enrolled in the clinical phase of the program must be reported to the Nursing Program Administrator/Designee. In no case will program requirements preempt the directions of a student's personal physician or mental health/rehabilitation counselor or therapist, but if the student is unable to perform at the expected level of program technical performance standards in a given clinical rotation, or in the classroom or laboratory, a leave of absence may be required, after review by the Nursing Program Administrator/Designee and/or Course Faculty. Prior to returning from this leave of absence, the student will be required to present written documentation from his or her physician or mental health/rehabilitation counselor or therapist stating that the student is able to resume classroom, laboratory and/or clinical rotation activities at the expected level of program technical performance standards. Further, in order to obtain clinical clearance, Nursing students minimally must be tested for Tuberculosis, they must provide evidence of immunity from rubella and varicella, and they must provide documentation of having received the final injection of the Hepatitis B immunization. Documentation of a yearly influenza vaccine must be on file in the nursing office. The specific requirements will be updated annually in accordance with clinical agencies' requirements.

A student who is unable to complete clinical, laboratory, or classroom assignments due to health-related restrictions must provide a written statement from his or her healthcare provider documenting readiness to return to full patient care.

All students at the University of Mount Union are required to maintain comprehensive health insurance coverage. In addition, the campus Health Center provides basic medical services for undergraduate students with short-term illnesses and minor injuries. The Alliance Community Hospital is located one block from campus for treatments of more serious conditions.

A student who experiences illness or injury in classroom or clinical will be provided appropriate immediate care using available resources at the time of illness or injury to stabilize her/his condition. The procedure for handling student illness or injury will depend on the extent of the illness or injury. The following procedures will be followed:

Isolation and Quarantine for Communicable Diseases:

In the event a nursing student qualifies for isolation or quarantine as determined by a local public health department, faculty and administration will adhere to guidelines as set forth by the Centers for Disease Control and Prevention, the Ohio Department of Health, and the local public health department with jurisdiction over the case. Curricular issues caused by a student's adherence to public health isolation/quarantine guidance will be evaluated on a case-by-case basis to meet student needs and program requirements.

The student is responsible for providing documentation regarding isolation/quarantine protocols from the local public health department.

Illness or Injury in the Classroom or Laboratory:

- Student will be sent to the Student Health Center for further evaluation and care. A faculty member, staff, or a student may accompany the student to the Student Health Center. If the student illness or injury appears to be serious or life threatening, 911 will be called to provide immediate care and transfer the student to a healthcare facility.
- The Nursing Program Administrator/Designee will be informed of the student illness or injury.
- If the ill/injured student indicates a person to contact, the department will make efforts to do so; if the ill/injured student is unable to coherently identify such an individual, the department will call the contact person listed in the student's file.
- The student will be responsible for healthcare expenses.

Illness or Injury in the Clinical:

- The clinical instructor may send the student to the emergency department of the clinical facility for evaluation of the health status and care.
- The Nursing Program Administrator/Designee will be informed of the student illness or injury.
- If the ill/injured student indicates a person to contact, the department will make efforts to do so; if the ill/injured student is unable to coherently identify such an individual, the department will call the contact person listed in the student's file.

- The student will be responsible for healthcare expenses.

Students are encouraged to utilize the campus Health Center for ordinary medical issues. The medical professionals on staff will determine the seriousness of the condition and may recommend absence from class. In all cases, students are required to notify their course instructors and the office of the Dean of Students and arrange for completing missed assignments.

Pregnancy:

Students are responsible for their own health and the health of their unborn child. When a student is aware of her pregnancy, either confirmed or non-confirmed, it is her responsibility to inform her clinical faculty member, the course coordinator, and Nursing Program Administrator/Designee. The student must notify the appropriate course coordinator in writing of the pregnancy as soon as the pregnancy is confirmed.

Examples of diagnoses or treatment regimens that may jeopardize the unborn child include but are not limited to radiation and viral infections. The student will be responsible for being aware of potential risks to her or her unborn child related to clinical assignments. It is her responsibility to discuss this with the instructor so that necessary assignment changes may be made. Class or clinical time missed because of the pregnancy will be handled in the same manner as other absences. Course objectives must be met to successfully complete the course. The student may be asked to provide a physician's work slip noting his/her approval of the student continuing clinical work.

Program Evaluation:

Evaluation of the clinical facilities' rotation sites will be completed by students at the end of each clinical rotation. Evaluation of the nursing program classes will be done according to University of Mount Union guidelines. There will be opportunity for evaluation of the faculty and/or teaching assistant(s) by students at the end of each clinical rotation. In addition to course evaluations, students will have various opportunities to evaluate the program including periodic satisfaction surveys and questionnaires and continuous informal student-faculty interaction. Students also routinely participate in program evaluation through various surveys, focus groups, and performance on standardized tests. After graduation, students participate in program evaluations through Graduate/Alumni Surveys.

PROFESSIONAL CODES OF CONDUCT

“Professionalism is defined as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in patients, families and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication and accountability and also, inherent in accountability is responsibility for individual actions and behaviors, including civility.”(AACN Baccalaureate Essentials 2008).

The nursing student represents the nursing profession. Therefore, the student has an obligation to know and appreciate the profession's code of ethics and values and, to incorporate them into their behaviors and practice at all time inside and outside the classroom, lab and clinical. The nursing profession demands that the individual be responsible, accountable, self-directed and professional in behavior; nursing students must represent themselves and the profession of nursing in using such manners and behaviors, and in all situations including the use of social media. The process of becoming a professional person begins upon entering a professional education program. Students demonstrate professionalism by attending classes and clinical experiences, by exhibiting courteous behavior, being prepared for class/clinical assignments, and by being punctual for class/clinical.

Students are held to the same standard of behavior as a practicing nurse. Failure to adhere to professional standards will result in the campus conduct process being initiated as defined in the University Student Handbook (See *Overview of the Conduct Process*).

Healthcare organizations have codes of conduct that define acceptable, disruptive, and inappropriate behaviors. Students are expected to adhere to these conducts in addition to the University of Mount Union “Student Code of Conduct” expectations and policies described in the *University of Mount Union Student Handbook*. Students are expected to adhere to the technical standards, ANA code of conduct, ANA practice standards, OBN conduct policy, and NSNA code of academic and clinical conduct, and simulation and lab policies [See Appendix D, E, F, G and H respectively]

ANA Code of Ethics for Nurses

The American Nurses’ Association adopted a Code of Ethics in 1950, and it was revised in 1968, 1976, 2001, and 2015. This code is designed to provide guidance for nurses by stating principles of ethical concern. The section in *Appendix E* presents the code and a commentary on each of its parts.

ANA Standards of Practice

University of Mount Union Department of Nursing students are expected to adhere to the ANA Scope & Standards of Practice which can be found in *Appendix F*. In addition to the Scope & Standards, subspecialties have additional standards that are incorporated in each course as appropriate.

Ohio Board of Nursing (OBN) Student Conduct Policy

University of Mount Union Department of Nursing students are expected to adhere to OBN policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723-5-12-C of the Ohio Administrative Code and the rules adopted under that chapter, which may be found in *Appendix G*.

National Student Nurses’ Association (NSNA) Code of Academic and Clinical Conduct

University of Mount Union Department of Nursing students are expected to adhere to the NSNA Code of Academic and Clinical Conduct, which may be found in *appendix H*. The NSNA House of delegates adopted this code as a guidance for the

nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment.

Nursing Skills and Simulation Laboratory Policy and Procedure Manual

University of Mount Union Department of Nursing students are expected to adhere to the *Nursing Skills and Simulation Laboratory Policy and Procedure Manual* which can be found in *Appendix C*.

Alcohol & Drug Policy

The Department of Nursing always requires that nursing students be capable of providing safe and effective patient care. To that end, the Department of Nursing is committed to a substance-free workplace and environment. Nursing students must not be impaired by any substance during any part of the nursing program, including classroom work, laboratory assignments, and community-based clinical settings in which nursing students participate. Although the Department of Nursing has no intention of intruding into the personal lives of students, it cannot ignore a situation that would jeopardize the quality of education being provided and which could create an unsafe environment. Therefore, any situation where a nursing student's ability or performance is impaired by a chemical or natural substance will be dealt with by the procedures set forth below. The Department of Nursing defines such chemical or natural substance to include (but not be limited to) alcohol, over-the-counter medications, controlled substances, inhalants, synthetic designed drugs, or other legal/illegal drugs.

Alcohol & Drug Testing Policy:

Purpose:

Based on the Ohio Board of Nursing: Ohio Laws and Rules; "the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723-5-12-C of the Ohio Administrative and the rules adopted under that chapter". A nursing student in a clinical assignment, who is under the influence of alcohol or drugs that impair judgment, poses a threat to the safety of clients. For these reasons, evidence of use of these substances, documented by positive drug and/or alcohol screening tests, will result in removal from any clinical course for the semester. The Nursing Program Administrator/Designee will meet with the student to inform him/her of the plan for treatment and follow-up as indicated below. Additionally, the campus conduct process will be initiated as defined in the University Student Handbook (See *Overview of the Conduct Process*).

Pre-Clinical Testing and Positive Test Results:

The Department of Nursing will require a ***10 panel urine drug test*** at the beginning of each academic year or first clinical semester in an academic year prior to clinical courses, and upon suspicion (as noted in the statement on dismissing a student from class, lab, or clinical in the student handbook), at the students own expense within no more than **one month prior to** the first

day of the academic semester.

Procedure:

1. Any nursing student undergoing medically-prescribed treatment involving a chemical or natural substance that may limit the nursing student's ability to perform the required tasks must report that treatment to his/her faculty or teaching assistant prior to participating in activities in the classroom, laboratory, or clinical setting. Upon such disclosure, the faculty and or teaching assistant shall accommodate the student's potential impairment in that setting within reason. Failure to report this to the faculty may be cause for appropriate disciplinary action under these procedures. It is the nursing student's responsibility to determine from his/her physician whether a prescribed substance may impair performance. Any information provided by the nursing student shall be kept confidential.
2. Whenever a faculty member has reason to suspect that a nursing student is impaired, the faculty member should ask another faculty member or nurse from the clinical agency, if available, to confirm the impairment.
3. The Nursing Program Administrator/Designee will review any positive urinalysis test results to determine whether a legitimate medical explanation could account for any "positive" result reported by the laboratory. This is accomplished by an in-person interview with the specimen donor and by giving the donor an opportunity to provide evidence of legally prescribed medication use that may have caused the positive lab result. If the Nursing Program Administrator/Designee determines that a legitimate medical explanation exists, the results reported will be recorded as "negative". If there is no legitimate medical explanation, the protocol for a positive drug screen will be implemented:
 - Any student testing positive will not be permitted in any clinical setting for that semester.
 - A student who tests positive will be required to make an appointment with the Office of Alcohol, Drug, and Wellness Education. This office will follow up with the student and the student will follow the recommendations of that office.
 - The student will be asked to sign a release notifying the Nursing Program Administrator/Designee of the disposition of the visits.
 - The student will be required to be tested again, at the student's expense, prior to potential return to a clinical course.
 - If the student tests positive the second time, the student will be withdrawn from the program and will need to petition to re-enter. Upon petition to re-enter the program, the student will provide the Nursing Program Administrator/Designee with documentation from a certified drug and alcohol counselor

indicating readiness to return to the program and prognosis for full recovery.

- After a student has completed the required counseling sessions through the Office of Alcohol, Drug, and Wellness Education, has a negative drug screen, and returns to the clinical setting, random drug testing at the student's expense will occur periodically until the student graduates from the program. The Nursing Program Administrator/Designee will notify students of the required random drug screening which will be completed within four days of notification. If a positive drug screen occurs, the student will be withdrawn from the program and will need to petition to re-enter as indicated in previous paragraph.

*Some clinical sites may require additional and/or more extensive testing than required by the Department of Nursing. Students will be notified if this pertains to them.

The Department of Nursing strongly solicits the understanding and cooperation of all nursing students in implementing the Policy and Procedures set forth herein. Questions regarding the Policy and Procedures should be directed to the Nursing Program Administrator, with assurance that all inquiries will be kept confidential. See the *University of Mount Union Student Handbook* for the University substance abuse policy, which can be located on the University of Mount Union website at:

<https://www.mountunion.edu/Documents/Campus%20Life/Safety%20and%20Parking/Conduct/Student%20Handbook.pdf>

Social Media Use

In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying oneself as a representative of the University of Mount Union Department of Nursing, perceptions are created about the university and the student. Student nurses are to maintain the awareness that they are contributing to the global image of nursing and are always representing the nursing profession as well as the University of Mount Union through intended and unintended outcomes of their social media usage.

All content associated with the student is to be consistent with professionalism and the University's reputation. Students who use social media should be aware of their roles as professionals. The posting of certain material/information may violate certain laws and/or the professionalism of nursing. Improper use of social media may violate the Department of Nursing and the University of Mount Union student code of conduct and subject the student to disciplinary action.

Disciplinary action is, but not limited to warning, failure of course, and/or dismissal

from the nursing program. The Department of Nursing follows the social media policy set forth by the University of Mount Union in the student handbook (<https://www.mountunion.edu/Documents/Campus%20Life/Safety%20and%20Parking/Conduct/Student%20Handbook.pdf>) Incidents will be reviewed on an individual basis by a Nursing Department Administrator/Designee. Additionally, the campus conduct process will be initiated as defined in the University Student Handbook (See *Overview of the Conduct Process*).

Information that students post and share online is NOT confidential. Assume anything posted - or, are tagged in - is visible to the world-at-large and may affect a student's professional reputation for years to come. Today, many employers and academic institutions routinely search potential candidate's online reputations. For more on developing and protecting your online reputation, the department of nursing strongly encourages you to review:

- White Paper: A Nurse's Guide to the Use of Social Media
https://www.ncsbn.org/Social_Media.pdf
- Social Media Guidelines National Council of State Boards of Nursing in partnership with the ANA offers nurses guidelines on using social media responsibly, both personally and professionally. <https://www.ncsbn.org/347.htm>

Confidentiality/FERPA

The University of Mount Union Department of Nursing follows the Family Educational Right and Privacy Act of 1974 (FERPA). This federal law is designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records. It is intended that students' rights be broadly defined and applied. Therefore, we consider the student as the "owner" of his or her education record, and the institution as the "custodian" of that record. See the University of Mount Union FERPA policy in the *University of Mount Union Student Handbook*, or the *University of Mount Union Catalog* located online at the University of Mount Union website. Files for the nursing student will be created upon admission to the program: 1) general file, 2) advising file. All files are kept in the Department of Nursing office or on a secure server.

Students may view their files upon request. This must be done in the presence of a faculty member, (Refer to the *University of Mount Union Student Handbook* located online at University of Mount Union website <https://www.mountunion.edu/Documents/Campus%20Life/Safety%20and%20Parking/Conduct/Student%20Handbook.pdf>.)

STUDENT CLINICAL REQUIREMENTS/POLICIES

Dress Code

The University of Mount union Department of Nursing has an official Dress Code for clinical. Uniforms are expected to be kept clean and in good repair. Nursing uniforms are to be worn to all clinical sites in accordance with agency policy. Students will wear the University of Mount Union uniform in the clinical setting and may wear the uniform in transit to and from the clinical area and at other designated times. Any student who wears or displays the University of Mount Union student nursing uniform in an unprofessional manner or in an inappropriate place will be subject to disciplinary action that could include suspension or dismissal from the program.

For clinical experience in any setting, expectations for the student uniform include the following:

- Appropriate attire be worn as identified by the course faculty, the policies of the agency *, and additional Nursing Program Policies if applicable.
- The uniform be kept neat, clean, and well-fitted.
- The Mount Union name badge be worn and attached to the uniform shirt/top on the upper left pocket of the shirt/top.
- The purple uniform top and pants must be worn in clinical and lab unless otherwise identified by clinical agency policy or approved by the Nursing Program Administrator/Designee.
- Plain white, black, gray, or nude colored underclothes must be worn.
- An optional uniform UMU Nursing lab jacket may be worn over the uniform top.
- No tattoos or piercings will be evident during clinical. The exception is one small, unobtrusive stud earring that may be worn in the lobe of each ear.
- Makeup will be minimal and in good taste.
- Artificial nails are prohibited. Nails will be short and clean. Only clear polish is acceptable. Hair will be pulled back and must be of a naturally appearing color.
- No perfume or cologne is to be worn during clinical.
- No body jewelry is to be worn, except a plain wedding band.
- Shoes will be flat, white, closed toe and heel. Athletic footwear as well as “nurse shoes” are acceptable.
- Socks and/or hose must be white, black, gray, or nude colored.
- Hair is to be away from the face without decorative hair ornaments, and off the collar.
- A watch that measures seconds may be worn. It cannot be a smart watch (e.g., Apple Watch or Fitbit)

*When obtaining an assignment prior to the clinical experiences, the student is

expected to present a professional appearance by adhering to the above standards. The acceptable attire for a clinical agency is the purple knit shirt and professional dress pants, lab coat, name tag, and facility identification badge, if required. Acceptable dress for other situations (i.e., community agencies) includes business-like attire or dress slacks (no denim, sandals, tennis shoes, halter tops, low neck tops, t-shirts or shorts), designated laboratory coat, name tag, and facility identification badge, if required. See course syllabus for specific uniform requirements.

Transportation & Parking

Transportation is the responsibility of the student. Students are to adhere to facility policies and/or rules regarding parking. Failure to do so may incur a clinical “U” for the day.

Cellular Phone & Electronic Telecommunication Devices

Cell phones, pagers, or other unauthorized telecommunication devices are not to be used in the clinical setting. Strict adherence to agency cell phone policy is required.

Timeliness

Students are required to be on time for the clinical experience. Absence (AB) and Unsatisfactory (U) marks related to timeliness are discussed in the Evaluation and Grading of Student Experiences of this Nursing Student Handbook

Agency Policies

The dress code policy and other related policies of the affiliating agency must be adhered to by students during clinical rotations and/or whenever they are representing University of Mount Union and/or an agency.

Incident/Injury Report

An error, injury or other reportable incident that occurs during the laboratory and/or clinical rotation must be reported to the clinical site as per that agency’s policy. In addition, the injury or incident must be reported to the faculty member, who will complete an incident report (See Appendix C) and be placed in the student file.

HIPAA/Confidentiality

Confidentiality is a critical element in allowing students access to client records. Students must respect the privacy of clients and their medical records. Failure to maintain confidentiality will result in dismissal from the clinical experience and potential legal liability as established by HIPAA regulations. The student must always safeguard the clients’ right to privacy by judiciously protecting information of a confidential nature.

University of Mount Union Nursing Department faculty and students are expected to be familiar with and follow the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information. Furthermore, the Nursing Department believes that professional registered nurses are held to the highest standard in

protecting the dignity and rights of the clients they serve. Any breach in privacy/confidentiality or respect for the dignity and rights of a client is justification for clinical failure, at any point during the semester. Students will be required to follow appropriate confidentiality guidelines at all clinical agencies. An in service is offered in NUR 240 that discusses confidentiality. Students are required to sign that students that they are responsible and will comply with HIPPA guidelines.

Because the process of clinical learning is dependent upon using patient information retrieved from the healthcare setting, it is imperative that all patient information be free of all identifying factors such as name, room number and identification number.

Universal/Safety Precautions

Universal Precautions

Because medical history and examination cannot reliably identify blood and body fluid-borne pathogens, Universal Precautions (blood and body fluids precautions) must be consistently used with all clients. Appropriate barrier precautions should be applied to prevent skin and mucous membrane exposure to blood, body fluids containing visible blood, semen and vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Methods for the prevention or transmission of non-blood-borne pathogens should also be applied.

Barrier Precautions

1. Wash hands before and after patient contact and immediately upon contact with human tissue, blood, and body fluids.
2. Wear gloves when touching human tissue, blood, or body fluids.
3. Wear gloves when handling items that have been soiled with blood or body fluids.
4. Wear gloves and protective eyewear when performing venipuncture or other vascular access procedures.
5. Wear masks, protective eyewear, and waterproof gowns during procedures likely to generate droplets/splashes of blood or body fluids.
6. Avoid handling items while wearing contaminated gloves.
7. Remove gloves and other barriers without touching exposed surfaces.
8. Wash hands immediately after gloves are removed.
9. Mouth-to-mouth resuscitation masks designed with a barrier system should be used to provide emergency treatment.

Protocol for Needle-stick/Blunt Injury/Mucous Membrane Splash

1. All exposures to blood or body fluids with visible blood are to be reported immediately to the clinical instructor. If the injury occurs at a clinical facility, the clinical instructor follows the clinical facility policy and who will complete an incident report (See Appendix C) and be placed in the student file.

2. Immediately cleanse the needle-stick or cut with soap and water. If mouth, nose, or eyes are involved, irrigate with saline or sterile solution.
3. Complete incident reports as required. (Facility and University)
4. If the source client/person has AIDS, is positive for HIV antibody or HbsAg, or refuses testing the student should consult a private physician or campus health service as soon as possible after exposure.
5. Follow Medical management of exposure as recommended by CDC and the U.S. Public Health Service. For further information, contact the Center for Disease Control and Prevention at www.cdc.gov.
6. The student is responsible for reporting the incident, seeking medical care and all financial obligations incurred due to the incident.
7. Neither the clinical facility nor University of Mount Union is responsible for follow-up care.

Background Checks

Ohio hospitals require both a national background (FBI) check and an Ohio BCI&I check with fingerprints. Information will be provided to students regarding deadlines for initiating the background checks; the first set of checks will be done prior to beginning clinical for the first time, and the BCI will be renewed annually thereafter. The federal check will also need to be done annually for those who have lived in Ohio fewer than five (5) years. Both the Ohio BCI&I and FBI background checks may be done at a county sheriff's office, some Ohio BMV offices, and other agencies, with payment due at the time of the fingerprinting appointment. The cost of these tests is the responsibility of the student. Results are to be sent directly from the State of Ohio to the Nursing Department Office.

Other hospitals may have additional background requirements that will be addressed as needed.

Annual 10-Panel Urine Drug Test

Students will be required to complete annual 10-panel urine drug test prior to starting clinical. Students may be required to complete additional testing based on clinical site requests. Review the 'Alcohol & Drug Testing Policy' discussed earlier in the nursing handbook for further details. Students will be responsible for the cost of the test.

Liability Insurance

All student nurses are provided nursing liability insurance. The University of Mount Union provides professional liability coverage for student while performing student duties. The cost is approximately \$35.00-\$45.00 per student and is covered by nursing student program fees.

CPR Certification

Students are required to complete the American Heart Association CPR Basic Life Support Course for Healthcare Providers (BLS-C) before beginning the first clinical course. Before expiration, a recertification course must be completed.

This course is offered through several hospitals and agencies. Plan early and obtain the dates when the class is offered. A proof of certification must be submitted to the Department of Nursing prior to entry into a clinical course.

ATTENTION: American Red Cross CPR classes are not accepted for this requirement.

Weather Cancellation

In the chance of severe weather, clinical cancellations may occur in one of two ways. If the University of Mount Union cancels class, clinical will be cancelled. With approval of the Nursing Program Administrator/Designee in collaboration with the clinical faculty clinical may be cancelled due to severe weather even if University of Mount Union is open. This will be accomplished through a phone tree established by the faculty member in student's clinical rotation. Make-up work will be required for all missed clinical experiences.

Phone Tree

Each clinical faculty will establish a phone tree with a return call to the faculty. Copies of this phone tree are to be distributed to each member of the clinical group at the beginning of the clinical rotation.

Sexual Harassment in the Clinical Setting

Any student who experiences sexual harassment or harassment of any form while in the clinical area should notify the clinical faculty member immediately. The University will assist the student in dealing with harassment in the clinical setting. The University also has its own internal sexual harassment policy if students feel they are being subjected to sexual harassment by another student or University employee (see *University of Mount Union Student Handbook*).

Student Health

To protect the well-being of clients and nurses, many agencies require that agency personnel have periodic diagnostic tests and current immunizations. For the protection of both the nursing student and patients assigned for care in the process of clinical learning, the following health policies are in place. These policies are consistent with the student health policies of the University of Mount Union and comply with affiliating agency requirements.

Students participating in 200, 300 or 400 level nursing courses with a clinical component will be deregistered from the course if all Health and Professional requirements are not met by 5:00 pm on the established due date for the semester. If the due date falls on a weekend, documentation is due by 5:00 pm on the Monday immediately following the weekend.

Students are required to maintain copies of their immunizations and submit a copy of their immunization records to the University of Mount Union Nursing Department to be kept in the student file. Information about health data, immunization, and clinical requirements will be given to students prior to admission to the nursing sequence.

(Please see the “Health Data, Clinical, & Immunization Requirement” form in Appendix I).

Physical Examination

A recent physical examination obtained within the year of admission must be on file in the university admission office or the health center. Additional physician evaluation may be required prior to entry into or return to the clinical setting if recent illness, injury, or other change in health status has occurred.

Immunizations/Screenings

1. Tuberculin Skin Test (TB): is to be done yearly. Initially, proof of a two-step Mantoux tuberculin skin test is required before beginning clinical. Once the two-step Mantoux is documented, all subsequent yearly testing is a single-step Mantoux unless one of the following exceptions apply:
 - a. A student who has a positive Mantoux needs to provide results of a chest X-ray before beginning clinical, and an annual screening for symptoms and risk of exposure will be required. An additional chest X-ray may be necessary, as indicated.
 - b. A student who has had the Bacille Calmette-Guerin vaccine must have an initial chest X-ray before beginning clinical, and an annual screening for symptoms and risk of exposure will be required. An additional chest X-ray may be necessary, as indicated.
2. Diphtheria: An adult diphtheria tetanus within the past 10 years, or tetanus/diphtheria/pertussis (Tdap); any new immunizations given should be the Tdap.
3. *Rubella (3-day Measles). The student must show serologic proof of immunity.
4. *Rubeola (7-day Measles): The student must show serologic proof of immunity.
5. *Infectious Parotitis (Mumps): The student must show serologic proof of immunity.
6. *Varicella (Chicken Pox): The student must show serologic proof of immunity.

** If the student has a negative titer for any of the above, the student must show proof of vaccination against the disease*

7. Hepatitis B Vaccine: The Hepatitis B vaccine is strongly urged. Dates of the three (3) injections and/or a titer indicating immunity should be provided or a waiver must be signed. (see Appendix K for a copy of the waiver form).
8. Annual seasonal Flu Vaccine.

9. Other immunizations as indicated or deemed necessary (e.g., H1N1).
10. Annual 10-Panel Urine Drug Test. See “Alcohol & Drug Testing Policy” for further details.

The above information must be submitted to the Department of Nursing Office prior to the beginning of clinical to be kept in the student file. Students will not be permitted to attend clinical if healthcare data is not up to date.

Physical Requirements/Disability

The University of Mount Union policies regarding disabilities will apply to nursing students; students must apply for disability status in accordance with those policies. Prior to the beginning of the clinical rotation, nursing students will sign a contract stating that they are in good health and are able to physically participate in the clinical rotation. Any nursing student with a physical disability must provide written clearance to participate in clinicals from their healthcare provider prior to clinical placement. Any change in the health status of a student, including illness, injury, temporary disabilities, or pregnancy complications, will also require clearance from the healthcare provider. The Nursing Program Administrator/Designee, upon recommendation from the faculty, reserves the right to remove a student from the clinical rotation because of a change in physical or mental status, until the student produces evidence of healthcare provider clearance. Students with disabilities are to follow the policy for the University regarding students with disabilities.

Other Health Issues

Any health issues that impact the student, classmates, or patients must be discussed with the faculty member prior to continuation in clinicals. Medical documentation for participation in clinicals may be required.

STUDENT FEES, EXPENSES, AND REFUNDS

Students need to refer to the current *University of Mount Union Undergraduate Catalog* for the most current expenses & fees and refund policies. Nursing students are eligible for financial aid through the University. Approximately 99% of the University’s full-time students receive some form of financial aid in the form of scholarships, grants, loans, and work study. The Financial Aid Office provides assistance to students in order to secure financial aid. Types of financial aid assistance are listed in the *University of Mount Union Undergraduate Catalog*. It is suggested that students investigate external sources of funding for grants and loans (e.g. The Ohio Nurses Association (ONA) and the Ohio Board of Nursing(OBN)).

Nursing students will encounter additional fees and expenses during their course of study. Some of these fees are encountered due to requirements by the clinical agencies and some are

due to curricular requirements. The fees and expenses will vary depending on the charge from third parties such as clinical agencies. The following additional fees and expenses will occur:

1. Background Checks/Fingerprinting

Both BCI and FBI background checks are required of all students prior to the starts of second level nursing courses. BCI checks are required each year prior to the start of junior and senior level nursing courses. FBI checks are required yearly if the student has not been a resident of Ohio for the last five (5) years. The Boards of Nursing also require a BCI and FBI background check at the time of application for licensure. Students will not be permitted to attend clinical experiences until background check results have been received by University of Mount Union Department of Nursing. Students are responsible for the cost of background checks.

2. Clinical Equipment

Clinical equipment will be provided for use in laboratory settings on campus. Students are required to purchase a stethoscope prior to the sophomore year nursing courses. Students must also have a non-smart watch with a second hand. Other equipment such as bandage scissors, hemostats, and pen lights are recommended but not required. Students are required to have a clinical bundle bag with supplies which is provided as part of the nursing student fees.

3. Clinical practice fees

Some clinical agency sites charge fees for clinical onboarding. The fees currently range from \$50.00-\$150.00/ clinical experience. Currently, the fees are covered as part of the nursing student fees.

4. CPR Certification

Prior to laboratory/clinical nursing courses, the student is required to be certified in the American Heart Association's Healthcare Provider course for cardiopulmonary resuscitation (CPR). This certification must be renewed every two (2) years. American Heart Association Healthcare Provider courses may be taken at any local hospital. Students are responsible for the cost of the CPR training.

5. Document Tracking System_(Not currently in use).

The program may adopt a tracking system that ask students to subscribe to an online system run by a third-party company that will track students' health clinical requirements needed prior to beginning the second level nursing courses. These requirements include tracking of the completion of the health data, TB test, CPR, BCI, FBI, etc. If adopted, each student will be required to participate in documentation and utilization of the system to the fullest capacity each semester. The total cost of the system is the responsibility of the student and method of payment will be determined and announced at the time of implementation.

6. Immunizations

Prior to laboratory/clinical nursing courses, the student **must provide proof of positive titers** for the following communicable diseases: Rubeola (Measles), Mumps, Rubella, and Varicella (Chicken Pox). If the student has a negative titer for any of the above, the student must show proof of vaccination against the disease. The student must also have a yearly TB test, annual seasonal flu shot, and have had a tetanus, diphtheria, & pertussis (dTdap) shot within the last ten (10) years. The student is responsible for the cost of these vaccinations and an annual TB test.

7. NCLEX-RN Review Course

Each nursing student is required to complete a NCLEX-RN review course as part of the University of Mount Union Department of Nursing curriculum. The students' fees currently cover the cost of the NCLEX review course.

8. Online Nursing Assessment System

An online assessment/testing system is integrated in the curriculum as part of the program requirements. The testing system facilitates improvement in critical thinking and practice with NCLEX-type questions. Since the online assessment/testing system is a program requirement, each student will be required to participate in testing and remediation, as needed, each semester. Nursing student program fees currently cover the cost of the system.

9. Convocation (Pinning)

Each May, there is a celebration of the accomplishments of the Seniors who will graduate during that year (May, August, and December). The Convocation celebrates the professional aspects of degree completion and is represented in the awarding of the nursing pin. Costs of the ceremony are covered by the nursing program. Graduation celebrates the educational aspects of the degree and is symbolized in the awarding of the diploma. Students attending the Nursing Convocation must also attend graduation.

10. Professional Liability Insurance

All student nurses are provided nursing liability insurance. The University of Mount Union provides professional liability coverage for student while performing student duties. The cost is approximately \$35.00-\$45.00 per student and is covered by nursing student program fees.

11. Uniforms

All students will be required to purchase the University of Mount Union uniform at the beginning of the sophomore year. The Department of Nursing arranges with a local uniform shop to provide uniforms including the polo shirt, scrub pants or skirt and top, white lab coat and name pin. A long-sleeve white undershirt may also be purchased. Uniform tops and lab coat will be embroidered with "University of Mount Union". Students are responsible for the cost of the uniform, ID, and lab coat with embroidery.

12. Urine Drug Test

Each year prior to laboratory/clinical nursing courses, the student is required to

complete a 10-panel urine drug test and submit written results to the Nursing Office to be kept in the student's file. It is the student responsibility to arrange and pay for the test.

PROGRAM COMPLETION

Graduation Review

A record review must be completed for all graduating students before graduation. It is the responsibility of the student to meet with the advisor to check that all required courses have been completed and credit has been entered on the University transcript. Meeting the graduation application deadline is essential to participate in the University commencement. See the University calendar on the University of Mount Union web site for graduation application deadlines for fall and spring semesters.

Application for Graduation

Every student must apply for graduation by the due date determined by the Office of the Registrar. Due dates for graduation applications are distributed by e-mail announcements and are posted outside the Registrar's Office and are located on the University calendar on the University web site. The form for application for graduation can be obtained in the Registrar's Office. A fee is required when the completed form is submitted. It is the students' responsibility to assure that all requirements for graduation have been met and that the application is completed and submitted by the stated deadline.

Convocation

A Nursing Convocation is a nursing celebration for all BSN graduates and recognizes the professional aspects of their education. Families are invited to join the celebration and to attend the celebration at which time the nursing pin is awarded. Students will be notified by invitation of the dates and the number of people they can invite. One celebration is held each year for May, August, and December graduates. Arrangements for purchasing pins will be announced for the graduating class and deadlines for purchasing pins will be announced for students.

Baccalaureate

Baccalaureate is held on-campus for all University of Mount Union graduates and their families. This is generally held in May.

Commencement Ceremony

The formal University of Mount Union commencement ceremony is held in May for May, August, and December graduates. All University graduates and family members are invited to attend. Students attending the Nursing Convocation must also attend the Commencement Ceremony. Convocation is a celebration of nursing and celebrates the professional accomplishments in nursing. Commencement is a celebration of the members of the University Community and recognizes the accomplishments earned leading to the conferral of a degree.

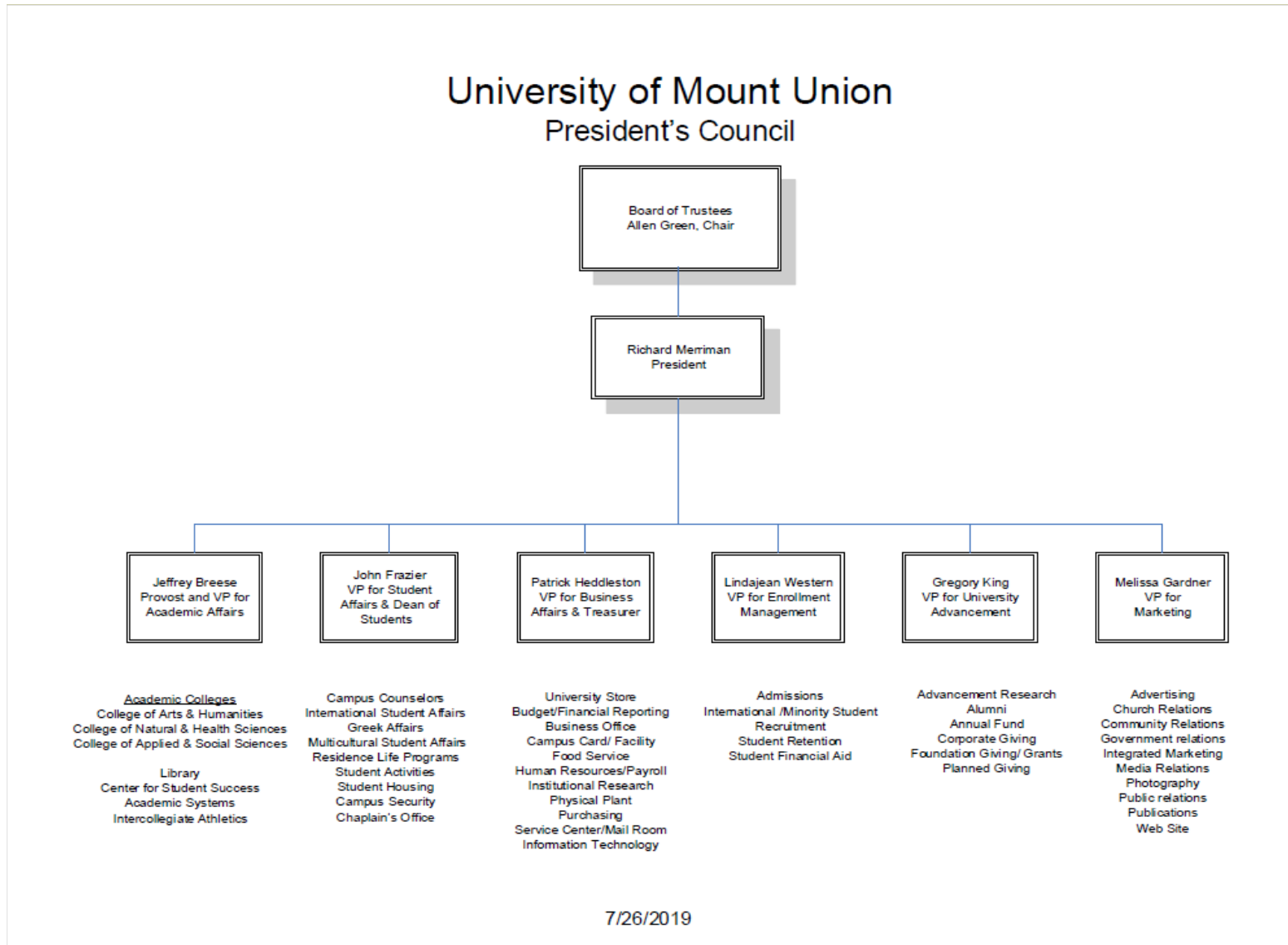


**University of Mount Union
Department of Nursing**

LIST OF APPENDICIES

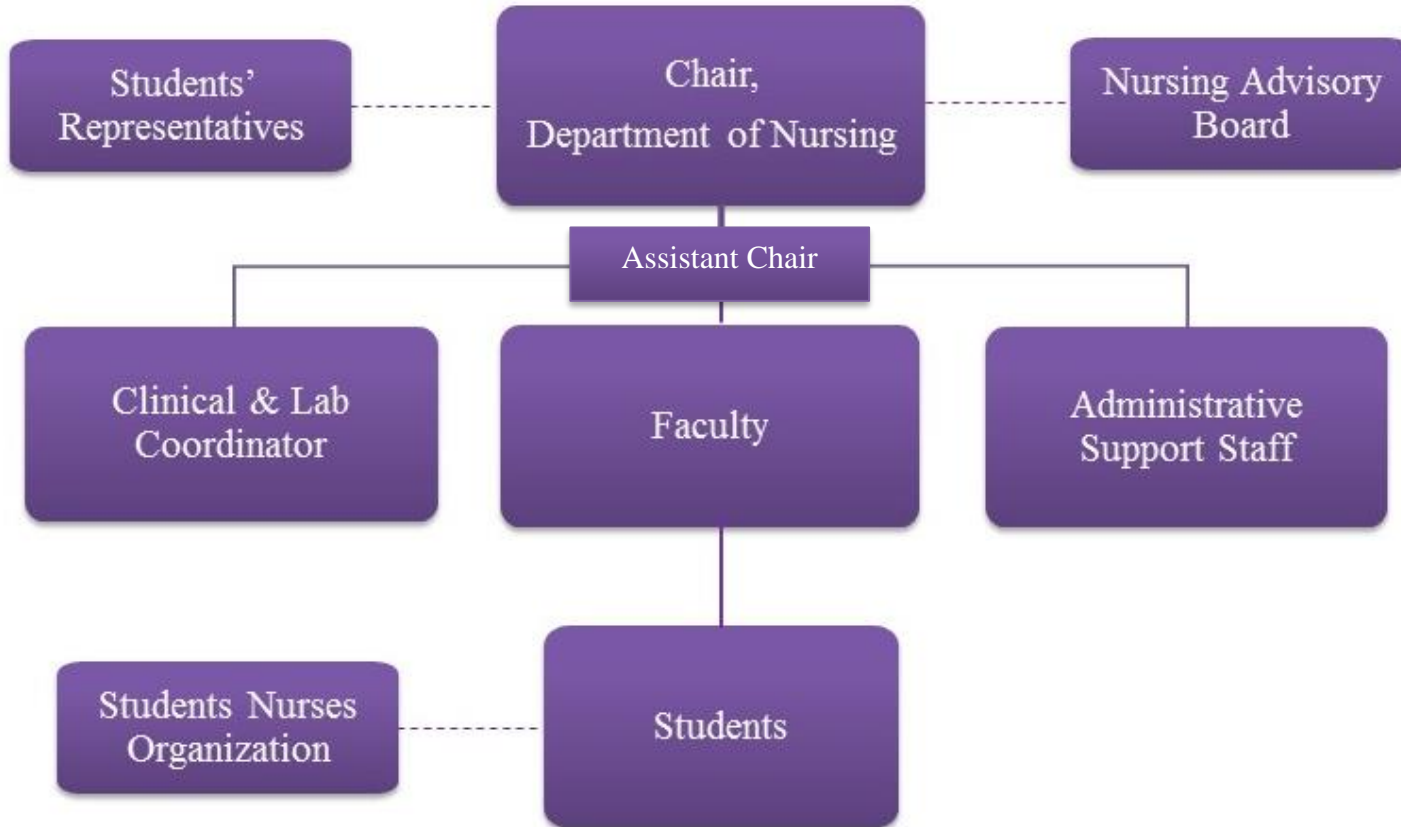
| | |
|--|----|
| Appendix A-1 University Organization Chart..... | 58 |
| Appendix A-2: Nursing Department Organization Chart..... | 59 |
| Appendix B-1: Eight Semester Curriculum Plan: 2019-2020 | 60 |
| Appendix B-2: Traditional BSN Option – Traditional Advising Summary | 61 |
| Appendix B-3: Traditional BSN Option – Integrative Core Requirements..... | 62 |
| Appendix B-4: Post Baccalaureate Accelerated BSN Program- Six Semester Curriculum... | 63 |
| Appendix B-5: Accelerated BSN Program Option – Accelerated Advising Summary..... | 64 |
| Curriculum Plan | 64 |
| Appendix C: Nursing Skills and Simulation Laboratory Policy and Procedure Manual | 65 |
| Appendix D-1: Technical Performance Standards Certification Form..... | 76 |
| Appendix D-2: Technical Standards Certification..... | 79 |
| Appendix D-3: Verification by Health Care Provider | 81 |
| Appendix E: ANA Code of Ethics for Nurses | 82 |
| Appendix F: ANA Scope & Standards of Practice..... | 84 |
| Appendix G: OBN Student Conduct Policy | 85 |
| Appendix H: NSNA Code of Academic and Clinical Conduct..... | 88 |
| Appendix I: Health Data and Clinical Requirement Form | 89 |
| Appendix J: Refusal of Hepatitis B Immunizations | 91 |

Appendix A-1 University Organization Chart



Appendix A-2: Nursing Department Organization Chart

**Department of Nursing
Organizational Flow Chart**



Appendix B-1: Eight Semester Curriculum Plan: 2019-2020
Bachelor of Science in Nursing – Traditional option (BSN)

| Fall Semester | | | | | Spring Semester | | | |
|---|---------------------------|--|-------|---|---------------------------|--|-------|---|
| | Number | Title | Hours | Co- or Pre-Requisites | Number | Title | Hours | Co- or Pre-Requisites |
| Freshman Year | BIO210 | Anatomy & Physiology I w/Lab | 4 | Admission to University of Mount Union | BIO211 | Anatomy & Physiology II w/Lab | 4 | BIO210 |
| | CHM110N* | Foundations of Chemistry w/Lab* | 4 | | CHM115 | Organic & Biochemistry for Nursing w/Lab | 4 | CHM 110 |
| | FYS* | First Year Seminar* | 4 | | NUR 190 | Intr. to Concepts in Nursing Practice | 2 | Admission to nursing major or approval of prog chair |
| | NUR 130 | Health Promotion across the Lifespan | 4 | | XXX^ | Foreign Language (at 102 level) ^ | 4 | |
| | | | | 16 | A*, S*, H* | Foundations course* | 4 | 18 |
| Students <u>Must</u> complete the following prerequisite courses with a cumulative grade point average of 2.75 or higher <u>and</u> a grade of “C” or higher: BIO210 & 211, CHM 110 & 115, and NUR130 & 190. | | | | | | | | |
| Sophomore Year | BIO290 | Pathophysiology | 4 | BIO 210 & 211 | NUR290 | Foundations of Nursing Care w/Clinical | 6 | BIO290; NUR240, NUR260 |
| | NUR240 | Health Assessment w/Lab | 4 | All 100- level nursing courses pre or coreq; BIO 210, 211; CHM110 & 115 | BIO200 | Microbiology w/Lab | 4 | |
| | NUR260 | Pharmacology w/Lab | 4 | | NUR262 | Human Nutrition | 2 | |
| | A*, S*, H* | Foundation Course* | 4 | | A*, S*, H* | Foundation Course* | 4 | |
| | | | 16 | | | | 16 | |
| Junior Year | NUR380 <u>or</u> NUR390 | Nursing Care of Clients with Acute & Chronic Health Conditions I <u>or</u> II w/clinical | 6 | Successful completion of all 200-level nursing courses, BIO 200, and BIO 290. | NUR380 <u>or</u> NUR390 | Nursing Care of Clients with Acute & Chronic Health Conditions I <u>or</u> II w/clinical | 6 | Successful completion of all 200-level nursing courses, BIO 200, and BIO 290. |
| | NUR340 <u>or</u> NUR360 | Childbearing Family & Newborn Nursing w/Clinical <u>or</u> Psychiatric Mental w/Clinical | 4 | Successful completion of all 200-level nursing courses and approval of the dept. chair. | NUR340 <u>or</u> NUR360 | Childbearing Family & Newborn Nursing w/Clinical <u>or</u> Psychiatric Mental Health Nursing w/Clinical | 4 | Successful completion of all 200-level nursing courses and approval of the dept. chair. Basic Statistics Co or Prereq |
| | MTH200/123 | Statistics for Health Science | 4 | Co or prereq College algebra | NUR370 | Evidence-Based Practice and Informatics in the Nursing Prof. (V)* | 4 | Completion of IC foundation courses |
| | XXXxxx* | Explorations Course I (G)*or Free Elective | 4 | Completion of IC foundation courses | XXXxxx* | Explorations Course I (G)*or Free Elective | 4 | |
| | | | 18 | | | | 18 | |
| Senior Year | NUR420* <u>or</u> NUR 450 | Community Health Nursing w/Clinical <u>or</u> Pediatric Care Nursing w/Clinical | 4 | Successful completion of all 200-level nursing courses and approval of the dept. chair. | NUR420* <u>or</u> NUR 450 | Community Health Nursing w/Clinical <u>or</u> Pediatric Care Nursing w/Clinical | 4 | Successful completion of all 200-level nursing courses and approval of the dept. chair. Completion of all 300-level nursing courses |
| | NUR440 <u>or</u> NUR 480 | Critical Care Nursing w/Clinical <u>or</u> Professional Role Transition w/Clinical & Nursing Capstone (117 clock hours of preceptorship) | 6/4 | Completion of all 300-level nursing courses. | NUR440 <u>or</u> NUR 480 | Critical Care Nursing w/Clinical <u>or</u> Professional Role Transition w/Clinical & Nursing Capstone (117 clock hours of preceptorship) | 6/4 | |
| | NUR430 | Leadership & Management | 4 | | *CAP400 | Senior Capstone* | 4 | |
| | | | 14/12 | | | | 14/12 | |

*Meets the University Integrative Core requirements. ^Student can test out by taking the placement test. Proficiency in Math 105 or higher is required for the Nursing major.

Appendix B-2: Traditional BSN Option – Traditional Advising Summary

Major Curriculum Sheet
(Integrative Core University Requirements Listed Separately)
University of Mount Union

Student _____ **Advisor** _____

Two boxes appear before each course listing. The first box is for the semester when the course was taken. The second box is for the final grade received in that course. (Example: [F-11] [B+] indicates the course was completed in the fall semester of 2011 with a grade of B+.)

| | |
|-----------------------------|--------------------|
| Nursing Requirements | 68 Semester |
| Hours | |

| Semester Taken | Final Grade | Course | Credit Hours |
|--------------------------------|-------------|---|--------------------------|
| | | NUR130 Introduction to Professional Nursing | 4 |
| | | NUR190 Theoretical Nursing Foundations | 2 |
| | | NUR240 Health Assessment | 4 |
| | | NUR260 Pharmacology | 4 |
| | | NUR262 Human Nutrition | 2 |
| | | NUR290 Foundations of Nursing | 6 |
| | | NUR340 Childbearing Family & Newborn Nursing | 4 |
| | | NUR360 Psychiatric Mental Health Nursing | 4 |
| | | NUR370 Introduction to Research Methods & Evidence-Based Practice | 4 |
| | | NUR380 Nursing Care of Clients with Acute & Chronic Health Conditions I | 6 |
| | | NUR390 Nursing Care of Clients with Acute & Chronic Health Conditions II | 6 |
| | | NUR420 Community Health Nursing * fulfills Theme courses University IC requirements | 4 |
| | | NUR430 Leadership & Management in Nursing Practice | 4 |
| | | NUR440 Critical Care Nursing | 6 |
| | | NUR450 Pediatric Care Nursing | 4 |
| | | NUR480 Professional Role Development & Transition | 4 |
| Additional Requirements | | | 40 Semester Hours |
| | | CHM110N Foundations of Chemistry with a lab * fulfills Natural Science foundation knowledge University IC requirements | 4 |
| | | CHM115 Organic and Biochemistry for Nursing w/lab | 4 |
| | | BIO200 Medical Microbiology with a lab | 4 |
| | | BIO290 Pathophysiology | 4 |
| | | BIO210 Anatomy & Physiology I with lab | 4 |
| | | BIO 211 Anatomy & Physiology II with lab | 4 |
| | | MTH123/200 or equivalent Statistics* fulfills program requirements | 4 |
| | | PYS225 Lifespan Development* fulfills program requirements | 4 |
| | | XXXXXX * fulfills Theme courses University IC requirements | 4 |

Appendix B-3: Traditional BSN Option – Integrative Core Requirements

University of Mount Union Bachelor of Science in Nursing

Integrative Core University Requirements

Student _____

Advisor _____

| Course Name | Semester Hours |
|---|---|
| <p>FYS (First Year Seminar) 4 Semester hours</p> <p>Course Title: _____</p> <p>Semester Completed: _____</p> <p>Grade: _____</p> <p>WOC Portfolio:</p> <p>Oral: _____ Semester completed</p> <p>Written: _____ Semester completed</p> | <p>College Level Proficiencies (Proficiencies fulfilled by placement test or completion of course)-The placement test score must be higher than the minimum listed requirement</p> <p>FOREIGN LANGUAGE 102 (Test or Course) List the date of test or name of course that fulfills this requirement: _____ Semester completed</p> <p>MTH 105 OR ABOVE (Test or Course) List the date of test or name of course that fulfills this requirement: _____ Semester completed</p> |
| <p>FOUNDATIONAL KNOWLEDGE REQUIREMENTS – 16 SEMESTER HOURS Humanities, Social Sciences, Fine Arts, and Natural Sciences Some major requirements may be fulfilled in both the major and the core requirements below.</p> | |
| <p>Social Sciences 4 Semester Hours</p> <p>Course Title: _____</p> <p>Semester Completed: _____</p> <p>Grade: _____</p> | <p>Natural Sciences 4 Semester Hours</p> <p>Course Title: _____</p> <p>Semester Completed: _____</p> <p>Grade: _____</p> |
| <p>Fine Arts..... 4 Semester Hours</p> <p>Course Title: _____</p> <p>Semester Completed: _____</p> <p>Grade: _____</p> | <p>Humanities..... 4 Semester Hours</p> <p>Course Title: _____</p> <p>Semester Completed: _____</p> <p>Grade: _____</p> |
| <p>THEME COURSES REQUIREMENTS – 8 CREDIT HOURS Some major requirements may be fulfilled in both the major and the core requirements below</p> | |
| <p>Theme Course I 4 Semester Hours</p> <p>Course Title: _____</p> <p>Semester Completed: _____</p> <p>Grade: _____</p> | <p>Theme Course II 4 Semester Hours</p> <p>Course Title: _____</p> <p>Semester Completed: _____</p> <p>Grade: _____</p> |
| <p>Senior Capstone</p> <p>Course Title: _____</p> <p>Semester Completed: _____</p> <p>Grade: _____</p> | <p>NOTE– See <i>catalogue</i> for a list of courses designated as Foundational knowledge and theme courses.</p> |

Appendix B-4: Post Baccalaureate Accelerated BSN Program- Six Semester Curriculum**

| Summer I | | Pre & Co-requests | Summer II | | Pre & Co-requests | Fall | | Pre & Co-requests |
|--|-------------|---|--|-------------|--|-------------------------|-----------|--|
| NUR 240 Health Assessment | 4 | A&P I=II Biochemistry Lifespan* | NUR 290 Foundations of Nursing | 6 | NUR 240, NUR260 A&P I+II Biochemistry Pathophysiology * | NUR 380 Acutely III I | 6 | NUR290 Bio290 pre/C Microbiology A&P I+II Statistics |
| NUR 260 Pharmacology | 4 | | NUR 190 Intro to concepts in nursing practice. | 2 | | NUR 340 Families | 4 | |
| *NUR 130 Health promotion through Lifespan | *4 | | *Bio 290 pathophysiology | *4 | | NUR 262 Nutrition | 2 | |
| | | | | | | NUR 370 Research | 4 | |
| Cr. Hours/Total | 8-12 | 12 | Credit Hours | 8-12 | 16 | Credit Hours | 16 | 32-40 |
| Spring | | Pre & Co-requests | Summer I | | Pre & Co-requests | Summer II | | Pre & Co-requests |
| NUR 390 Acutely III II | 6 | NUR 290 BIO 290 pre/ Co Microbiology | NUR 440 Critical Care | 6 | Pre-Req: All N300 level | NUR 430 Leadership | 4 | Pre-Req: All N300 level |
| NUR 360 Mental Health | 4 | | NUR 450 Families II | 4 | | NUR 480 Role Transition | 4 | |
| NUR 420 Community | 4 | | | | | | | |
| Cr. Hours/Total | 14 | 46 | Credit Hours | 10 | 56 | Credit Hours | 8 | 64-72 |

Pre-Req: A & P with labs[^], Chemistry with labs[^], Microbiology[^], Statistics, Lifespan Dev.*, Pathophysiology*

[^] completed no later than seven years at the time of matriculation.

*Can be fulfilled at Mount during the program

** Once admitted to the program, students must attain a grade of C or higher in all nursing classes and BIO 290. All Department of Nursing policies and procedures apply to the Post Baccalaureate Accelerated BSN student.

Appendix B-5: Accelerated BSN Program Option – Accelerated Advising Summary
Curriculum Plan
Major Curriculum Sheet
University of Mount Union
2019-2020

Student: _____ **Advisor:** _____

Two boxes appear before each course listing. The first box is for the semester when the course was taken. The second box is for the final grade received in that course. (Example: [F-YR] [B+] indicated the course was completed in the fall semester of current year with a grade of B+).

Nursing Requirements

68 Credit Hours

| Semester Taken | Final Grade | Course | Credit Hours |
|-----------------------|--------------------|--|---------------------|
| | | NUR 130 Health Promotion through Lifespan* | 4 |
| | | NUR 190 Nursing Concepts | 2 |
| | | NUR 240 Health Assessment & Promotion for Nursing Practice | 4 |
| | | NUR 260 Clinical Pharmacology & Nursing Management | 4 |
| | | NUR262 Nutrition* | 2 |
| | | NUR 290 Foundations of Nursing with Older Adults | 6 |
| | | NUR 340 Nursing with Families | 4 |
| | | NUR 360 Nursing to Promote Mental Health | 4 |
| | | NUR 370 Nursing Research | 4 |
| | | NUR 380 Nursing with Acutely Ill Adult I | 6 |
| | | NUR 390 Nursing with Acutely Ill Adult II | 6 |
| | | NUR 420 Nursing with Aggregates | 4 |
| | | NUR 430 Nursing Leadership | 4 |
| | | NUR 440 Nursing with the Critically Ill Adults | 6 |
| | | NUR 450 Nursing with Families II | 4 |
| | | NUR 480 Professional Capstone | 4 |

*Can transfer to Mount if taken.

Additional Nursing Requirements

4 Credit Hours

| Semester Taken | Final Grade | Course | Credit Hours |
|-----------------------|--------------------|--------------------------|---------------------|
| | | BIO 290 Pathophysiology* | 4 |

*Can be taken at Mount prior starting 300-13v31 courses.

Up-to-Date Record

| | | | | | | |
|---------|--|--|--|--|--|--|
| Date | | | | | | |
| Credits | | | | | | |
| GPA | | | | | | |

**Appendix C: Nursing Skills and Simulation Laboratory Policy and Procedure
Manual**



**University of Mount Union
Department of Nursing
BSN**

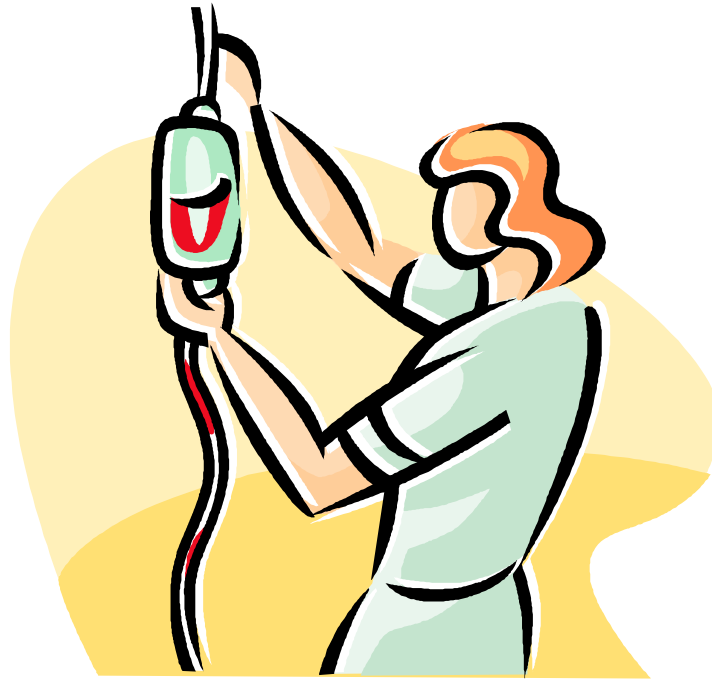


Table of Contents

| | |
|--|----|
| Mission of the Nursing Skills and Simulation Laboratory | 67 |
| Contact Information | 68 |
| Guidelines for Use of the Nursing Skills and Simulation Laboratory | 69 |
| Skills Laboratory Safety | 69 |
| Electrical Safety | 70 |
| Physical Safety | 70 |
| Reporting of an Injury | 70 |
| Cleaning of Laboratory and Equipment | 71 |
| Utilization of Simulation Equipment | 71 |
| Open Laboratory Policies..... | 72 |
| Policy regarding equipment/supplies containing latex and potential sensitivity | 72 |
| Ordering Supplies and Equipment | 72 |
| Remediation Procedure..... | 72 |
| Remediation Notification of Nursing Skills – Form..... | 73 |
| Confidentiality Agreement..... | 74 |
| Incident Report Form (Lab and Clinical)..... | 75 |



Mission of the Nursing Skills and Simulation Laboratory

Welcome to the Nursing Skills and Simulation Laboratory. The Nursing Skills and Simulation Laboratory is where you will be introduced to new skills and procedures, practice those skills and procedures, and be evaluated on your learned skills and procedures. Simulation activities will be part of your coursework and integrated through your curriculum.

As you progress through the nursing program you will spend time in the Nursing Skills & Simulation Lab. You will be learning new nursing skills, practicing previously learned skills, and be evaluated on your skills in preparation for your clinical experience. Simulation activities will further strength your learning, by providing you with complex medium and high-fidelity manikins to practice your skills. The Laboratory environment allows you to make mistakes, overcome fears, gain confidence, gain competence and perfect the skills at hand, before and while working in a real clinical setting. The experiences provided in the laboratory setting, benefits you by preparing you to deliver safe and competent nursing care.

Critical Thinking and Reasoning is taught to assist the nursing student to understand the rationale for what is being learned and implemented. Evaluation is an ongoing process (i.e., formative evaluation) utilizing skills checkoffs and clinical experiences.

Nursing faculty and staff will be available for practice session to help you develop your skills. You will have the opportunity to practice your skills during scheduled classroom/lab time, as well as independently, with your peers. It will benefit you plan to include some lab practice time into your weekly schedule.

The Nursing Skills and Simulation Lab is an integral part of your nursing education. The primary goal of the Nursing Skills and Simulation lab is to provide you with a safe environment to become competent with your nursing skills and thereby deliver safe, competent, and excellent nursing care to all clients.

Contact Information

Andrea D Corbisello, MSN, RN

Director of Nursing Laboratory and Clinical Experiences 330 829-4144

Email: corbisan@mountunion.edu

Christine Pontius

Department of Nursing Secretary 330 829-4142

Email: pontiucm@mountunion.edu

Department Fax number 330 829-4143

Department email: nursing@mountunion.edu

Guidelines for Use of the Nursing Skills and Simulation Laboratory

The Nursing laboratory is an important component of your nursing courses and is therefore utilized by students throughout the semester. Therefore, all the same requirements of maintaining professional behaviors in both the Clinical and Classroom setting apply (i.e. behavior, respect, etc.). Please refer to your Nursing Student Handbook. All nursing faculty, staff and students must always know and practice the safety guidelines while utilizing the nursing skills/simulation labs. Failure to adhere to the guidelines will result in disciplinary action.

1. All Nursing labs are locked unless occupied by faculty, staff or students during class or practice time.
2. Students are expected to come to lab class prepared by having read the assignments prior to the start of class. Students need to be knowledgeable of the proper use of all lab equipment prior to using it in the lab setting.
3. There is no food or beverages permitted in the labs to prevent damage to the equipment.
4. Smoking is not permitted in the labs.
5. The skills lab will not be used as a Health Center for ill students, faculty or staff.
6. The lab beds are for learning purposes. Students are not to be in the beds unless for teaching/learning purposes.
7. The labs are not to be utilized as a social meeting area.
8. No equipment or supplies may be removed from the laboratory setting without consent from Director of the Laboratory, faculty, or Nursing Program Administrator/Designee.
9. Students may sign out specific laboratory equipment for use outside of the lab setting with consent from the Director of the Laboratory.
10. NO CELL PHONES. Calls and texts are not permitted during Lab class, practice sessions, testing or remediation to minimize distraction to other students.
11. There is NO unauthorized video recording or taking of photographs during lab sessions. HIPAA rules apply to all learning lab activities.
12. Professional behavior is always expected.
13. Nursing scrubs are to be worn during scheduled classroom lab courses.

Skills Laboratory Safety

1. Access to the exit doors must always be evident. Furniture will not be placed to obstruct exit.
2. All cabinet doors will be closed when not in actual use.
3. Children are NOT permitted in the labs due to the risk of injury.
4. All individuals utilizing sharps in the laboratory are responsible for safe disposal of these items in the designated sharps disposal containers provided and NEVER into regular trash containers. Sharps containers will be disposed of when $\frac{3}{4}$ full.
5. When breaking ampules for practice, students should utilize the ampule breakers or an enclosed alcohol pad and should break the ampule in the opposite direction of their face.
6. Needles and needle syringes are to practice injections ONLY on the manikins provided in the skills lab and NEVER on another individual.
7. Needles are NEVER to be left uncapped on tables, chairs, desks, beds, or counters.
8. Students must demonstrate safety precautions when utilizing needles during class practice and /or remediation sessions as instructed.

9. Failure to comply with needle safety will result in removal from the laboratory setting and disciplinary action.
10. All unused needles, syringes and ampules **MUST BE RETURNED** to their designated locked location in the laboratory and not be left unattended.
11. Syringes, needles and Practice medications are **NOT** to be **REMOVED** from the laboratory for practice or personal use.
12. Instructors are responsible for the direct supervision of students in the laboratory setting, both during class and practice time.
13. Please notify the Director of the Laboratory for any equipment that is missing, broken or needs to be replaced.
14. Please request assistance as needed to recharge or replace batteries for any equipment.
15. All instructors or students should request assistance from the Director of the Laboratory if unfamiliar with any equipment or supplies in the laboratory.

Electrical Safety

1. All wet equipment, materials or bedding must be kept away from electrical outlets.
2. No electrical cords will be left in the path of moving traffic. Extension cords will be secured down to the floor.
3. Faculty, teaching assistants, and students are responsible for reporting to the Director of the Laboratory any frayed electrical wires, cords or cracks in wall outlets as well as any problems encountered with utilizing electrical equipment.
4. Only grounded wires will be used with skills lab electrical equipment.
5. Electrical beds will be kept in the lowest position after use.

Physical Safety

1. Students will utilize proper body mechanics as instructed for all lifting, bending, and moving.
2. Students will not attempt to move the simulation manikins without the assistance from an instructor.
3. Students should not practice lifting another student without prior knowledge of good body mechanics and assistance.
4. Students practicing lifting techniques will not carry out these activities in an unsafe manner. If a student should demonstrate unsafe or unprofessional behavior in the skills lab, they will be asked to leave the lab setting with disciplinary action to follow.
5. All laboratory equipment (beds, wheelchairs, Hoyer lifts, stretchers) will be maintained in proper working order. Equipment that is broken or nonfunctioning needs to be reported immediately to the Director of the Laboratory.
6. Any equipment with wheels (beds, chairs, wheelchairs, stretchers, Hoyer lifts, tables, etc.) are to be locked during use.

Reporting of an Injury

1. Any incident occurring in the skills or simulation laboratory during school hours must be reported immediately to the faculty, teaching assistant, and the Director of the Laboratory.
2. An incident report will be completed for the injury. The report must be signed and dated by the student, the faculty/teaching assistant and the Nursing Program

Administrator/Designee (*see enclosed incident report form*). A copy of the report will be kept in the nursing office in the student file.

3. If the injury requires medical assistance, 911 will be called or the student will be taken immediately to the proper medical facility and their contact person will be notified as well as the Nursing Program Administrator/Designee.

Cleaning of Laboratory and Equipment

1. The Director of the Laboratory and faculty/teaching assistants will be responsible for disinfecting and maintaining all laboratory equipment on a regular basis.
2. All individuals utilizing the laboratories are expected to return the labs to proper order after use:
 - a. All equipment returned to its proper storage location.
 - b. All trash disposed of in trash containers.
 - c. Sharps disposed of in the sharp's containers.
 - d. Beds returned to low position, with bedding and pillows in neat order.
 - e. Chairs placed at the bedsides or under tables.
 - f. Wet linen placed on the laundry hamper to dry.
 - g. Manikins placed securely on beds.
 - h. Exam table paper changed if necessary and any equipment used cleaned with alcohol wipes prior to be returned to its location.
3. All bed linens will be changed when soiled, after extensive use and at the end of each lab section.
4. All linen will be sent to a laundry facility twice a year or as needed by the Director of the Laboratory.

Utilization of Simulation Equipment

A simulation experience allows students to critically analyze their own actions or inactions, reflect on their skills and critically think and analyze their own actions without jeopardizing patient/client safety. Clinical simulation provides a safe learning environment that provides hands-on clinical experiences. A student has the opportunity to practice a skill multiple times until a satisfactory result is achieved. Simulation activities will be incorporated throughout the nursing curriculum to enhance the learning experience.

When working with the simulation manikins, the following policies/ procedures must be followed.

1. Students are to treat the manikins with respect and care as they would real patients. They are to be lifted and moved with the same body mechanics utilized for patients. They are *not* to be moved by their head or limbs.
2. Following class or practice sessions, students are expected to leave the beds in a neat and respectful manner.
3. Students are to avoid transferring manikins into chairs or wheelchairs without assistance. Repetitive movement of the manikins can lead to lose limbs. The faculty/teaching assistant is to be notified of any manikin parts that are loose.
4. The manikins are an INK Free Zone. Please avoid the use of MARKERS, PENS, HIGHLIGHTERS, NEWSPAPER PRINT, or BETADINE around the manikins.

5. If utilizing water with the manikins for skill practice; remove the water and allow to air dry after use. Failure to do so, can lead to the growth of mold and destruction of the electrical wiring within the manikins.
6. Manikins are *not* to be removed from the laboratory without the consent of the Laboratory Director or faculty/teaching assistant.
7. If you have any questions regarding the simulation Lab or Manikins, Contact the Laboratory Director.

Open Laboratory Policies

1. Hours will be posted for open laboratory availability.
2. Students are encouraged to attend the open lab sessions to practice their skill sets.
3. Students will sign in and out of the laboratory for required documentation.
4. Please notify faculty/teaching assistants or the Laboratory Director if additional supplies are needed for the open lab
5. Students may work with other nursing students for the purpose of learning. Open lab is not for a social gathering.
6. Laboratory Director or faculty/teaching assistants will be available for assistance during open lab times
7. Please be respectful of each other and the equipment.
8. Students will be financially responsible for damage to the manikins from misuse.

Policy regarding equipment/supplies containing latex and potential sensitivity

1. Please notify the laboratory faculty/teaching assistants immediately if you have a latex allergy or sensitivity.
2. Wherever possible latex free supplies and equipment have been purchased.
3. The simulation manikins do contain small amounts of latex.

Ordering Supplies and Equipment

All faculty/teaching assistants are encouraged to make their needs known as soon as possible so that supplies, equipment, or media needs can be ordered, received, processed and placed in labs in a timely fashion. This is vital because from time to time required items might be on back order and not available immediately.

The major laboratory orders will be done in Spring of every year. Subsequent orders will be placed on an as needed basis.

Remediation Procedure

Remediation is the required practice and knowledge of a skill until successful in the skill testing of that skill. Remediation sessions will be determined, planned by the faculty/teaching assistants, and conveyed to the student. It is the responsibility of the student to satisfactorily complete any assigned remediation within the time frame established by the faculty. Remediation documentation will be placed in the student's nursing file.

**University of Mount Union
Department of Nursing**

Remediation Notification of Nursing Skills – Form

(To be initiated by the faculty/teaching assistants and completed by the lab director)

Name of Student: _____ **Name of Faculty** _____

Date: _____

Course: _____
Course name and number

Learning Objectives for the Student:

Specific Skills to be Completed:

Evaluation, Recommendations after Remediation:

_____ has satisfactorily completed remediation plan
Student name

Laboratory Director/Faculty _____ Date _____

Confidentiality Agreement for Nursing Skills and Simulation Laboratory

As a student in the nursing department of the University of Mount Union, I understand the significance of confidentiality with respect to the information that might be shared with me by my fellow peers, students or standardized patients during our skills and simulation laboratory classes. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other state or federal laws regarding confidentiality.

I agree to adhere to the following guidelines:

- I agree to report any violations of confidentiality that I am aware of or become aware of to my faculty/teaching assistants or the Laboratory Director immediately.
- The skills and simulation laboratory are a learning environment and is to be utilized as a learning tool only. (Not a social gathering place)
- All scenarios, regardless of their outcome, should be treated in a professional manner. The student(s) participating should be treated with respect.
- The simulation manikins are to be utilized with care and respect and treated like a real patient/client.
- Photographs and /or video recording/ taping may be made during lab and lab simulation activities. This media usage is done for the sole purpose of student reflecting, learning, and debriefing. It is done by an instructor or faculty member in a controlled lab setting. It is **NOT** to be used for any other purpose. On occasion photographs or videos may be taken by faculty and other University personnel for educational purposes including faculty publication and presentations. I consent to being photographed and/or videotaped for educational purposes only.

Student Name (print): _____

Date: _____

Faculty/Teaching Assistant: _____

Incident Report Form (Lab and Clinical)

Name of injured Person: _____

Name of Person Making Report (if different from above) _____

Date of incident: _____

Time of incident: _____

Location of incident: _____

Description of Incident:

Actions Taken:

Signature of Faculty/Teaching Assistant: _____ **Date:** _____

Signature of Laboratory Director: _____ **Date:** _____

Signature of Nursing Program Administrator: _____ **Date:** _____

*Laboratory Director signature only required for lab/simulation incidents.

Appendix D-1: Technical Performance Standards Certification Form

University of Mount Union Department of Nursing Policy & Procedures

Certification of Technical Standards for Nursing Students

POLICY: University of Mount Union, Department of Nursing is committed to equal access for all qualified program applicants and students. Nursing students must be able to perform certain mental, physical, and other tasks that are essential in providing care for their patients. These requirements are outlined in the Department's Technical Standards for Nursing Students and Technical Standards Certification Statement.

PROCEDURE: **After being admitted to the Nursing Major**, nursing students must:

- (1) submit a signed certification statement (enclosed below) stating that they believe that they can meet these standards with or without reasonable accommodation.
- (2) The student's statement must also be confirmed through a physical examination by a licensed healthcare provider (physician, physician assistant, or nurse practitioner).

A verification form is enclosed below. Students are responsible for the cost of the physical examination and must provide the healthcare provider with the Technical Standards for Nursing Students. The completed certification form must be on file before beginning the clinical nursing courses of the program during the second year of nursing. If a student believes he or she needs accommodation(s) in order to meet these requirements, the student must have the need for accommodation validated through Accessibility Services. Accommodation may not be possible in some cases.

- Any student who cannot meet each of the Technical Standards with or without reasonable accommodation can no longer be enrolled in the Nursing Major.
- Students requesting accommodations must have their need for reasonable accommodation validated through Accessibility Services before beginning clinical nursing courses in order to permit adequate time to arrange the accommodation. It may not be possible to provide some accommodations on short notice.
- Accessibility Services works jointly with the student and the Department of Nursing to explore accommodation options.
- Students are responsible for informing their instructors about needs for accommodation for courses or clinical experience.

Student medical information will be kept confidential. The University of Mount Union may disclose as needed or required by law.

The University of Mount Union Department of Nursing is committed to equal access for all qualified program applicants and students. The Department of Nursing faculty has identified specific standards essential to the delivery of safe, effective nursing care during clinical education activities. These standards determine the student's ability to acquire knowledge and develop the clinical skills required by the curriculum. Clinical education is a major focus throughout the program involving considerations, such as patient safety, that are not present for classroom activities. Therefore, the student must meet these standards and maintain satisfactory demonstration of them for successful program progression and graduation. Students must complete the "Technical Standards Certification Statement" form prior to the beginning of clinical experiences in the second year of nursing. Nursing students, with or without reasonable accommodation, must satisfy the performance standards described below.

- Senses: Have functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be quickly integrated, analyzed, and synthesized in an accurate manner.
 - Examples of relevant activities: Hear, observe, and speak to patients; detect skin color changes, anatomical abnormalities such as edema, sounds related to bodily functions using a stethoscope, and odor associated with a wound infection.
- Physical Abilities: Perform gross and fine motor movements with reasonable endurance, strength, flexibility, balance, mobility, and precision as required to provide holistic nursing care.
 - Examples of relevant activities: Perform CPR, safely transfer and control fall of a patient, and manipulate equipment such as syringes and medication packages.
- Cognitive: Collect, analyze, and integrate information and knowledge to make clinical judgments and decisions that promote positive patient outcomes.
 - Examples of relevant activities: Measure, calculate, reason, and understand information and graphs; identify priorities; problem-solve in a timely manner; select, implement, and evaluate interventions; and teach patients and families.
- Communication: Communicate effectively and sensitively with patients and families, and other professionals, and groups to elicit information and transmit that information to others. Possess sufficient interpersonal skills to interact positively with people from all levels of society, all ethnic backgrounds, and all belief systems.
 - Examples of relevant activities: Speak, read, write, and comprehend English at a level that meets the need for accurate, clear, and effective communication; perceive patients' nonverbal communication; maintain accurate patient records; obtain accurate health history; establish rapport with patients, faculty, peers, and agency staff; and accept constructive feedback on performance.
- Mental/Emotional Stability: Have enough emotional health to fully use intellectual ability, exercise good judgment, and complete all responsibilities necessary to the care of patients.
 - Examples of relevant activities: Function under stress, problem-solve, adapt to changing situations, and follow through on assigned patient-care responsibilities.
- Professional Behavior: Engage in activities consistent with safe nursing practice and

display responsibility and accountability for actions as a student and as a developing nurse.

- Examples of relevant activities: Do not demonstrate behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment; display compassion, nonjudgmental attitude, consciousness of social values, honesty, integrity and confidentiality; display appropriate dress and appearance in clinical-related activities; and demonstrate motivation, appropriate attitude, and professional behavior.

Appendix D-2: Technical Standards Certification

(To be completed by the student)

University of Mount Union
Department of Nursing

Student Name: _____

This form is a companion to the *Technical Standards for Nursing Students* document. After being accepted for admission to the Department of Nursing, students must complete and submit this certification form to the University of Mount Union Department of Nursing, (1972 Clark Ave., Alliance, Ohio, 44601) prior to beginning the program's clinical courses or clinical in the second year of nursing. The University of Mount Union Department of Nursing is Id to equal access for all qualified program applicants and students.

Enrollment of accepted students in the Department of Nursing is contingent upon:

1. Submission of this completed *Technical Standards Certification Statement* to the Department of Nursing.
2. The ability to meet the *Technical Standards for Nursing Students* either with or without accommodation.
3. The verification of the physical aspects of this ability as determined through a routine physical examination by a healthcare provider licensed and qualified to perform such routine physical examinations (typically a physician, physician assistant or advanced nurse practitioner).

Students are responsible for:

- a. The cost of the physical examination.
- b. Providing a copy of the *Technical Standards for Nursing Students* to the healthcare provider.

The signature of the healthcare provider completing the physical exam must appear on this form.

***** ***** ***** *****

STUDENT STATEMENT:

Student, please **check only one** of the statements below after you have been accepted and admitted into the Department of Nursing and sign where indicated:

____ I certify that I have read and understand the *Technical Standards for Nursing Students* document, and I believe to the best of my knowledge that **I meet each of these standards without accommodations**. I also understand that if I am unable or become unable to meet these standards with or without accommodation, I cannot enroll or remain enrolled in the Department of Nursing.

____ I certify that I have read and understand the *Technical Standards for Nursing Students* document, and I believe to the best of my knowledge that **I meet each of these standards with accommodations**. I will contact the Office of Accessibility Services to have my need for accommodation validated. I will work with both the Office of Accessibility Services and the Department of Nursing to examine accommodation options. I understand that in some cases accommodation might not be possible. I also understand that if I am unable or become unable to

meet these technical standards with or without accommodation, I cannot enroll or remain enrolled in the Department of Nursing.

Signature of Student: _____

Date: _____

Appendix D-3: Verification by Health Care Provider

(To be completed by the Healthcare Provider)

Check only one of the boxes below and sign where indicated:

___ I certify that I have examined the above named student and that **the student has no physical or mental conditions** that in my professional judgment would prevent him/her from meeting the *Technical Standards for Nursing Students* outlined on the document accompanying this form.

___ I certify that I have examined the above-named student and that **I have found a condition(s)** that would prevent him/her from meeting the *Technical Standards for Nursing Students* outlined on the document accompanying this form. I recommend that the student contact the University of Mount Union Office of Accessibility Services to discuss accommodation options.

List condition(s) (*use back of form if additional space is required*):

Signature of Healthcare Provider: _____ Date: _____

Name of Primary HealthCare Provider: _____
Print or Type Name and Credentials

Address of Primary HealthCare Provider: _____
Address (Print or Type)

City State Zip

Phone number and/or email

Appendix E: ANA Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and uniqueness of every person.
 - 1.1 Respect for Human Dignity
 - 1.2 Relationships with Patients
 - 1.3 The Nature of Health
 - 1.4 The Right to Self-Determination
 - 1.5 Relationships with Colleagues and Others

2. The nurse's primary commitment is to the patient, whether an individual, family, group, or population.
 - 2.1 Primacy of the Patient's Interests
 - 2.2 Conflict of Interest for Nurses
 - 2.3 Collaboration
 - 2.4 Professional Boundaries

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
 - 3.1 Protection of the Rights of Privacy and Confidentiality
 - 3.2 Protection of Human Participants in Research
 - 3.3 Performance Standards and Review Mechanisms
 - 3.4 Professional Responsibility in Promoting a Culture of Safety
 - 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
 - 3.6 Patient Protection and Impaired Practice

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
 - 4.1 Authority, Accountability, and Responsibility
 - 4.2 Accountability for Nursing Judgments, Decisions, and Actions
 - 4.3 Responsibility for Nursing Judgments, Decisions, and Actions
 - 4.4 Assignment and Delegation of Nursing Activities or Tasks

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
 - 5.1 Duties to Self and Others
 - 5.2 Promotion of Personal Health, Safety, and Well-Being
 - 5.3 Preservation of Wholeness of Character
 - 5.4 Preservation of Integrity
 - 5.5 Maintenance of Competence and Continuation of Professional Growth
 - 5.6 Continuation of Personal Growth

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
 - 6.1 The Environment and Moral Virtue
 - 6.2 The Environment and Ethical Obligation

6.3 Responsibility for the Healthcare Environment

- 7 The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
 - 7.1 Contributions through Research and Scholarly Activity
 - 7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice
 - 7.3 Contributions through Nursing and Health Care Policy

- 8 The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
 - 8.1 Health is a Universal Right
 - 8.2 Collaboration for Health, Human Rights, and Human Diplomacy
 - 8.3 Obligation to Advance Health and Human Rights, and Reduce Disparities
 - 8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings.

- 9 The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
 - 9.1 Articulation and Assertion of Values
 - 9.2 Integrity of the Profession
 - 9.3 Integrating Social Justice
 - 9.4 Social Justice in Nursing and Health Policy

Copyright: American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Silver Spring, MD: American Nurses Publishing, 2015.

Appendix F: ANA Scope & Standards of Practice

Standards of Practice - Nursing Process Component

Standard 1. Assessment: The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.

Standard 2. Diagnosis: The registered nurse analyzes the assessment data to determine the actual or potential diagnose, problems, or issues.

Standard 3. Outcomes Identification: The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning: The registered nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.

Standard 5. Implementation: The registered nurse implements the identified plan.

Standard 5A. Coordination of Care: The registered nurse coordinates care delivery.

Standard 5B. Health Teaching and Health Promotion: The registered nurse employs strategies to promote health and a safe environment.

Standard 6. Evaluation: The registered nurse evaluates progress towards attainment of goals and outcomes.

Standards of Professional Performance

Standard 7. Ethics

Standard 8. Culturally Congruent Practice

Standard 9. Communication

Standard 10. Collaboration

Standard 11. Leadership

Standard 12. Education

Standard 13. Evidence-based Practice and Research

Standard 14. Quality of Practice

Standard 15. Professional Practice Evaluation

Standard 16. Resource Utilization

Standard 17. Environmental Health

Copyright: American Nurses Association, *Scope & Standards of Practice*, Silver Spring, MD: American Nurses Publishing, 2015.

Appendix G: OBN Student Conduct Policy

Ohio Board of Nursing (OAC) 4723-5-12-C (1-26) Student Conduct Policy*

University of Mount Union nursing students will adhere to policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

*Resource: Ohio Board of Nursing Website: <http://codes.ohio.gov/oac/4723-5-12>

Appendix H: NSNA Code of Academic and Clinical Conduct

National Student Nurses' Association (NSNA) Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold college policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per college grievance policy.

Adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix, AZ. (Taken directly from the NSNA Code of Ethics: Part II: Code of Academic and Clinical Conduct)

Appendix I: Health Data and Clinical Requirement Form
University of Mount Union
Department of Nursing

All students enrolled in a clinical nursing course must meet all Department of Nursing Health Data and Clinical Requirements as described in the Nursing Student Handbook. All documentation must be turned in to the Department of Nursing prior the beginning of clinical. Due dates will be announced via nursing bulletin board, emails, and/or notifications every year. The student should retain the original documentation and submit copies to the Department of Nursing.

Important – This information must be completed and returned to the Department of Nursing prior to you to beginning your clinical nursing courses which begin in the sophomore/second year of nursing.

Name of Student: _____

| Health Data and Clinical Requirements | Date and Results of Test <i>Attach document of proof by healthcare provider</i> |
|---|--|
| National Background check (FBI)- upon admission to the second-year nursing courses and updated yearly if not an Ohio resident for the past five years. | |
| Criminal Background Check (BCI&I)-upon admission to the second-year nursing courses and updated yearly. | |
| Technical Standards Policy You and a licensed healthcare provider (physician, physician assistant, or nurse practitioner) must sign and indicate if accommodations are needed. | |
| CPR/BLS provided by American Heart Association (AHA) Health Care Provider Include date taken and date of expiration. <i>Attach copy of certification card.</i> | |
| Annual TB-Tuberculosis Skin Test (PPD) Students are required to have a 2-step TB test done, with 2nd TB test done within | |

| Health Data and Clinical Requirements | Date and Results of Test <i>Attach document of proof by healthcare provider</i> |
|---|--|
| 8-14 days after 1st TB test. A yearly PPD is required thereafter. If positive reaction to PPD, a chest x-ray is then needed to rule out TB. No further chest X-ray is required if student is asymptomatic. | |
| Tetanus You must have the primary immunization and a Tdap must be current within the last 10 years. | |
| Rubeola (<i>7-11-day measles</i>) Blood test for proof of immunity. | |
| Mumps (<i>Infectious Parotitis</i>) Blood test for proof of immunity. | |
| Rubella (<i>3-day measles</i>) Blood test for proof of immunity. | |
| Varicella Zoster (<i>Chicken pox</i>) Blood test for proof of immunity. | |
| Hepatitis B Vaccine This is not mandatory but strongly recommended. It takes approximately 8 months to complete the series, so it is important to get started immediately. You will be asked to sign a waiver if you choose not to receive the vaccine. | Hepatitis B vac #1 _____ Hepatitis B vac #2 _____ <i>30 days after #1</i> Hepatitis B vac #3 _____ <i>6 months after #1</i> |
| Annual Flu shot | |
| Annual 10-Panel Urine Drug Test (<i>See Alcohol & Drug Policy in the Nursing Handbook for further details</i>) | |

***Important** – This information must be completed and returned to the Department of Nursing, Administrative Assistant.

Appendix J: Refusal of Hepatitis B Immunizations

**University of Mount Union
Department of Nursing**

REFUSAL OF HEPATITIS B IMMUNIZATION

I _____ choose not to receive the Hepatitis B Immunization series as recommended by the University of Mount Union Bachelor of Science in Nursing Program. I understand that my practice as a nursing student/faculty places me at risk for exposure to blood-borne pathogens. Further, I understand that contractual commitments with clinical agencies may require me to obtain multiple Hepatitis B Surface Antigen tests during the clinical program.

Signature

Date