COLLEGE OF UNDERGRADUATE STUDIES

DIVISION OF NURSING

Prelicensure BSN PROGRAM

STUDENT HANDBOOK

2016-2018
(Aligns with IU Catalog 2016-2018)
## Division of Nursing
### Undergraduate Student Handbook
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Welcome to Immaculata University and the Prelicensure BSN Nursing Program.

The information contained in this handbook are the policies and the expectations of the Division of Nursing. The manual is a supplement to, not a replacement of, Immaculata University’s catalog and the College of Undergraduate Studies (CUS) and the College of Lifelong Learning (CLL) Student Handbooks. Please familiarize yourself with the contents of all of these documents.

The nursing faculty and staff welcome you to Immaculata University. The faculty and I congratulate you on your decision to pursue a BSN degree and hope you find this a personally rewarding educational experience. Please be assured that we are available to help you; do not hesitate to contact us if the need arise.

Janice Reilley, EdD MSN RN-BC
Director Prelicensure BSN Program

Patricia Knecht, PhD RN ANEF
Chair Division of Nursing
PURPOSE OF THIS HANDBOOK

The information contained in this handbook has been chosen to enhance your educational experience at Immaculata University. We want you to be knowledgeable of the Nursing Division’s philosophy, mission, and the educational goals and outcomes of the program. Being an informed student will assist you to integrate the individual course content into your overall view of the nursing profession.

The faculty and staff take seriously the responsibility of providing you with a quality education that will prepare you to fulfill your responsibilities as a professional nurse. However, you are the one ultimately responsible for taking full advantage of your education and resources available. This handbook provides you with the information necessary for you to be successful in this educational endeavor.

This handbook is updated every two years, aligned with the IU undergraduate catalog. Changes are made electronically and available on the Division of Nursing (DON) website. The DON reserves the right to change policies pertinent to the Prelicensure BSN nursing program as impacted by our clinical affiliation agreements, Pennsylvania state board approval and accreditation mandates. You are responsible to read this handbook and comply with the current policies and procedures.

If you have any questions or any suggestions that would make this document more helpful, please share them with your advisor.

Your advisor: __________________________________________

Office: ___________________ Phone:_________________

Email: __________________________________________
ACKNOWLEDGEMENT

I have received a copy of the Immaculata University Division of Prelicensure BSN Nursing Student Handbook or reviewed the 2016-2018 updates on the Nursing Division web site. I have read and understand its contents. I understand that this handbook is to be used in conjunction with the Immaculata University Undergraduate Catalog and that I am responsible for adhering to the contents of both documents.

I understand that changes in policies and procedures may be made periodically, and accept the responsibility of becoming familiar with them as well. Any questions that I may have regarding the policies and procedures will be referred to my advisor, Nursing Program faculty, and the Director of Prelicensure BSN Program for clarification.

It is the policy and obligation of the university to keep in strict confidence all that pertains to any student and any student’s affairs. Every person employed in the university shares this obligation. Therefore, information regarding the academic and private affairs of students is confidential and may be disclosed only by persons specifically authorized to do so and, in those cases, only to people who are authorized to receive such information.

I have received a copy of the Immaculata University Prelicensure BSN Student Handbook or reviewed the 2016 - 2018 updates on the Division of Nursing web site. A hard copy of the Immaculata University Prelicensure BSN Student Handbook can be found in LH Suite #13.

Date: ______________________

Student Signature: ________________________________________________

Print Name:___________________________________________________
# DIVISION OF NURSING FACULTY & STAFF

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Division of Nursing  
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1145 King Road  
Immaculata, PA 19345-0691  
http://www.immaculata.edu/nursing  

TEL: 610-647-4400  
FAX: 610-640-0286
ACCREDITATION & APPROVAL

The Division of Nursing of Immaculata University Prelicensure BSN Program is fully accredited by the Commission on Collegiate Nursing Education (CCNE) and is approved (provisional) by the Pennsylvania State Board of Nursing.

Commission on Collegiate Nursing Education (CCNE)  Commonwealth of Pennsylvania State Board of Nursing
One DuPont Circle, NW  P. O. Box 2649
Suite 530  Harrisburg, PA 17105-2649
Washington, DC 20036  (717) 783-7142
(202) 887-6791
MISSION STATEMENT

The Division of Nursing, in accordance with Immaculata’s mission, strives to develop a truly educated person who is value oriented and committed to truth, justice, service, and peace. The Division of Nursing of Immaculata University seeks to stimulate the expansion of personal and professional consciousness from a holistic perspective within a Christ-centered academic environment.

The generic BSN program is designed to prepare a holistic generalist nurse to practice within complex healthcare systems. Building on the liberal arts and sciences, the program promotes the growth of knowledge, professional skill, and intellectual inquiry. The RN-to-BSN program facilitates the educational mobility of graduates of associate degree and diploma programs of nursing. Both programs prepare the student for graduate study and to meet the challenges of a dynamic health care system for a global community.

The MSN program builds on baccalaureate nursing education and prepares nurses for the roles of advanced practice, educator and manager/leader and doctoral study. In a framework of the liberal arts it strives to provide opportunities to integrate knowledge through logical and critical thought, independent study, aesthetic and cultural awareness, and practical experience. The faculty of the Division of Nursing of Immaculata University guide students in the process of scientific inquiry and the development of research to expand nursing knowledge. The students are challenged to develop as leaders and innovators who impact the nursing profession and the global health care system.

VISION

The Division of Nursing, in accordance with the mission statement of Immaculata University, strives to develop “a truly educated person who is value oriented and committed to truth, justice, service, and peace.” The division seeks to stimulate the expansion of personal and professional consciousness from a holistic perspective within a Christ-centered academic environment. The BSN generic track prepares students academically, socially, and spiritually to practice within today’s complex healthcare systems. The RN to BSN track is designed to facilitate the educational mobility of associate degree and diploma nursing programs graduates. Building on the liberal arts and sciences, the program promotes the growth of knowledge, professional skill, and intellectual inquiry. The BSN program prepares the student to engage in graduate study and to meet the challenges of a dynamic health care system for a global community while fostering an appreciation for and the importance of lifelong learning for professionals.
PHILOSOPHY

The nursing faculty believe that education is an intellectual journey that involves critical thinking, intellectual inquiry, problem solving, and application to professional practice. In accordance with the beliefs stated in the university’s goals, the nursing faculty believe that “the highest service a university can render its students is to prepare them for life.” The faculty believe that the BSN program should prepare a holistic generalist nurse to practice within complex healthcare systems; the RN-to-BSN program should build on the strengths of diploma and associate degree nursing programs and on the knowledge, experience, and skills students bring with them; the Master’s in Nursing program should build on a BSN education.

As a Catholic liberal arts university, Immaculata is an ideal setting in which to educate professionals for a changing society. The preparation of students for service within a Christ-centered academic community is an institutional commitment. The faculty value the individual uniqueness of each student and strive to create an atmosphere that promotes the development of the whole person with consideration for the physical, intellectual, social, moral, aesthetic, and spiritual nature of humans.

The faculty believe that nursing is an art and a science that incorporates the physical, psychological, and social sciences, and the humanities into its practice. As an art, nursing is the use of self in assisting persons to promote, restore, and maintain health, and to die in comfort and with dignity. Nursing necessitates the development of a sense of equity, justice, freedom, dignity, group membership, community, and the encompassing environment.

The faculty believe that the discipline of nursing has a scientific basis derived from research. Critical thinking is viewed as the basis of all nursing inquiry and therapeutic nursing actions. Nursing is also acknowledged as a legally sanctioned practice defined in the Pennsylvania Nurse Practice Act as the, "diagnosis and treatment of human responses to actual or potential health problems, through such services as case finding, health teaching, health counseling, and provision of care supportive or restorative of life and well-being..." (Professional Nursing Law, 1987).

Health is wholeness derived from the harmonious internal interaction of the body, mind, and spirit and the harmonious balance between person and environment. It is an individually perceived and dynamic state.

The faculty embrace a holistic Christian, worldview that views all humans as composed of mind, body, and spirit, and believe these components are intertwined and inseparable. The faculty also believe that humans are cultural beings who are unique, who have worth and dignity, and who interact continually in a changing environment.

The environment comprises internal and external systems of which the person is an integral part. The internal systems are the somatic, psychic, spiritual, and cultural nexi which form the individual personhood. External systems are comprised of the social, physical, political, and cultural milieu in which the person moves, has being, and through which humanity is expressed. It is believed that person and environment are inseparable. The faculty believe this perspective is essential for understanding the human condition.
OUTCOMES
Upon successful completion of the BSN Program, students should be able to:
• demonstrate a holistic perspective in all areas of professional practice;
• value the dignity of self and others in professional practice by seeking truth, acting justly, and fostering peace;
• exhibit professional values based on ethical, legal, and moral standards for professional nursing practice;
• act as a change agent to promote the health and welfare of all people;
• integrate evidence, clinical judgment, inter-professional perspectives, and patient preferences in planning, implementing, and evaluating outcomes of care;
• identify the impact of cultural forces, particularly the social, economic, and political aspects, on the health of individuals, families, neighborhoods and the global community;
• employ inter-and intra-professional communication and collaborative skills to deliver safe, evidence-based, patient-centered care;
• exhibit skills in using patient care technologies, information systems, and communication devices that support safe nursing practice;
• apply teaching-learning principles in promoting health;
• evidence an awareness of and interest in lifelong learning.
### Freshman Year - First Semester
- □ BIOL 209: Anatomy & Physiology I (4)
- □ CHE 100: Survey of Chemistry (4)
- □ ENG 106: Composition I (3)
- □ THE elective (3)
- □ LANG/ or demonstrated competency (3)
- □ PHYS ED (0)
- □ FYE (1) **

### Freshman Year – Second Semester
- □ BIOL 210 Anatomy & Physiology II (4)
- □ PHI elective (3)
- □ ENG 107: Composition II (3)
- □ SOC 202: Principles of Sociology (3)
- □ LANG/ or demonstrated competency (3)
- □ EXS 100 level * (2)

### Sophomore Year - First Semester
- □ NUR 200 Nursing Concepts (3)
- □ BIOL 208: Microbiology for Health Sci (4)
- □ PHI 209: Logic and Knowledge (3)
- □ Math 110: Math for Nurses (3)
- □ PSY 101 Intro to Psychology (3)
- □ PHYS ED (0)

### Sophomore Year – Second Semester
- □ FNU 208 (3)
- □ BIOL 205: Genetics (3)
- □ NUR 202: Fundamentals of Holistic Nursing Practice (5)
- □ NUR 307: Holistic Health Assessment (4)
- □ HIST elective (3)

### Junior Year – First Semester
- □ NUR 304: Pharmacology (3)
- □ PSY 324: Lifespan Development (3)
- □ NUR 308: Holistic Nursing Care I (5)
- □ PSY 208: Statistics (3)
- □ Humanities elective (3)

### Junior Year – Second Semester
- □ Open elective (3)
- □ Nursing elective (3)
- □ NUR 314: Holistic Nursing Care of Childbearing Families (5)
- □ NUR 311: Holistic Nursing Care II (5)

### Senior Year – First Semester
- □ NUR 405: Holistic Nursing Care III (6)
- □ NUR 410: Concepts in Nursing Leadership & Mgt (3)
- □ THE 408: Medical Ethics (3)

### Senior Year – Second Semester
- □ NUR 404: Nursing Research (3)
- □ NUR 435: Preparation for Professional Practice (5)
- □ NUR 408: Concepts of Public Health Nursing (5)

**Total Credits required for program:** 128*

*Includes 2 credits in exercise science required only for full time students in the College of Undergraduate Studies.

**Transfer students coming in with 30 or more credits do not have to take FYE requirement.

Liberal Arts Core: Professional Studies
Ethics requirement: THE 408 Medical Ethics
**IMMACULATA UNIVERSITY**  
**FOUR-YEAR COURSE SEQUENCE SHEET**

**Department:** NURSING  
**Major:** NURSING  
**PRELICENSURE BSN**

### Freshman Year - First Semester
- [ ] MATH 110: Math for Nurses (3)  
- [ ] CHE 100: Survey of Chemistry (4)  
- [ ] ENG 106: Composition I (3)  
- [ ] THE elective (3)  
- [ ] LANG' or demonstrated competency (3)  
  Recommended: Span 150-152  
- [ ] PHYS ED (0)  
- [ ] FYE (1)**  
  (17 cr)

### Freshman Year - Second Semester
- [ ] PHI elective (3)  
- [ ] BIOL 104: Cell Biology and Genetics (3)  
- [ ] ENG 107: Composition II (3)  
- [ ] SOC 202: Principles of Sociology (3)  
- [ ] LANG' or demonstrated competency (3)  
  Recommended: SPAN 150-152  
- [ ] EXS 100 level * (2)

### Sophomore Year - First Semester
- [ ] Humanities elective (3)  
- [ ] BIOL 209: Anatomy & Physiology I (4)  
- [ ] BIOL 208: Microbiology for Health Sci (4)  
- [ ] HIST elective (3)  
- [ ] PSY 101 Intro to Psychology (3)  
- [ ] PHYS ED (0)  
  (17 cr)

### Sophomore Yr – Second Semester
- [ ] FNU 208 (3)  
- [ ] BIOL 210: Anatomy & Physiology II (4)  
- [ ] NUR 201: Intro to Holistic Nursing (4)  
- [ ] PHI 209: Logic and Knowledge (3)  
- [ ] PSY 324: Lifespan Development (3)

### Junior Year – First Semester
- [ ] NUR 304: Pharmacology (3)  
- [ ] NUR 307: Holistic Health Assessment (4)  
- [ ] NUR 308: Holistic Nursing Care I (5)  
- [ ] PSY 208: Statistics (3)  
  (15 cr)

### Junior Year – Second Semester
- [ ] Open elective (3)  
- [ ] NUR 336: Anthropology and Health (3)  
- [ ] NUR 309: Holistic Nursing Care of Families (6)  
- [ ] NUR 311: Holistic Nursing Care II (5)  
  (17 cr)

### Senior Year – First Semester
- [ ] NUR 404: Nursing Research (3)  
- [ ] NUR 405: Holistic Nursing Care III (6)  
- [ ] NUR 410: Concepts in Nursing Leadership & Mgt (3)  
- [ ] THE 408: Medical Ethics (3)  
  (15 cr)

### Senior Year – Second Semester
- [ ] NUR 418: Holistic Health or  
  POL 352/NUR 352: Nursing and the Law or  
  NUR 300/400 level elective (3)  
- [ ] NUR 433: Transition into Professional Practice (4)  
- [ ] NUR 407: Holistic Nursing Practice of Communities (6)

### Total Credits required for program: 128*

*Includes 2 credits in exercise science required only for full time students in the College of Undergraduate Studies.

**Transfer students coming in with 30 or more credits do not have to take FYE requirement.

Liberal Arts Core: Professional Studies  
Ethics requirement: THE 408 Medical Ethics
PRELICENSURE BSN COURSE DESCRIPTIONS

NUR 200 Nursing Concepts (3)
Introduction to the profession of nursing from a historical and theoretical perspective. The roles of the baccalaureate generalist nurse within today’s health care system are presented. (Prerequisites: CHE 100, BIOL 209, and 210; co-requisite: BIOL 208. Special permission by the nursing division to take one other science course concurrently is required.)

NUR 202 Fundamentals of Holistic Nursing Practice (5)
Emphasis on foundational nursing concepts and skills necessary for practicing holistic nursing care. Three credits of lecture; two credit hours are experiential learning in the nursing simulation laboratory (1 credit (average of 2 hours per week) and in a long-term care facility (1 credit (average of 3 hours per week). (Prerequisite: NUR 200; co-requisites: BIOL 205 and NUR 307. Special permission by the nursing division to take one other science course concurrently is required.)

NUR 210 The Philosophy of Hardiness (3)
Through a selection of readings from primary sources, students will acquire an understanding of basic philosophical underpinnings of hardiness. Students will examine metaphysical, epistemological, aesthetical, existential, and ethical themes which provide a firm foundation for further philosophical study and the application of hardiness skills. Hardiness is a particular combination of motivations and skills that enhance performance, conduct, morale, stamina, and health. The motivation is contributed by the HardiAttitudes of commitment, control, and challenge. The emphasis of this course will be on helping students learn about hardiness philosophy and conceptualization, assessment and preparation, and applying what is learned to improve their own performance, conduct, morale, stamina, and health. (Elective course cross-listed with PHI 210. Nursing students only.)

NUR 304 Pharmacology (3)
An overview of pharmacotherapeutic principles and the basics of pharmacokinetics and pharmacodynamics are presented. Students develop the necessary knowledge base and skills for safety in medication administration. The effects of drugs on different age groups and the nurse’s responsibilities in drug therapy are explored. Legal and ethical issues will be examined. (Prerequisites: All required 100 and 200 level science courses, NUR 200, 202, and 307; co-requisite NUR 308).

NUR 307 Holistic Health Assessment and Promotion (4)
Introduction to the concepts of holistic health assessment of clients across the lifespan. Students develop assessment skills for the collection of subjective and objective data. Concepts, models and theories of health promotion, disease and injury prevention will be introduced. One credit is experiential learning in the nursing simulation laboratory. (Prerequisites: All required 100 and 200 level science courses, NUR 200; co-requisite: NUR 202) 3 credits of lecture, 1 credit (average of 2 hours per week) of simulation laboratory
NUR 308 Holistic Nursing Care I (5)
Introduction to concepts and principles associated with alterations in holistic integrity in the adult. Students will care for adults with selected acute health problems. Two credit hours are experiential learning in a variety of healthcare settings. (Prerequisites: All required 100 and 200 level science courses, NUR 200 and 202; co-requisite: NUR 304) 3 credits of lecture, 2 credits (average of 6 hours per week) of clinical practice

NUR 311 Holistic Nursing Care II (5)
Emphasis on concepts and principles of psychiatric/mental health nursing for clients across the lifespan. Two credit hours are experiential learning in a variety of healthcare settings. (Prerequisites: All required 100 and 200 level science courses, all required 200 level nursing courses, NUR 304, 308, and PSY324; co-requisite: NUR 314) 3 credits of lecture, 2 credits (average of 6 hours per week) of clinical practice

NUR 314 Holistic Nursing Care of Childbearing Families (5)
Introduction to the concepts and principles of nursing care of the childbearing and childrearing family. Issues in women’s health, concepts of growth and development, and family-centered care will be emphasized. Three credit hours will be didactic with two credit hours of experiential learning in a variety of healthcare settings. (Prerequisites: All required 100 and 200 level science courses, NUR 304, 308, and PSY 324; co-requisite: NUR 311) 3 credits of lecture, 2 credits (average of 6 hours per week) of clinical practice

NUR 336 Anthropology and Health (3)
This course introduces anthropological theories, concepts, and methods used to examine health beliefs and practices of a variety of cultural groups in the United States and throughout the world. The course is designed to provide the practicing nurse with tools for effective delivery of health care to clients from different cultures. (Elective)

NUR 404 Nursing Research (3)
The fundamentals of nursing research are introduced and developed through the critical reading of research studies and their application to nursing practice. Students develop skills in the identification, interpretation, and use of research findings, and their application to evidence based practice. (Prerequisites: All required 100 and 200 level science courses, all required 200 and all 300 level nursing courses, NUR 405, and NUR 410; Pre-or co-requisite: PSY 208)

NUR 405 Holistic Nursing Care III (6)
This course will expand the student’s knowledge and skills to care for adult clients experiencing complex alterations in holistic integrity. Three credit hours are experiential learning in a variety of healthcare settings. (Prerequisites: All prior 300 level nursing courses; co-requisite: NUR 410) 3 credits of lecture, 3 credits (average of 9 hours per week) of clinical practice.

NUR 407 Holistic Nursing Practice in Communities (6)
This course explores knowledge and concepts applicable to public health and aggregate care. An understanding of the impact of health and social systems on human well-being in local, national, and global communities is emphasized. Three credits are experiential learning in a variety of community settings. (Prerequisites: All prior 300 or 400 level nursing courses; co–requisite:
NUR 433 and NUR 300 or 400 level electives). 3 credits of lecture, 3 credits (average of 9 hours per week) of clinical practice

NUR 408 Concepts of Public Health Nursing (5)
Knowledge and concepts applicable to public health and aggregate care. Community assessment is emphasized. Two credits are experiential learning applying course concepts in a variety of community settings. (Prerequisites: All required 100 and 200 level science courses, all required 200 and all 300 level nursing courses, NUR 405, and NUR 410; co-requisite: NUR 404 and NUR 408) 3 credits of lecture, 2 credits (average of 6 hours per week) of clinical practice

NUR 410 Concepts in Nursing Leadership and Management (3)
Theories and principles of leadership and management in health care environments will be examined and discussed. Health care policy, organizational mission and vision, strategic planning, legal/ethical issues, motivational and change theories are applied to health care systems. (Prerequisites: All required 100 and 200 level science courses, all required 200 and 300 level nursing courses; co-requisite: NUR 405)

NUR 418 Holistic Health (3)
This course expands the student’s knowledge and practice in holistic nursing. The student analyzes and applies evidence based research findings of integrative and alternative modalities to nursing care. (Elective)

NUR 433 Transition into Holistic Nursing Practice (4)
The course will enable the student to synthesize knowledge and skills gained from prior courses in order to transition from the role of a student to the role of a professional nurse. Three credits are used for an independent clinical experience with a preceptor in a healthcare setting. (Prerequisites: All required 100 and 200 level science courses, all prior nursing courses; co-requisite: NUR 407) 1 credit of lecture, 3 credits (average of 9 hours per week) of clinical practice

NUR 435 Preparation for Professional Practice (5)
Preparation for the role of a professional nurse. The course emphasizes preparation for NCLEX-RN® and independent clinical experience. (Prerequisites: All 100 and 200 level science courses; all required 200 and 300 level nursing courses, NUR 405, NUR 410, and THE 408; co-requisite: NUR 404 and NUR 408) 2 credits of lecture, 3 credits (average of 9 hours per week) of clinical practice

NUR 452 Environmental Health (3)
This course introduces students to the concepts related to the health effects of environmental influences. The course explores the physiologic and developmental effects of exposure to physical hazards and biochemical substances, and the role of health care professionals in reducing potentially harmful exposures. (Elective).
PRELICENSURE BSN TRACK OVERVIEW

ADMISSION REQUIREMENTS

Immaculata University views each application based on a holistic approach taking into account all of the admission criteria. Application materials are based on the candidate’s current status: prospective, transferring, or current Immaculata student.

Prospective Students must meet the following criteria:
• Fulfillment of basic requirements for admission to the College of Undergraduate Studies.
• Evidence of legal authorization to work for any employer in the United States.*
• High school transcript with a GPA in the general range of 3.0 or higher with courses to include three (3) units of mathematics (one of which is algebra) and two (2) units of science, with related laboratory or the equivalent.
• Acceptable SAT or ACT scores: 1500 minimum for SAT tests completed before March 2016; 1090 minimum for tests completed in or after March 2016. If SAT or ACT scores are older than five (5) years, an entrance test will be required.
• Two (2) letters of recommendation from: teacher(s), coach(es), employer(s), counselor(s), etc.
• Essay on why you would like to pursue a career in nursing.
• Application to Immaculata University online at www.immaculata.edu/admission/apply OR through The Common Application at www.commonapp.org

External Transfer Students must meet the following criteria:
• Evidence of legal authorization to work for any employer in the United States.*
• Transcripts from high school and previous college(s) documenting successful completion of at least 24 credits of study at an accredited institution.
• College GPA generally in the area of 3.0 or higher on a 4.0 scale.
• Minimum of a C+ in any required science course, if applicable.
• Two letters of recommendation from: teacher(s), coach(es), employer(s), counselor(s), etc.
• Essay on why you would like to pursue a career in nursing.
• Application to Immaculata University online at www.immaculata.edu/admission/apply OR through The Common Application at www.commonapp.org

Internal (Immaculata University) Transfer Students must meet the following criteria:
• Evidence of legal authorization to work for any employer in the United States.*
• Completion of minimum of 24 credits or two full terms of study at Immaculata University.
• Immaculata transcript with GPA in the general area of a 3.0 or higher on a 4.0 scale.
• Minimum of C+ in all required science courses.
• Two (2) letters of recommendation from: teacher(s), coach(es), employer(s), counselor(s), etc.
• Essay on why you would like to pursue a career in nursing.
• Submission of the Immaculata University application:
  • Current CLL students should meet with the CLL advisor and complete the application for the CUS at www.immaculata.edu/admissions/apply
  • Current CUS students interested in admission to the Division of Nursing should complete
application process in consultation with the Director of Academic Advisement.

• All transfer applicants are reviewed by the Nursing Admissions and Progression Committee

Note: Admission to the Nursing Program is competitive. Meeting the minimum admission requirements does not guarantee acceptance

* Students who are unable to provide evidence of documented legal immigration status or citizenship will not be able to complete the required clinical experiences, which will impact their ability to meet course outcomes. In addition, they may be unable to obtain a RN license and secure employment in healthcare.

PROGRESSION REQUIREMENTS

The Prelicensure BSN Program requires that students:

• Maintain a cumulative GPA of 2.67 or higher
• Achieve a satisfactory score on the nursing admission test (i.e. HESI), given at the end of freshmen year or before enrollment in the first nursing course (i.e. NUR 200); may repeat one time only.
• Complete nursing courses in the order listed in the program sequence plan.
• Complete the nursing program within five (5) calendar years of the start of the first nursing course (NUR 200).
• A maximum of only two (2) nursing courses (clinical, non-clinical or elective) may be repeated.
• A nursing course (clinical, non-clinical or elective) may only be repeated once.
• Pass the theory, lab and clinical requirements of each nursing course concurrently. A clinical grade of “Unsatisfactory” will result in a clinical failure, which is equivalent to a course grade of “F”.
• Pass all nursing courses with a grade of “C+” or better.
• In addition to meeting the general University requirements, all science courses must be completed with a grade of “C+” or better. A required science course may only be repeated once and must be completed at Immaculata University.
• Maintain satisfactory personal performance that is consistent with professional responsibility and accountability. Clinical performance and behavior must be in compliance the ANA Nursing Scope and Standards of Practice and the Ethical Code.
• Meet Attendance Requirements: Students are required to attend all scheduled learning activities (class, lab, and clinical) since they are essential to meet the course and program objectives. Excessive classroom absences may jeopardize the student’s ability to master the course objectives. All clinical and lab absences must be made up to meet course and program objectives. An additional fee may be charged.

Note: The nursing progression requirements may be revised in order to meet the guidelines or requirements of the Prelicensure BSN program’s regulatory bodies.
IMMACULATA UNIVERSITY GRADE SCALE

All grades awarded for undergraduate courses taught at Immaculata University employ the grading scale published in the Immaculata University Undergraduate Catalog. The information below is taken from the current catalog; it includes letter grades, grade descriptions, and the grade point equivalents (per credit hour) designated by each letter grade.

<table>
<thead>
<tr>
<th>Grades Awarded</th>
<th>Grade Description</th>
<th>Grade Points (per credit hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Mastery of subject matter considerably above the acceptable standard</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Above Average</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Average</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Passing, below standard performance</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Passing, but inferior work</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Numerical Equivalency

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
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<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
</tr>
<tr>
<td>F</td>
<td>Below 64</td>
</tr>
</tbody>
</table>

* Incomplete (I) grades may be granted according to the University policy (see Immaculata University Student Catalog).
Grades and Rounding
During each course, scores from assignments and tests will be counted as grades as they are calculated to two decimal places. At the final course grade, scores calculated at .50-.99 will be rounded up to the next whole number.

HESI GRADING SCALE

HESI raw scores are generated from each individual HESI exam and convert to actual grades at conclusion of testing. See graph below for recommended performance levels on HESI exams:

<table>
<thead>
<tr>
<th>HESI Scoring Interval</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;1050</td>
<td>Recommended Performance</td>
</tr>
<tr>
<td>1000 - 1050</td>
<td></td>
</tr>
<tr>
<td>950 - 999</td>
<td></td>
</tr>
<tr>
<td>900 - 949</td>
<td></td>
</tr>
<tr>
<td>875 - 899</td>
<td>Acceptable Performance</td>
</tr>
<tr>
<td>850 - 874</td>
<td></td>
</tr>
<tr>
<td>800 - 849</td>
<td>Below Acceptable Performance</td>
</tr>
<tr>
<td>750 - 799</td>
<td>Needs Further Preparation</td>
</tr>
<tr>
<td>700 - 749</td>
<td></td>
</tr>
<tr>
<td>&lt; 699</td>
<td></td>
</tr>
</tbody>
</table>


CLINICAL GRADING POLICY

All clinical courses are graded on a Pass/Fail basis. A grade of Pass is achieved when the student consistently meets or exceeds clinical expectations and has met clinical course objectives satisfactorily.

GRADE APPEALS PROCEDURE

Refer to the Immaculata University policy.

DISMISSAL

The undergraduate nursing faculty has the right to recommend the dismissal of any student for academic, attendance, personal integrity, health (physical and/or emotional), or behavioral causes that conflict with the nursing program’s responsibility to protect members of the public from unsafe or unprofessional nursing practice. The standards of the American Nurses Association Code of Ethics for Nurses (2015) will be used to judge personal integrity and conduct. Please refer to Prelicensure BSN Program progression policy for other details.
GRADUATION CRITERIA

Graduation guidelines are as follows:
- Successfully completed all required Prelicensure BSN courses.
- Completed at least 128 credits.
- Satisfied all financial obligations to the school.

ACADEMIC POLICIES

Academic Integrity
The nursing faculty support the university’s policies on academic integrity, plagiarism and cheating (See 2016-2018 Undergraduate Catalog).

The faculty and students of the Division of Nursing believe that the nine statements of ethical behavior in the American Nurses' Association Code for Nurses imply the highest standards of honesty and integrity, and apply equally to nursing students and practicing nurses. All aspects of Division of Nursing life and culture are designed to further the achievement of these standards.


Provision 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2
The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 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.

Provision 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.

Provision 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.
Provision 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.

Provision 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

To access the ANA Code of Ethics with Interpretive Statements: http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

TESTING POLICY

The Division of Nursing has set guidelines for students to follow during all course examinations.

To ensure that all students’ results are earned under comparable conditions and represent fair and accurate measurement, it is necessary to maintain a standardized testing environment. The following testing policies are designed to help ensure such an environment.

Testing Environment

Students may not enter the testing room until the proctor has arrived. The faculty proctors may assign seats or provide additional testing locations, based on class size.

Lateness

Testing start and end times will be posted in the front of the classroom – Students who arrive late for the test will not receive extra time to complete the test. Any student arriving late for the test will be afforded only the remaining allotted test time.

Attire

Students are NOT permitted to wear any hats, hoodies (sweatshirt jackets with hoods), scarves or coats during the test/examination.

Personal Items

All personal items must be stored in a backpack or schoolbag and must be placed in a designated location at the front or to the side of the classroom.
The following personal items may NOT be accessed at all during the testing period:

- Any educational, test preparation or study materials
- Cell/mobile/smart phones, tablets, smart watches, jump drives, cameras or other electronic devices and weapons of any kind.

The following personal items may be accessed only at the end of the test:

- Book bags, purses, or wallets
- Wrist watches or smart watches
- Coats, jackets, hats, scarves, gloves
- Hoodie sweatshirts, baseball caps or caps with a brim
- Food or drink, gum, candy or lip balm
- Cell phones, all electronic equipment

All cell phones, pagers and other electronic devices are to be TURNED OFF during the testing period and placed with personal belongings.

The following personal items may NOT be accessed at all during your examination:

- Any educational, test preparation, or study materials
- Cell/mobile/smart phones, pagers, jump drives, cameras, or other electronic devices and weapons of any kind.

Tissues will be provided on the proctor’s desk for student use.

Students are NOT permitted to have water bottles, coffee cups, cell phones, lip balm, hand lotion, or food on the desk during the exam.

**Test Administration**

The student may not take the examination for anyone else.

The student may not engage in disruptive behavior at any time while taking the exam.

Speaking to another student after the test paper has been distributed is NOT permitted.

The student may not seek help from any other party in answering items (in person, by phone, text, or by email) during the examination.

**The faculty proctor has the right to disavow any student and ask the student to leave the exam room if there is alleged academic dishonesty.**

The faculty will provide the students with two #2 pencils with erasers, scrap paper, and calculators for testing purposes. Students are not permitted to use personal pencils or calculators.
The scrap paper, calculators, and pencils may not be removed from the testing room during the examination and these items must be returned to the proctor after the examination.

Writing on the desk, arms, hands, legs, clothing, etc. is NOT permitted. If found, the test will be confiscated and the student will receive a grade of 0 for the test.

**Break Procedures**

There will be no bathroom breaks provided during the examination. Students are asked to use the restroom prior to the examination.

**Questions during the Exam**

Faculty will not answer any student inquiries pertaining to specific test questions or content during the test. Students are also not permitted to ask the course faculty about exam results.

**Missed Exams**

Students are required to take the test/examination on the date scheduled. If a test is missed or the student is unable to take the test on the scheduled date, it is the student’s responsibility to contact the course faculty within 24 hours so that the examination can be rescheduled as soon as possible; otherwise, a grade of zero (0) is entered for the missed test.

Proper documentation (physician or FNP’s note, obituary, etc.) for the absence from a scheduled exam will be required of the student.

A make-up test may be administered in a different format and may contain questions different from those presented on the initial test.

**Confidentiality**

The student may not disclose to or discuss with anyone any information regarding the items or answers contained in the test/examination. This includes posting or discussing questions/answers on the Internet and on social media websites.

**ADVISOR/ADVISEE ROLE AND FUNCTION**

The Division of Nursing of Immaculata University believes that the role of the academic advisor is a critical one. Students are assigned an advisor in the Division of Nursing at the time of their admission to the nursing major. Every attempt is made to maintain continuity by keeping the same academic advisor throughout the program. In order to maximize benefits of the advisor/advisee role, it is recommended that students communicate with their academic advisor on a regular basis. A student may request reassignment to a different advisor by contacting the Director of the Prelicensure BSN Program. Students are responsible for knowing where their advisor’s office is and introducing themselves.

All matriculated full-time and part-time nursing students are required to meet with their academic advisor each semester prior to registering for courses. Upon selection of courses, the
The academic faculty advisor will:
1. Assist the student in developing his/her course load prior to online registration.
2. Meet with the student, as needed, particularly at mid-semester, concerning the advisee's academic status, discuss and assist with academic or related problems, making appropriate referrals for additional guidance and/or counseling.

The student advisee should:
1. Identify and contact his/her advisor early in their first semester on campus. Each faculty member has email, voice mail, posted office hours, and a mailbox in the Division of Nursing Office (Room LH13).
2. Discuss and confirm course selection for the registration process with the academic advisor.
3. Contact his/her academic advisor periodically during the semester relative to their academic progress. Students are responsible for notifying advisors as soon as academic difficulties arise. Students are encouraged to not wait until the end of the semester as it may be too late to offer the student adequate assistance.
4. Discuss NCLEX preparation strategies and current plan for success.
5. Discuss any problem that may potentially interfere with his/her academic progress. If the academic advisor is unable to assist the student directly, the student will be referred to an appropriate resource.

Students with Disabilities
Please refer to the Immaculata University 2016-2018 Undergraduate Catalog.

INTEGRATED NCLEX SUCCESS STRATEGIES

All nursing students are required to participate in the Integrated NCLEX Success strategies aligned with nursing courses.

The NCLEX Success strategies will include a variety of NCLEX® preparation assessments integrated throughout your curriculum. These assessments are designed to improve critical thinking skills developing a comprehensive nursing knowledge base resulting in improved student course and program outcomes.

All seniors will participate in a mandatory NCLEX-RN review course which may be scheduled at the completion of the program.

It is strongly recommended that the NCLEX-RN Licensing Examination be completed within three months of graduation. Outcome data show that graduates who take the exam within three months after graduation tend to have higher pass rates than those who choose to delay taking the exam.

Note: Students should be aware that any criminal history could impact their ability to obtain a nursing license.
PROFESSIONAL LICENSING PROCEDURE

Upon fulfilling all academic requirements, the graduate is eligible to file an application to the Pennsylvania State Board of Nursing (or to any other state in which the graduate expects to practice) to take the NCLEX-RN for licensure as a Registered Professional Nurse (RN). Details regarding licensure application can be found at www.ncsbn.org

STUDENT REPRESENTATION ON DIVISION OF NURSING COMMITTEES

Students are invited to participate in the decision-making process in a variety of ways, one of which is to become a member of a Division of Nursing Committees. Student representatives are needed on the following Division committees: Undergraduate Curriculum, Policy and Outcome Committee (UCPOC) and Student/Faculty Affairs.

STUDENT ORGANIZATIONS

Immaculata University Student Nurses’ Association (SNA)
Students should check Website postings for announcements pertaining to this organization and its meeting schedules. Any student at Immaculata University is welcome to join.

Sigma Theta Tau International Honor Society of Nursing (STTI)
The International Honor Society of Nursing, founded in 1922, provides leadership and scholarship in practice, education, and research to enhance the health of all people. The Delta Tau Chapter-at-Large Chapter of Immaculata University was chartered in November, 2005. The honor society supports the learning and professional development of our members, who strive to improve nursing care worldwide. To be eligible for membership, undergraduate candidates are required to have completed at least one-half of the nursing curriculum, have at least a 3.5 GPA on a 4.0 scale, and rank in the upper 35% of the graduating class. STTI invites eligible candidates to be inducted after eligibility has been determined by faculty.

CLINICAL POLICIES

These policies apply to all clinical experiences. In each individual nursing course, with a clinical component, the course syllabus will contain specific policies for that course’s clinical experiences

Overview
Clinical experiences are designed to provide the student with opportunities to apply theory and to refine skills learned in the classroom laboratory. These experiences can include lab sessions, simulations, hospital-based or community settings. A nursing faculty member will provide direct, on-site supervision for all clinical experiences, except for Transition into Holistic Nursing in
senior year (NUR 433) in which students work directly with a clinical preceptor selected by the course coordinator or hospital representative.

Clinical Requirements

Nursing Division Clinical Requirements (may be revised in order to meet guidelines or requirements of the program's clinical affiliation requirements or regulatory bodies)

All students enrolled in the Prelicensure BSN program must meet and maintain the following clinical requirements (students are responsible for all costs) by the announced due date. The Division of Nursing (DON) utilizes a web-based vendor to track these requirements (additional fee charged directly to students by vendor). Students will receive details regarding the process following enrollment in NUR 200.

Clinical requirements include the following* (See the Prelicensure BSN student handbook for more details)

- Completed within three (3) months of the first clinical course (i.e. NUR 202)
  - Proof of immunization, as evidenced by a **positive antibody titer** within three (3) months of enrollment in NUR 202
    - Varicella (Chicken Pox)
    - Measles, Mumps & Rubella (MMR): Positive antibody titers for all three (3) components
    - Hepatitis B: All three titers completed or Hepatitis B series (three injections) in progress
      - Hepatitis B core antibody titer
      - Hepatitis B surface antibody titer
      - Hepatitis B surface antigen titer
  - Proof of immunization, as evidenced by a **record of immunization** or **positive antibody titer** (if applicable) within three (3) months of enrollment in NUR 202
    - Polio: Must submit documentation of the completed primary series (minimum of three vaccinations) or a positive antibody titer
    - Diphtheria & Tetanus Toxoids/Acellular Pertussis (TDAp) vaccine within the past 10 years and evidence of Tetanus-Diphtheria (Td) booster every 10 years
  - Completed within three (3) months of the first clinical course (i.e. NUR 202) and **repeated annually**:
    - Influenza vaccine
    - Negative Tuberculosis (TB) test (if TB test positive, student needs to provide evidence of a chest x-ray [normal results])
    - Physical exam, including attention to Performance of Essential Functions (performed by a licensed physician, physician’s assistant, or a nurse practitioner)
    - Evidence of current health insurance
    - Evidence of current CPR certification (only American Heart Association - Health Care Provider is acceptable)
    - Evidence of negative 10 panel drug screening
    - PA child abuse clearance*
    - FBI background check*
    - PA state police criminal background check*

*Note: The Pennsylvania State Board of Nursing requires the Nursing Program to inform applicants that “the Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233,
No. 64), known as ‘The Controlled Substance, Drug, Device, and Cosmetic Act,’ or convicted of a felony relating to a controlled substance in a court of law in the United States or any other state, territory, or country unless:

- at least ten (10) years have elapsed from the date of conviction;
- the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violations; and
- the applicant otherwise satisfies the qualifications contained in or authorized by this act.”

“The term ‘convicted’ shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant’s statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary” (The Professional Nursing Law, amended Dec. 20, 1985, P. L. 409, No. 109). The PA State Police Criminal Background Check also serves to enforce the Older Adult Protective Services Act-Amend, Act of 1997, P. L. 160, No. 13 of the Commonwealth of Pennsylvania.

*All pre-clinical requirements must be documented at https://www.castlebranch.com/

**Adherence to Confidentiality Standards**

All clinical agencies require that students commit to the maintenance of patient confidentiality.

The Nursing code of conduct states “All nurses shall safeguard the patient’s dignity, the right to privacy and the confidentiality of patient information” (Pennsylvania Code, Title 49 Professional and Vocational Standards, 21.18). Students are required to maintain confidentiality and shall not divulge any patient related information including patient identity, medical diagnosis or treatment. The U.S. Department of Health and Human Services issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Privacy Rule establishes a set of national standards for the protection of certain health information. Students are required to practice national guidelines and participate in HIPAA trainings as required by clinical agencies.

Students who knowingly violate confidentiality standards will fail to meet the requirements of clinical coursework. In addition, facilities reserve the right to terminate a student’s clinical experience if the student violates the agencies HIPAA policies or fails to abide by the institutions requirements. Examples of HIPAA violations as it relates to nursing and health care can be found on the link:

http://www.ncsbn.org

Students are encouraged to access and read the following link for a related article:

https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf

Note: Immaculata University nursing students are also bound to adhere to the Social Media Policy stated in the Immaculata University Policy Manual (see MYIU web page, Immaculata University Policies).

**Transportation to Clinical Site**
The undergraduate nursing major has clinical experiences at a variety of settings, thus requiring students to travel to various clinical sites. The Division of Nursing at Immaculata University requires that all students assume responsibility for providing their own transportation to and from the clinical site; therefore the use of a car and/or carpooling with other students is a necessity. Parking at clinical facilities is at the student’s expense. The location of designated student parking areas at the clinical facilities is at the direction of the course faculty or as directed by the specific clinical agency.

**Clinical Absence Policy**
All clinical experiences are required; any student missing a clinical experience must attend a “make-up” day. All clinical courses will have one make-up day scheduled within the course calendar. Any student who misses more than one day at clinical will be required to schedule additional make-up time through the course coordinator and the Director of the Prelicensure BSN Program.

Student Charge for required clinical make up time. There is a student charge (as indicated in the IU catalog) for clinical make up time effective for the 2016-2017 academic year as follows:

- Attendance at a clinical site with a group of students (2 – 8 students: 1 faculty) - $150.00 will be charged for each 6 hours ($150.00/6 hours*) of clinical that a student needs to make up in a semester.
- Attendance at a clinical site as an individual student (1 student: 1 faculty) - $300.00 will be charged for each 6 hours ($300.00/6 hours) of clinical that a student needs to make up in a semester.

*Student charge will be prorated if the clinical make up time is not exactly 6 or 12 hours.

**Clinical Evaluation/Grading**
Clinical learning experiences are an integral component of nursing courses. The students’ performance in the clinical setting is graded on a pass/fail basis. Outcome criteria for clinical evaluation are clearly stated in the course syllabus and on the clinical evaluation tool.

**Clinical Skill Remediation**
Students who require remediation of nursing skills will be referred to the clinical simulation lab. Students will be required to demonstrate safe clinical skills prior to performance in the clinical setting.

**Unsafe Clinical Performance**
A student who is found to endanger the health/welfare of a client will be considered to be a safety risk. A clinical incident form (See Appendix _) will be completed by the clinical instructor.

*Examples of unsafe acts include, but are not limited to:*

- Error in the application of the “Five Rights” of medication administration.
- Administration of a medication without having knowledge of the drug.
- Inaccurate recording or failure to record, errors in medication administration.
- Error in administration of intravenous fluids.
- Failure to report changes in patient’s condition.
- Failure to seek supervision when necessary.
- Failure to report and document nursing care.
- Compromising patient care by inadequate preparation for clinical experience.
- Breach of confidentiality.
- Neglecting personal safety.
- Creating or causing personal safety hazards.

Upon the discovery of an unsafe act by a student, the clinical instructor will:

1. Inform the student immediately of the unsafe act.
2. Provide the student with written documentation within 48 hours concerning the unsafe act.
3. Review the incident and counsel the student, recommending remediation as needed.
4. Place copy of incident report in student’s academic file.
5. Follow the policy for reporting an incident as required by the clinical agency

Critical Incidents
The following are considered to be serious breaches in professional behavior and may constitute cause for immediate removal from the clinical setting. Any student removed from the clinical setting for a critical incident will fail the clinical component of the course, and there may also be the potential for dismissal from the nursing program:

1. Coming to clinical under the influence of alcohol or illegal drugs;
2. Placing any individual in emotional or physical jeopardy. This is identified as any action by the student toward a patient, family member or significant other, staff members, faculty or peers. Actions may include, but not limited to the following:
   a. threat to the individual’s emotional and/or physical well-being;
   b. willfully harassing;
   c. engaging in physical, verbal or emotional abuse;
   d. use of intimidation.

A violation will result in receiving a completed Warning of Clinical Failure (see Appendix B).

Impaired Behavior in the Clinical Setting
In accordance with the Immaculata University Handbook: Drug Policy (Controlled Substances), nursing students are representative of the university in clinical site/agencies. Nursing students require keen mental acuity and must refrain from any chemical substance which could impair his/her judgment. Nursing faculty in the clinical setting must recognize and be prepared to manage student impairment which results from drugs or alcohol.

Students whose healthcare provider has prescribed a medication or controlled substance which could impair clinical functioning must inform the Course Coordinator and the Director of the Prelicensure BSN Program. In addition, the student must provide a written statement from their healthcare provider indicating that the student is physically and mentally fit to provide care in the
clinical setting. This notification is required for the protection of the health of consumers/population and the students. All documentation will remain with the student health record and remain confidential.

**Report of Unsatisfactory Clinical Performance and Warning of Clinical Failure**

Students who are performing unsatisfactorily in the clinical setting will receive a *Report of Unsatisfactory Clinical Performance* (See Appendix A). Unsatisfactory performance is demonstrated by lack of adherence to guidelines set forth by the clinical instructor at the start of the clinical course/rotation and in the course objectives. Actions that warrant such a report include, but are not limited to: unsafe clinical practice, unprofessional behavior (lateness, absence), lack of preparedness, not submitting assignments on time, and inappropriate interpersonal communications with faculty, peers, or clinical personnel (See clinical evaluation tool for detailed evaluation criteria).

The *Report of Unsatisfactory Clinical Performance* serves as a notification to the student of an action plan for improvement (See *Attached Performance Improvement Plan, Appendix C*). If the student does not follow the plan, then he or she is at risk for receiving a *Warning of Clinical Failure* (see Appendix B). A copy of the notification will be given to the student’s academic advisor. The student should make an appointment with their advisor for review and discussion.

The *Warning of Clinical Failure* serves as notice to the student that immediate remediation is necessary to achieve a satisfactory grade.

Both forms must be completed by the faculty clinical instructor. The student is required to sign the form(s) indicating that he or she has read and understands the content. The Course Coordinator will also sign the forms. The form(s) will be maintained in the students’ permanent file.

**Environmental Issues in the Clinical Setting**

**Guidelines for Communicable Disease:**

All students will be instructed regarding the modes and risks of acquiring or transmitting communicable diseases in the clinical setting. All students will follow standard precautions and second tier isolation practices as defined by the Centers for Disease Control and Prevention (CDC) ([http://www.cdc.gov/hicpac/pubs.html](http://www.cdc.gov/hicpac/pubs.html)) and the agency policies and procedures to minimize exposure. Strict adherence to hand washing and all standard precautions are mandatory. Clinical agencies utilized by Immaculata University will have written infection control plans designed to minimize exposure to infectious disease.

**Accidental Exposure in the Clinical Setting:**

All clinical agencies utilized by the Division of Nursing at Immaculata University will have written post exposure plans and follow-up of the exposed faculty member or student in accordance with CDC recommendations ([http://www.cdc.gov/mmwr/preview/mmwrhtml/00052722.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/00052722.htm)).

In the event of an exposure which is defined by the CDC as a percutaneous injury (e.g., a needle stick or cut with a sharp object), contact of mucous membrane or non-intact skin (e.g., when the exposed skin is chapped, abraded, or afflicted with dermatitis), or contact with intact skin when the duration of contact is prolonged (i.e., several minutes or more) or involves an extensive area,
with blood, tissue, or other body fluids. Body fluids include semen, vaginal secretions, or other body fluids contaminated with visible blood and cerebrospinal or synovial fluids.

*Please note that the student is responsible for all costs related to emergency or follow up care associated with any injury sustained in the clinical setting.*

**Latex Allergy**
Any student with a known latex allergy must inform his/her academic advisor and note this information on all student health forms. Students are responsible for notifying each lab/clinical faculty member of their allergy so that accommodations can be made at the onset of each lab/clinical experience. When appropriate, non-latex gloves will be provided. Students are responsible for knowing which article/equipment in the work environment may contain latex.

**Safety and Infection Control Requirements**
- Hair should be neatly groomed and secured in patient care areas as not to disrupt patient care. If devices are needed to secure the hair off the face, they must be as unobtrusive as possible. Bows and bandanas cannot be worn. Exaggerated hairstyles are not permitted: (e.g. Mohawk, hair coloring or decorating), as these are not consistent with professional attire. Religious attire must be modified to be consistent with patient safety and conform to clinical agency policies.
- Jewelry
  - **Earrings**: Only one pair of small post earrings may be worn. No large, long or dangling earrings are permitted, as there is the possibility of them being pulled, torn out or caught on equipment.
  - **No** facial piercings
  - **No** visible necklaces are permitted
  - **Only plain wedding bands are acceptable.** No rings with stones are permitted, as they can breed infection.
- Nails must be kept short, trimmed and clean. Only clear nail polish is permitted. *Artificial or acrylic nails are not allowed.*
- Tattoos
  - In nursing, professional appearance and patient perception are important. Tattoos may not be visible when the student is in uniform. All tattoos must be covered.

**Special Issues**
**Pregnancy**
For the safety and well-being of the pregnant student, female students should be aware of potential risk factors in experiential learning. These risks include, but are not limited to: strenuous activity, toxic substances including radiation, and communicable diseases. Therefore a pregnant student is encouraged to notify his/her academic advisor, as well as the clinical/lab instructor of their pregnancy prior to the initiation of all experiential learning activities.

Precautions include: X-ray precautions whereas the student may not enter any area where radiation therapy is being administered (i.e. helping to position a patient during an X-ray), potential exposure to infectious diseases are a concerns for a pregnant individual, including the
avoidance of CMV, HBV (if not immunized) Human parvovirus B19, Rubella (German Measles), Toxoplasmosis and Varicella-zoster virus. Please refer to “The Effects of Workplace Hazards on Female Reproductive Health (CDC http://www.cdc.gov/niosh/docs/99-104). Students should also avoid all contact with chemotherapeutic agents during pregnancy. Neither Immaculata University nor its affiliation agencies assume responsibility for any harm that might occur to the unborn child or pregnant student. For further information refer to the CDC website (http://www.cdc.gov/niosh/topics/women/reproductive-health.html).

Student Supplies
A list of supplies appropriate for each clinical experience will be provided by the course faculty at the beginning of the semester. It is the students’ responsibility to purchase these supplies and bring them to the clinical/lab experience.

Uniform Guidelines
Information for uniforms (vendor, styles and pricing) are provided at orientation.

Clinical Attire
The Immaculata University Nursing Uniform is required to be worn during clinical. White leather shoes or sneakers are acceptable footwear for clinical. No clogs, sandals, open toe/heel or porous shoes are permitted.

Some clinical experiences may not require the student to wear the clinical uniform (i.e. Psychiatric/mental health unit and in the community setting.) During these times students are expected to dress professionally along with wearing their IU name tag. Suggestions for professional attire include cotton slacks, knee-length skirts, blouses, sweaters, and knit tops.

Professional Attire does NOT include:
- Jeans (any color)
- Sweat pants or lightweight knit outfits
- Low rise pants
- T-Shirts/ half shirts
- Message/Logo clothing (decals, printing words, pictures)
- Sandals, clogs, open toe/heel shoes
- Shorts, capri slacks
- Revealing attire (i.e., plunging necklines

The official Division of Nursing scrub jacket is required to be worn at all times unless agency policy dictates otherwise.

Immaculata University Name Tag/Pin must be worn and visible at all times.
UNIVERISTY CANCELLATION OF CLASSES

If Immaculata University classes are cancelled due to weather conditions, the student is instructed to check the Immaculata website (MyIU) or e2campus for official notifications and instructions. The University may use a delayed opening schedule. The schedule is posted throughout the campus buildings and on the Immaculata University web page at www.immaculata.edu.

CLINICAL CANCELLATION OR LATE OPENING

If Immaculata University cancels on campus classes, all off site clinical experiences are also cancelled. If the university has not cancelled on campus classes, but hazardous travel conditions exist for specific clinical sites, the specific Course Coordinator will evaluate the weather/travel situation related to their specific clinical/faculty locations and may make a decision to cancel clinical at specific sites. Clinical faculty will communicate late opening schedules or closures to each clinical group as needed.
APPENDIX A

Immaculata University
Division of Nursing

Report of Unsatisfactory Clinical Performance

Student______________________________ Date________________
Instructor_____________________________________

Agency:________________ Course_____________________

Clinical Evaluation Tool / Guideline
Reference_____________________________________
Description of occurrence/event:
APPENDIX B

Immaculata University
Division of Nursing

Warning of Clinical Failure

Student_____________________________    Date______________
Instructor____________________________

Agency:_____________________________ Course_____________________________

The form serves as a warning of potential clinical failure. Based on current performance you will fail the clinical component of ______________ and, therefore, may fail the course unless the following (immediate) remediation plan followed:
APPENDIX C

Immaculata University
PERFORMANCE IMPROVEMENT PLAN

STUDENT: ___________________________ DATE: __________________

PROBLEM:
________________________________________________________________________
________________________________________________________________________

REQUIRED PERFORMANCE:
________________________________________________________________________
________________________________________________________________________

SUGGESTED ACTIVITIES:
________________________________________________________________________
________________________________________________________________________

DATE TO BE COMPLETED: __________________________

SIGNATURES:

Student _______________ Date __________

Faculty Member _______________ Date __________

PERFORMANCE EVALUATION: Date ______
________________________________________________________________________
________________________________________________________________________

PROBLEM RESOLVED: Yes/No
________________________________________________________________________

Student _______________ Date __________

Faculty Member _______________ Date __________