



COLLEGE OF NURSING

BACHELOR OF SCIENCE
IN NURSING



STUDENT HANDBOOK
2023-2024

USING THIS HANDBOOK

The Bachelor of Science in Nursing (BSN) Student Handbook is a living document that is maintained in collaboration by the Undergraduate Nursing Department faculty. The contents of this handbook are reviewed at least annually. All changes made to the Handbook are done after discussion and voting by members of the faculty. Students will be apprised of any changes made throughout the academic year and each student must submit a written attestation of receipt at the start of each academic year. Faculty welcome student input into this document and frequently use student input in the content revisions.

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NORTHWEST
NAZARENE UNIVERSITY

Dear NNU Baccalaureate Nursing Student:

Welcome! Your nursing faculty congratulate you on your choice of majors. Nursing is a difficult major but the profession of nursing is one of the most respected and one of the most rewarding. You will be proud to be the member of a profession that makes such a significant difference in the lives of the people and the communities where we live.

Since the 2010 Institute of Medicine (IOM) report, *The Future of Nursing: Leading Change, Advancing Health*, the profession of nursing and nursing education has continued to progress to meet the evolving healthcare challenges of the 21st century. The complexity of nursing care demands knowledge and competence in areas such as evidence-based practice, complex clinical judgement, teamwork and collaboration, health policy, research, system improvement, and leadership (IOM, 2010a). BSN preparation for entry into nursing is the best way to equip yourself for that challenge. BSN prepared nurses are noted to have higher competency in skill performance, communication, leadership, professional integration, research, and evaluation. Patients who receive care from BSN prepared nurses have better health outcomes (AACN, 2014).

Healthcare systems across the nation both rural and urban have been working toward a goal of 80% of registered nurses with a bachelor's degree in nursing (BSN). Many healthcare systems prioritize hiring BSN prepared nurses. Investing yourself in a BSN degree is a strong investment into your future.

The vision of the newest National Academy of Medicine (NAM) report (formerly known as the Institute of Medicine), *The Future of Nursing 2020-2030: Charting a Path to Achieve Health Equity*, is to improve the health and well-being of all of the peoples of our nation by building the capacity and expertise of nursing (NAM, 2021). Nurses are key partners in improving access to healthcare and addressing the underlying causes of poor health outcomes.

Your nursing faculty want you to succeed and are committed to helping you to prepare to meet today's healthcare challenges. The purpose of the *Bachelor of Science in Nursing Student Handbook 2022-2023* is to communicate the policies and procedures that guide admission into and progression through the BSN program at Northwest Nazarene University. This handbook provides information that supplements NNU's Undergraduate Catalog.

Each student is responsible to adhere to the policies and procedures as outlined in this handbook. Policies and procedures will be updated at least annually and as necessary. Students will be notified of any and all changes.

Your Partner in Education,

Rebekkah Hulen, PhD, RN, CNE
BSN Chair

References

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National Academy of Medicine (NAM), (2021). The future of nursing 2020-2030: Charting a path to achieve health equity. Retrieved from download available at: <https://www.nap.edu/catalog/25982/the-future-of-nursing-2020-2030-charting-a-path-to>

I. COLLEGE OF NURSING & BSN PROGRAM ORGANIZING FRAMEWORK

Mission, Vision and Values of Northwest Nazarene University
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The organizing framework for the BSN Program closely aligns with NNU's mission, vision and values.

Mission

The mission of Northwest Nazarene University is the transformation of the whole person. Centered in Jesus Christ, the NNU education instills habits of heart, soul, mind and strength to enable each student to become God's creative and redemptive agent in the world.

Vision

Northwest Nazarene University strives to be a vibrant educational community that integrates and reflects Christian faith in all that it does. The University seeks to provide nationally-recognized programs distinguished by graduates who are academically prepared, spiritually grounded, service-minded, globally engaged, and vocationally successful.

Values

Northwest Nazarene University has identified the following as its core values:

Transformation

We believe education fosters transformation. NNU engages and affects all domains of life - intellectual, social, physical and spiritual - thereby advancing the transformation of the individual, the church and the world.

Truth

We believe education pursues truth. NNU explores knowledge, the wonder of God's creative activity, the story of human civilization and the achievements in the arts, sciences, and professions. Ultimately, we believe Jesus is the truth incarnate; therefore, we pursue Christ.

Community

We believe education flourishes in community. NNU provides a learning and faith community that teaches, challenges and encourages each other through intellectual and spiritual practices. Within covenantal relationships we express our love for God and others.

Service

We believe education cultivates service. NNU teaches the importance of a life of servanthood as modeled by Jesus Christ. We learn to lead by giving of ourselves to God and humankind.

*(Approved by the Board of Trustees March 2010, October 2017)
2022-2023 NNU Undergraduate Catalog*

College of Nursing Mission Statement

The mission of the College of Nursing at Northwest Nazarene University is to provide a quality nursing education and prepare nurses who excel in clinical practice by providing patient and family centered care in the context of Christlike behavior.

Revised 2020-2021

Bachelor of Science in Nursing Program Goal

The goal of the undergraduate program is to equip baccalaureate prepared nurses to practice as nurse leaders who:

- Advocate for individuals, families, and communities through evidence-based care;
- Use clinical thinking and clinical judgement to implement evidence-based care;
- Are engaged in and influence health policy in a variety of settings;
- Serve God and humanity with wisdom, integrity, caring, and respect for cultural diversity.

Revised 2020-2021

Bachelor of Science in Nursing Program Philosophy of Education

The Northwest Nazarene University Bachelor of Science in Nursing program philosophy of nursing education is rooted in the university values of transformation, truth, community, and service. Education fosters transformation. Nursing education facilitates the learner's transformation from dependent learner to critical thinker. Education pursues truth. Nursing education promotes nursing practice based on evidence and best practices. Education flourishes in community. Nursing education builds on the knowledge and experiences of learners as learners interact and apply nursing knowledge with peers, nursing professionals, and their patients. And education cultivates service. As knowledge builds, so does responsibility.

“For none of us lives for ourselves alone, and none of us dies for ourselves alone.” (Romans 14:7, NIV)

Revised 2021-2022

Bachelor of Science in Nursing Program Curriculum Framework

The framework of the Bachelor of Science in Nursing program curriculum at NNU is based on the constructivist position that “individuals connect new information and ideas to current and previously known knowledge through interactive and engaging practices” (Lewis & Bryan, 2021). The nursing curriculum has been designed as an outcome-based curriculum with expected outcomes identified as prerequisites for graduation. The nursing program is currently in the process of undergoing a process of evaluation and revision toward competency based education. These terminal outcomes constitute the knowledge and/or behaviors expected at the end of the program. For each outcome, competencies are set. The expected outcomes are consistent with progression from less complex to increasingly complex performance of the student.

Revised 2023

Bachelor of Science in Nursing Program Learning Outcomes

In order to facilitate intellectual development, the BSN program requires a foundation of general education courses. Program learning outcomes are based on the following professional standards as the basis for development of leaders for the profession of nursing.

- *The Essentials: Core Competencies for Professional Nursing Education* as outlined by the American Association of Colleges of Nursing (AACN, 2021)
- *Code of Ethics for Nurses* as described by the American Nurses Association (2015) and
- *Scope and Standards of Practice* as described by the American Nurses Association (2021)
- *Northwest Nazarene University Values* (2013)

1. Use theories and concepts from scientific and liberal arts education, as well as professional nursing to inform clinical judgment and nursing practice.
2. Provide person-centered care which is holistic, individualized, just, respectful, compassionate, coordinated, evidenced-based, and developmentally appropriate in a variety of healthcare settings.
3. Collaborate with community partners to develop interventions that consider social determinants of health and available resources for improvement of equitable population health outcomes.
4. Demonstrate knowledge of the basic principles of the research process, including the ability to critique research and determine its applicability to inform nursing practice.
5. Employ established and emerging principles of safety and improvement science to enhance quality and minimize risk of harm to patient and providers through system effectiveness and individual performance.
6. Intentionally collaborate across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
7. Ethnically utilize information and communication technology and informatics processes to gather data and expand knowledge and wisdom to optimize healthcare outcomes.
8. Integrate values reflective of the character of God and the Christian worldview as well as professional ethics into their daily practice of nursing and the advancement of nursing as a profession.
9. Participate in activities and self-reflection that fosters personal health, resilience, and well-being that supports the life-long acquisition of nursing expertise and the assertion of leadership.

Revised 5/2022

Bill of Rights and Responsibilities for Students of Nursing

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX. Adopted in April 2020 by the 2019-20 NSNA Board of Directors. Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 8, 2022, in Salt Lake City, Utah

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.

5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.
9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership or representation on relevant faculty committees.
13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, or its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.
17. Students have the right to belong to or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs and clinical sites to ensure a safe and protected environment emotionally, socially, and physically. For example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.
20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest

professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.

21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.
22. Students should have a clear mechanism for input into the evaluation of nursing education and nursing faculty.
23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.
25. The nursing program should facilitate various methods to ensure that clinical sites provide an environment that supports the development of diverse, inclusive, and equitable Professional Identity in Nursing. This may be accomplished through assessment of clinical sites including, but not limited to, ongoing feedback from students, faculty, and facility staff; implementation of methods and plans for improvements based on clinical site evaluations. Clinical sites should be suitable for students to demonstrate attainment of required clinical competencies.

Adopted in April 2020 by the 2019-2020 NSNA Board of Directors.

Updated 2023

II. BSN DEGREE REQUIREMENTS & PROGRAM PLAN

Academic Advising

The purpose of academic advising for students is to assist the student in accurately following the BSN Plan of Study and to ensure successful completion of requirements that will lead to graduation in a timely manner.

Advisor's Responsibilities:

1. The advisor will review the completed Plan of Study and notify student(s) of the advising appointment window.
2. The advisor will meet with each advisee in the fall & spring semesters to review the Plan of Study and make any necessary changes.
3. Once the plan has been confirmed the student may receive clearance for registration and advisor will add notation to the student file (Typhon).
4. Advisor will follow up with student on any decisions from the Progression Committee on their particular plan of study.

Student Responsibilities:

1. The student will schedule an appointment to meet with the advisor in the fall & spring semesters.
2. The student will correspond with the advisor in both semesters regarding the exact courses to be taken for the upcoming semester and meet with the advisor any time a change to the Nursing Plan of Study is desired.
3. If the student does not follow the sequence in the Plan of Study, timely graduation is not guaranteed.

Students admitted to the nursing major are limited to a **maximum of 16 credits per semester**. For any additional credits, students should discuss their request with their advisor and obtain the advisor's approval and signature before submitting their petition in writing to the BSN Chair. The student can *only* register for additional credits after receiving approval from the BSN Chair.
Revised 2023-2024

BSN Plan of Study

Nursing courses are designed to be completed sequentially. Courses in the Plan of Study sequence build on the knowledge and skills acquired from one course to the next. Clinical components are scheduled based on availability of sites with our clinical partners. The BSN program works with the other University departments to ensure that students can complete all required general education courses and University requirements for graduation in a timely manner.

A plan of study has been created to provide guidance in the scheduling of all required courses. Please log into Canvas under Nursing Student Community Group. Click on the Module tab and go to "Plan of Study" to locate a copy of the plan of study. Although students are expected to complete the nursing plan of study within three years, policy allows up to five years from original admission to the BSN program for completion of the nursing courses. (see *Progression in the BSN Program*). GE's must be completed in a timely manner so that by Semester 6 of the nursing program student requires no more than one final GE course in order to graduate.
Revised 2023-2024

White Coat Ceremony

The White Coat Ceremony is held just prior to the first week of the cohort start for all incoming nursing students. This event formally signifies a rite of passage of students entering the professional program of nursing. All students entering the nursing program are expected to attend and participate. Family and friends are encouraged to attend.
Revised 2023-2024

Requirements for Graduation

Students are encouraged to participate in all of NNU's commencement ceremonies and traditions. Students must:

- Meet all requirements outlined for the Bachelor of Science in Nursing program in the University catalog. (Requirements for graduation are stated in the NNU Undergraduate Catalog).
- Apply for graduation by completing the *Graduation Application* and submit to the Registrar. (<http://www.nnu.edu/academics/registrar/registrarforms/graduation-forms/>)
Graduation Application Due Dates: Summer or Fall graduation May 1, Spring graduation October 1.
- A \$50.00 late fee will be charged for applications received after the due date.
- The University Registrar makes final decisions re: student eligibility to participate in the Graduation ceremonies (<http://www.nnu.edu/academics/registrar/graduation/>)
- Students will graduate with a Bachelor of Science in Nursing (BSN) degree.

Reviewed 07/2022

Pinning Ceremony

The nursing pinning ceremony signifies the student's mastery of all nursing program competencies and the student's readiness to transition to the professional nursing role. This event is separate from the University graduation, *and attendance is required* of all nursing graduates.
Revised 2023-2024

NCLEX-RN Application

A representative from the Idaho Board of Nursing is invited to campus the last semester of the senior year. The representative will provide guidance and advising for graduating nursing students on the process of application for licensure (at the student's expense) of the National Council Licensing Examination (NCLEX) to become a Registered Nurse. Nursing graduates can notify the Undergraduate Department at nursing@nnu.edu of the date NCLEX is scheduled and exam results.

Students taking the NCLEX outside of Idaho must:

- a. Check for requirements of the specific state
- b. Submit appropriate forms for affidavits to Undergraduate Department of Nursing.

For more information regarding the NCLEX-RN, see National Council State Boards of Nursing www.ncsbn.org/index.html

Revised 2019-2020

III. GENERAL ACADEMIC PROGRAM INFORMATION

Technical Standards for the Nursing Program

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

The BSN Program is committed to all students and desires to collaborate to develop innovative ways to ensure accessibility. We encourage students with disabilities to disclose and seek accommodations. (See *Accommodations for Students with Disabilities* for information on this process.)

The College of Nursing provides the following technical standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe health care. To enroll, the student must meet technical standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program:

A physical examination, conducted by an MD, DO, PA or NP must be completed within 3 months of the start of the nursing program and after any hospitalization, extended illness (illness greater than 5 days), or injury resulting in limited or restrictive mobility.

The purpose of this document is to establish the absence of conditions transmissible to others and the physical ability of the student to deliver safe patient care in a wide variety of healthcare settings. To ensure the safe delivery of care no limited or light duty functions are permitted within the clinical setting.

Acquire information:

- Acquire information from demonstrations and experiences in nursing courses such as lecture, group, and physical demonstrations.
- Acquire information from written documents and computer systems (e.g., literature searches & data retrieval).
- Identify information presented in images from paper, slides, and videos.
- Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.

Use and Interpret:

- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (i.e., sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a client or patient.

Motor:

- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration.
- Practice in a safe manner and appropriately provide care in emergencies and life support procedures and perform standard precautions against contamination.

Communication:

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, and all members of the healthcare team during practicum and other learning experiences.
- Accurately elicit information including a health history & other information to adequately and effectively evaluate a client or patient's condition.

Intellectual ability:

- Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis and treatment of patients.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the generalist nursing role.
- Synthesize information, problem solve, and think critically to judge the most appropriate strategy or assessment strategy.
- Ask for help when needed and make proper judgments of when a nursing task can or cannot be carried out alone.

Behavioral:

- Maintain respectful, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients in need.
- Possess emotional stability to function under stress and adapt to changing environments inherent to the classroom and practice settings with or without accommodations.

Character:

- Concern for others, integrity, accountability, interest, and motivation are necessary personal qualities.
- Demonstrate intent and desire to follow the ANA Scope & Standards of Practice and Nursing Code of Ethics.

Students who, after review of the technical standards determine that they require accommodation to fully engage in the program, should contact the Office of Student Disability Services to confidentially discuss their accommodation needs. Given the clinical nature of our programs, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

*Adapted from: Technical Standards for College of Nursing Students, Rush University, 2019
Revised 2021-2022*

Accommodations for Students with Learning Disabilities

Decisions regarding reasonable accommodations are determined on a case by case basis taking into consideration each student's disability-related needs, disability documentation, and program requirements. While NNU will make every effort to work with students with disabilities to accommodate their disability-related needs, NNU is not required to provide accommodations that fundamentally alter or waive essential program requirements.

If a student or potential student has difficulty in meeting any of the above technical standards, it is his/her responsibility to identify himself as needing accommodations. Any requests made for accommodations to meet these competencies must be made in writing to the Office of Disability Services. If services are approved, students must apply for services as per policies established by the Office of Disability Services.

Students who qualify for and desire accommodations in their course due to a disability, as defined by the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, must follow the NNU Disability Services Policies and Procedures as put forth by the Office of Disability Services. Any student may review a copy of these policies and procedures at <http://casa.nnu.edu/disability-services>. Call 208-467-8463 or email disabilityservices@nnu.edu for further information.

Accommodations for Pregnant Nursing Students

The College of Nursing works collaboratively with other NNU University services. Requests for accommodations related to pregnancy are followed up by the Office of Disability Services and the Title IX Coordinator. Both offices provide students with information and support services to ensure students receive information to assist in making informed decisions regarding the student's educational needs. Below is information regarding their services.

Pregnant students are entitled to services and accommodations under Title IX similar to those offered to other students who have a temporary medical condition. Questions regarding accommodations for pregnant or parenting students may be addressed to:

Office of Disability Services
Phone: 208-467-8463
Email: disabilityservices@nnu.edu

Title IX Coordinator
Sheila Bryant
Phone: 208-467-8062
Email: sheilabryant@nnu.edu

Revised 2023-2024

Accommodations for HESI Testing

The nursing faculty strives to reasonably accommodate students who are experiencing learning difficulties through collaboration with the Office of Disability Services (see above). Students who receive a testing accommodation from the Office of Disability Services need to be aware that this accommodation does not guarantee accommodation for the NCLEX-RN exam upon graduation. This accommodation must be requested separately from Pearson Vue prior to testing.

Revised 2023-2024

Accommodations for Students whose First Language is not English

All nursing course activities are conducted in English. The nursing faculty recognize that as we welcome students from both countries outside the US and from diverse cultures within the US many of our students did not learn English as their first language. While fully capable of conversing and reading in English, students navigating learning in a language other than their first language may require additional time to process concepts and information. In an effort to make the assessment of student learning in English more equitable, students whose first language is not English may request their faculty to allow extra time for exam completion. All nursing

faculty are happy to extend this accommodation. Please discuss this need with faculty early in the semester to allow faculty time to schedule exam times and locations so they may provide this accommodation.

Revised 2022-2023

STUDENT INVOLVEMENT

BSN Program Governance

The BSN Faculty Committee meets at least once a month both fall & spring semesters to review matters related to teaching, and the operational needs of the program. A schedule of these meetings is posted in the Nursing Student Community Group in Canvas. Student feedback regarding any ideas/changes to improve the program is encouraged. Students are asked to communicate their ideas and feedback to the BSN Faculty Committee through a student representative elected from each cohort who would be expected to attend the meeting, share student feedback with the committee and then report back to their cohort. Student representatives should expect to be excused from the meeting when/if confidential issues are planned for discussion. Students may also email their feedback directly to Dr. Rebekkah Hulen at rebekkahhulen@nnu.edu or, the Program Coordinator – nursing@nnu.edu for inclusion in the meeting proceedings.

Revised 2023-2024

Student Nurses Association

Membership in the Student Nurses Association (SNA) is open to all nursing and pre-nursing students registered at NNU. The SNA is a student-run organization and the general objectives of the SNA include the following:

- To provide opportunities for student nurses to exercise their leadership, teamwork, and group communication skills through regular meetings and special events.
- To act as a liaison between students and to facilitate communication between various class levels.
- To plan and organize social events which are open to nursing students and/or the campus community or the general community.
- To plan and organize service opportunities which are open to nursing students and/or the campus community or the general community.
- To provide enriching extra-curricular educational programs in healthcare areas.
- To serve as a model for professional activities of organizations in which the student may later participate as a healthcare professional.

To meet these objectives, the SNA is involved in various activities throughout the year. Regular meetings provide updates on SNA activities and opportunities for pre-nursing and nursing students to obtain information. A goal for SNA is to become involved in community and outreach activities, (e.g., health fairs, immunization fairs, etc.). Development and progress of the SNA depends upon involvement of students in the organization. The SNA leadership is facilitated through the general SGA leadership. A representative(s) of the nursing faculty serves as an advisor to the SNA.

Reviewed 2022-2023

Nursing Tutors

Each academic year a nursing student is selected by the Nursing Faculty to work as a nursing-content tutor. The tutors are employed by the Center for Academic Success and Advising (CASA) Tutoring Services and are available for group and one-on-one study help. They are not able to teach or re-teach content but can **help with strategies to understand the information**. This year's tutor is Ashton LaNier. Tutors can be scheduled on the library website.

Updated 2023-2024

Nursing Lab Teacher's Assistant (T.A.)

The T.A. may be responsible for a variety of tasks including: stocking, cleaning and basic equipment maintenance, lab set-up and take-down, operating cameras and recording equipment. The T.A. works under the supervision of the assigned Nursing Faculty in a spirit of collaboration and cooperation. All students are notified and an application will be provided at the end of each academic year of any T.A. openings in the upcoming academic year.

Revised 2022-2023

Scholarship Students: Athletes, Music & ROTC

Scholarship students (athletic, music, ROTC or other) will *identify* themselves at the beginning of the semester, and *submit* their schedules **in writing** to nursing faculty using the designated form found at the end of the Student Handbook and on the Nursing Student Community Group in Canvas. Students are required to follow the steps listed below:

- Request a meeting with each faculty at the start of the semester and bring a completed form.
- Must email a reminder to the faculty prior to each event with a plan for any makeup of assignments.
- For any quizzes or exams, the student must email the faculty with arrangements of a coach or designated proctor if the exam will be taken during travel.
- Any changes in the schedule need to be discussed with faculty before leaving for events.

Students are responsible for fulfilling all class assignments, clinical hours and testing to meet course and program outcomes. The student is responsible for their schedule and requesting any accommodations. Faculty will make every effort to accommodate the scholarship students however, may not be able to accommodate all requests. Periodic meetings will take place between the nursing faculty and scholarship programs to maintain open communication and collaboration for successful completion of the nursing program.

Reviewed 2022-2023

Sigma Theta Tau International (Sigma) Honor Society

The Honor Society of Nursing: Sigma Theta Tau International

NNU nursing students have the opportunity to become members of the prestigious international honor society of nursing, Sigma Theta Tau International (Sigma). NNU and BSU have worked together to establish a Chapter-at-Large (Mu Gamma Chapter) of Sigma for nursing students at those respective schools.

Each September, the Mu Gamma Chapter selects candidates for a November induction.

Undergraduate students must have:

- Completed half of the nursing curriculum.
- Achieve academic excellence (Have a cumulative grade point average of 3.0 and above)
- Be in the top 35% of the nursing class
- Meet the expectation of academic integrity

Students who become members of Sigma Theta Tau may wear the purple and white honor cords of the honor society at graduation events.

For further information, please see Professor Weis.

Revised 2019-2020

ACADEMIC INFORMATION

Expectations of Student Communication

The student understands they are responsible for monitoring their NNU email, as this is how the Nursing Faculty, Staff and Administration will be communicating with them. The student also understands that no communication or assignments will be acknowledged or accepted by NNU unless it is through Canvas or NNU email.

The Undergraduate Nursing Department Faculty and Staff (including Adjunct Instructors) communicating with students electronically will only use the following methods:

- NNU Email
- Canvas Communications (labeled as “Inbox”)
- For communication while at clinical, refer to course syllabus.

The Undergraduate College of Nursing will not use personal email accounts (for sending or receiving electronic mail). Students are expected to check their NNU email and Canvas accounts frequently.

Reviewed 2023-2024

Returning Graded Material to Students

In order to protect the privacy and confidentiality of nursing students the following policy will be used. Graded materials which are returned to students must be kept confidential. They may be returned to students in one of the following manners:

- Returned in class/clinical
- Returned via campus mail
- Student coming to faculty members office to pick up material
- Online

Graded materials will be discarded at the conclusion of the semester. In the event that a faculty member wishes to keep a copy of student work, permission will be received from the student.

Reviewed 2022-2023

Student Records

The faculty member will document information in the student’s Typhon account following each interview/coaching session, and clinical experience. Evaluation forms and other selected material remain as part of student’s files to assist in formulating letters of reference. Clinical & academic documents including any official letters will remain on file for five years post-graduation or program stop-out.

Revised 2013-2024

Downloading Course Content and Recording in the Classroom or Clinical Setting

All course content is the academic property of the university and/or the course faculty member. Course materials may be saved or printed for use in the course only. For use beyond this class, permission must be obtained from the professor.

Additionally, anyone desiring to audiotape or video record formal presentations or informal discussions must receive permission of the person presenting the information in writing prior to the scheduled time of the class presentation (see the *Acknowledgement of Audio Recording of Lecture* in **Forms** Section). A copy of the signed agreement must be submitted to the responsible faculty. Do not record or photograph without clear and written permission/protocols from those involved. This includes not taking photos or screenshots of content.

Revised 2019-2020

CLINICAL INFORMATION

Health Requirements

The health requirements for affiliating clinical agencies must be met to participate in the clinical portions of nursing courses.

Students are responsible to protect themselves and others from disease. If needed, the student may obtain health services from the NNU Wellness Center, a physician, nurse practitioner or health care agency of the student's choice.

A physical examination, conducted by an MD, DO, PA or NP must be completed within 3 months of the start of the nursing program and after any hospitalization, extended illness (illness greater than 5 days), or injury resulting in limited or restrictive mobility.

The purpose of this document is to establish the absence of conditions transmissible to others and the physical ability of the student to deliver safe patient care in a wide variety of healthcare settings. To ensure the safe delivery of care no limited or light duty functions are permitted within the clinical setting.

Students, please be aware that clinical sites could be a risk to pregnancy. Students have the responsibility to inform faculty if they are pregnant or suspect they may be pregnant. Further information regarding accommodations can be obtained through the NNU office of Disability Services and NNU's Title IX Coordinator.

Students are required to submit documentation of immunization/health status to the Undergraduate Department of Nursing *on admission and annually* throughout the nursing program as needed to remain in compliance with clinical partner affiliation agreements. Documentation *must include* the signature or initials of the health care provider. See Health Requirement & Documentation Policy.

Revised 2023-2024

Liability Insurance

Professional Liability Insurance is purchased for each student. This insurance is maintained throughout the program.

Revised 2023-2024

Nursing Lab/Simulation Guidelines & Student Responsibilities

Any course-related experiences assigned to students in either the lab or simulation are considered a clinical rotation. The hours counted towards the total amount of clinical hours will be detailed for each nursing course and located in the course syllabus or clinical packet.

The NNU BSN Program records students in clinical simulations and clinical practicums using video and audio technology. These events may also be live streamed and viewed by faculty, instructors, and students. All video/audio streaming and recording will be used for educational purposes (including assessment of student performance) only within the Nursing Program. Furthermore, this recording will be destroyed within one year of recording.

It is expected that students keep all information regarding and surrounding the clinical simulation(s) and clinical practicum testing confidential until such time that all students have completed the simulation(s) and/or testing. Talking about or relaying information regarding the simulation or practicum in any way with any member of the Nursing Program is considered a breach of academic integrity.

The Nursing Labs are available for student use during posted hours. Nursing courses and/or tutoring sessions have priority. The lab space must be reserved prior to use through the related course faculty. Faculty, staff, and students are not permitted to use the lab if not reserved. The Labs are not to be used for personal computer use, as a study hall, or a social lounge. See *Nursing Lab Policy* for further information.

Revised 2023-2024

Transportation to Clinicals

Transportation for nursing students to clinical assignments at the various agencies in the Treasure Valley is the student's personal responsibility. Clinical placements will not be and cannot be based upon transportation or carpooling needs. The University is not liable for any injury associated with travel to or from clinical facilities. Students must comply with any agency request for proof of vehicle insurance, etc.

Reviewed 2022-2023

Composition of Clinical Groups

Clinical placement decisions are the *exclusive responsibility of faculty* and are made with concern for the best learning experience for the student according to faculty judgment of the student's past performance.

Once the faculty decides on student placements, there will be *no student-initiated change* of placement or instructor due to complexity of meeting agency orientation requirements. This is due to the potential negative impact on a clinical site and staff and the lack of time and staff needed for reorientation to a new clinical site as well as limitation of orientation opportunities in clinical sites.

Prior to attending orientation, students must have completed required background checks, health tests and immunizations as instructed by the BSN Program. Students attending a clinical site without required documentation will be asked to leave the clinical site, the clinical absence will be counted as unexcused. Most orientations are now online through myCE. All documentation and required myCE training must be completed before Friday of the second week of classes. Students who have ***not completed these requirements and/or received program clearance as instructed may not attend clinical and are at risk for failing the course.***

Revised 2023-2024

Clinical Incident Report

If a student is involved in a clinical incident, they must immediately notify their clinical faculty. Incident reports must be completed according to agency policy with the clinical faculty. Examples of incidents are medication errors, patient falling, patient reporting something has been stolen, etc. Filing the incident report is a protection for the student, the patient and the clinical agency. Each clinical agency has a clinical incident policy and form. When a clinical incident occurs, the clinical faculty member is to be notified immediately and *will assist* the student in accurately completing the form and submitting it to the required agency personnel. The faculty member is responsible to document in the student file that an incident occurred. Details of a Clinical Incident Report will be reviewed by the clinical faculty and Undergraduate College of Nursing Chair for any follow up needs.

Revised 2023-2024

Student Ethical Responsibilities

Students will be expected to make a commitment to ethical standards and may be required to sign ethical documents for specific clinical facilities to which they are assigned. Confidentiality of client information is required at all times. Students entering the nursing program must sign the Confidentiality Statement.

Professions have developed codes of ethics to provide guidelines for the professional's behavior as well as to give the public an indication of the behavior that can be expected from a professional. The ANA *Code of Ethics for Nurses* (2015) states that nurses have a duty to care for all patients, regardless of the nature of the health problem. NNU nursing students are expected to fully comply with these professional standards in addition to the following codes:

1. Know the boundaries of practice for nursing and function within that scope
2. Recognize and respect cultural backgrounds and spiritual needs
3. Safeguard all patient information as confidential, regardless of where it is acquired
4. Uphold NNU's high standards regarding personal appearance, language, dress and demeanor as set forth in the NNU Lifestyle Expectations

<https://nnu.edu/students/undergraduate/experience-nnu/student-handbook>

The *Code of Ethics for Nurses* of the American Nurses Association states that nurses have a duty to care for all patients, regardless of the nature of the health problem (2015). NNU nursing students are expected to fully comply with this professional standard.

Revised 2019-2020

Safety

Students will receive safety instructions as they pertain to the respective setting including the Nursing Laboratory and clinical facilities. Clinical sites will have specific policies and procedures relating to safety. Nursing students are expected to comply with these policies and instructions as well as the National Patient Safety Goals at all times.

https://www.jointcommission.org/standards_information/npsgs.aspx

Nursing students are also expected to comply with the University's safety and security standards while on campus.

Revised 2017-2018

IV. POLICIES AND PROCEDURES

UNIVERSITY POLICIES

The College of Nursing aligns with all University policies. The following may be found in the 2023-2024 Undergraduate Catalog and are provided below with statements on their correlation with program expectations.

NNU Academic Appeals Policy

The faculty is entrusted with the authority to assign grades that are based on student performance. Because of faculty educational preparation and clinical expertise, faculty is qualified and responsible to evaluate student performance. Grades are earned by students and are based on each student's performance of specified written criteria or objectives. Grades cannot be successfully appealed simply because a student does not agree with the grade earned.

The College of Nursing adheres to the University's policies regarding appeals to grades. We feel the students need to be aware of the appropriate steps to follow in seeking to resolve an appeal. A student who believes that a grade was awarded unfairly should follow the process listed below.

Appeals Process (<https://catalog.nnu.edu/cas/academic-perspectives/academic-petition-and-appeal>)

Informal Appeal to Faculty Member. A student who believes that a faculty member has taken an adverse action against the student shall discuss the problem through an informal meeting with the appropriate member of the faculty. Such informal meeting need not be reduced to writing, and does not require a written decision from the faculty member. Any student who believes that the outcome of the informal meeting results in a decision of the faculty member which constitutes an adverse action may initiate a First Appeal by filing a timely notice of appeal with the faculty member's Department Chair or Program Director. Any failure by the student to bring such a first appeal within twenty-one days of the adverse action shall be deemed to be (a) a waiver by the student of any further appeal; and (b) a final action by the University.

First Appeal to Department Chair or Program Director. If a student is dissatisfied with the resolution determined by the faculty member under the Informal Appeal described above, the student may pursue a First Appeal, but only if the student files a Notice of Appeal with the Faculty Member's Department Chair or Program Director within twenty-one days of the adverse action. Any such first appeal shall be determined by the Department Chair or the Program Director. The Chair or Director shall provide the student notice of a hearing (if any) regarding such First Appeal, and shall issue a written decision regarding such First Appeal within seven days of the Chair's or Director's receipt of the Notice of Appeal or the hearing, whichever is later. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University.

Second Appeal to Academic Unit Dean. If a student is dissatisfied with the decision rendered by the Department Chair or Program Director of the department of the University within which the appeal is taken, the student may pursue a Second Appeal to the Academic Unit Dean, but only if the student files a Notice of Appeal with the Academic Unit Dean within seven days of entry of the written decision of the first appeal. Any such Second Appeal shall be determined by the Academic Unit Dean. The Academic Unit Dean shall provide the student notice of a hearing (if any) regarding such Second Appeal, and, if a hearing occurs, shall issue a written decision regarding such Second Appeal within seven days of such hearing. Any failure by the student to timely file such a Notice of Appeal shall be deemed to be (a) a waiver of any further appeal; and (b) a final action by the University.

Third and Final Appeal. If a student is dissatisfied with the decision rendered by the Unit Dean, the student may pursue a Third and Final Appeal, but only if the student files a Notice of Appeal with the Vice President for Academic Affairs within seven days of entry of the written decision of the Second Appeal. Within seven days of notice of the appeal the VPAA shall inform the Academic Unit Dean of the appeal. The Academic Unit Dean shall appoint an Academic Appeals Committee and appoint a chair. the Third and Final Appeal shall be determined by the Academic Appeals Committee. The chair of the Academic Appeals Committee shall provide the student notice of a hearing (if any) regarding such Third and Final Appeal, and the Academic Appeals Committee shall issue a written decision regarding such Third and Final Appeal within fifteen days of such hearing. Any decision by the Academic Appeals Committee shall constitute the final action of the University regarding the Academic Appeal.

* The entire Academic Appeals Policy including definitions of terms is available in the Office of the Registrar.

NNU Academic Integrity Policy

Northwest Nazarene University seeks to establish academic integrity within the University community. Such integrity is fundamental to the principles of the Judeo-Christian tradition and is consistent with the nature and culture of Northwest Nazarene University. This serves to promote the desired outcomes of Transformation into Christ-like Character and Truth through Academic Excellence by fostering a spirit of honest intellectual inquiry. The University has identified as unacceptable practices including, but not limited to:

1. Cheating in its various forms, whether copying another student's work, allowing your own to be copied, using unauthorized aids on an examination, having someone else take an exam for you (in class or take-home), submitting as your own another person's work, rescheduling an exam relying on a false excuse;
2. Plagiarizing, i.e. presenting as your own the words or ideas of another person, including inadequate documentation of sources (electronic, Internet, or print) and excessive dependence on the language of sources even when documented, relying on a similar order of sentences while altering a few words or word order (it is assumed in this course that all assignments are to be developed by individuals)
3. Submitting the same work for more than one course or assignment without prior written approval from the professor;
4. Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission;
5. Signing a roll sheet for another student who is not in class;
6. Fabricating data: This includes falsifying or manipulating data to achieve desired results, reporting results for experiments not done (dry labbing), or falsifying citations in research reports;
7. Denying other students access to academic information whether in the classroom, library (by hiding books, for example), or computer lab;
8. Destroying, altering, or tampering with another student's work to impede academic progress;
9. Stealing problem solutions from a professor or computer file;
10. Falsely reporting completion of reading assignments.
11. Altering, falsifying, or misrepresenting an academic document;
12. Communicating false information whether oral, written, electronic or nonverbal;
13. Forging signatures; and/or
14. Aiding others to violate any of the above practices.

<https://catalog.nnu.edu/cas/academic-perspectives/academic-integrity>)

Students who either witness or have knowledge of violations are responsible for informing the instructor or appropriate University personnel. Faculty and students have access to electronic surveillance programs that detect plagiarism.

At the instructor's discretion, depending on the nature of the offense, the student's grade or ability to earn credit for the course may be affected. Instructors shall report all academic integrity violations to the appropriate department chair or program director who will then report the violations to the appropriate dean/s and the Vice President for Academic Affairs. Violations may also lead to further disciplinary action through the Academic School Dean in cooperation with the office of the Vice President for Academic Affairs. This report shall include a brief description of the offense. In serious cases, or cases that constitute repeat offenses, the student may be suspended or expelled.

Any student, who is identified in violation of the academic integrity policies outlined above during his/her college matriculation, is subject to the following discipline by the Vice President of Academic Affairs, in addition to actions taken by the respective professor:

1. First reported violation - professor's discretion (see below)
2. Second reported violation - failure in the course (if the student has not already failed the course)
3. Third reported violation - dismissal from the university

Faculty members must notify the student of her/his violation of the academic integrity policy and give the student an opportunity to respond. Because violations of academic integrity cumulatively lead to dismissal, faculty members are required to report each case to their Dean and to the Academic Affairs Office.

Information shared via classroom and electronic discussion is considered confidential. Inappropriate use of the information shared in these discussions is considered a breach of academic integrity, and will also be subject to disciplinary action.

Violations of academic integrity constitute grounds for dismissal from the NNU nursing program based on the above policy and ANA Code of Ethics for Nurses and Scope and Standards of Practice.

**COLLEGE OF NURSING: BSN PROGRAM ACADEMIC
POLICIES & PROCEDURES**

College of Nursing
Northwest Nazarene University
Approved: 2014

Chapel
BSN
Revised: August 2022

CHAPEL ATTENDANCE POLICY

Purpose:

It is the policy of the University that all undergraduate students are expected to attend their required number of chapel/convocation services. Such attendance encourages a sense of community, and makes the student aware of issues relevant both to the student and the world outside the University.

The profession of nursing requires members to treat people holistically which includes the spiritual wellbeing of patients and others. This also includes a component of self-care which is essential to all health care professionals. It is our desire to support nursing students in the participation and opportunities that will provide them with this important component of their academic development.

Chapel attendance facilitates compliance with accreditation standards which include congruence with University mission, vision, and outcomes. Additionally, chapel attendance is one method to assist students in meeting the program learning outcome related to development of Christ-like character.

Scope:

Students enrolled in the Undergraduate/Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Students and College of Nursing Leadership

Policy:

All undergraduate students are required to attend chapel according to the University policy. The nursing program has identified the required number of events that are available with regard to clinical schedules each semester. If a student would like to petition an alternate number of chapels, please follow the guidelines outlined in the NNU Chapel Policy.

Semester	# Required
Seniors (S1 & S2)	0

Juniors (J1 & J2)	15
Sophomores (Soph1 & Soph2)	30

As per university policy, students not fulfilling their chapel requirement do have the option to pay \$10.00 for each missed chapel.

College of Nursing

Northwest Nazarene University

Approved: 2014

Civility

BSN

Revised: August 2017

CIVILITY POLICY

Purpose:

The College of Nursing at Northwest Nazarene University strives to model the characteristics of Jesus Christ. We expect our faculty and students to exhibit attitudes of grace, forgiveness, mercy, truthfulness, patience, compassion and love.

Civility comprises a conscious demonstration of mutual respect for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is expressed not only in the words we choose, but in our tone, demeanor, and actions.

Scope:

Students, Faculty and Staff in the College of Nursing.

Responsible Parties:

Students, Faculty and Staff

Policy:

We will:

- Without giving up our own convictions, accept that disagreement will exist.
- Be a respectful listener.
- Acknowledge that tone of voice matters.
- Have difficult conversations in person or, at a minimum, by telephone, not electronically.
- Always remember to say please and thank you.
- Share ideas, raise questions, and express differences of opinion in a civil manner and without fear of reprisal or insult or denigration.
- Graciously admit mistakes or admit fault.
- Respect confidentiality, avoid gossip, and take care not to spread untruths or to undermine the professional credibility of our colleagues.
- Address any problems directly with the individual involved and not others.
- Greet and acknowledge each other, regardless of position.
- Be respectful of each other's time.
- Respect class, clinical and meeting starting and ending times.
- Limit the use of cellular phones and other devices during class, clinical or meetings.
- Reserve the right to ask an individual to leave class for uncivil behavior.

We will not:

- Take out stress on those around us.
- Raise our voices at each other in public or in private.
- Give each other cause to fear reprisal or insult or denigration.
- Use a public forum to intentionally create discomfort, disruption or embarrassment for our colleagues regardless of position, rank or title.
- Engage in acts of or make threats of physical violence.
- Curse or use terms that are derogatory to race, ethnicity, gender, age, sexual orientation, vulnerable populations or religion.
- Use technology for purposes other than course-related needs such as assignments, emails, social media, etc.
- Leave the classroom during lecture presentations, talking during a presentation, or when a classmate is asking or responding to the faculty or another student.

College of Nursing
Northwest Nazarene University
Approved: August 2011

Class/Clinical/Simulation/
Lab Attendance
BSN
Revised: August 2023

CLASS/CLINICAL/SIMULATION/LAB ATTENDANCE EXPECTATIONS & GRADING

Purpose:

To state and or define course attendance expectations to foster student success.

Scope:

Students enrolled in the Undergraduate/Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Students and Faculty

Policy:

Attendance is expected at all nursing classes, clinicals, and lab/simulation experiences. Any absence may jeopardize the student's ability to meet course objectives. Course faculty will track class, clinical, and lab/sim attendance in Canvas. Remote class attendance will only be arranged based on established University policies for remote access. Faculty course assignments scheduled as remote learning are one-time learning activities and are not intended as alternative options to face to face courses.

Class Attendance

Class attendance will count for **at least 2% of the overall course grade**. More than 4 class absences will result in a loss of 2 percent of the total class grade. Every absence thereafter will result in additional loss of points. *If a student is late to class, the student should enter the classroom at the back of the class and take a seat so that the class is not disrupted by the late arrival.* **Please note:** Arriving more than 15 minutes late for class will constitute an unexcused absence.

Class attendance on exam days is required unless prior arrangements have been made and approved by the faculty member. If you are suddenly ill the morning of an exam, you **must** notify the faculty member at least 30 minutes before class is to start. Exams must be made up within three business days at the faculty member's discretion.

Classroom, simulation/lab or clinical excused absences for university-sponsored events (i.e. athletics, music) must be discussed with faculty ahead of time and preferably by the end of the first week of the semester. Students must maintain a passing grade in all nursing courses for approval.

Clinical/Simulation/Lab Attendance

Clinical/Simulation/Lab attendance is mandatory; more than two clinical absences in any of these settings collectively for the course for any reason may result in clinical failure. (Example: 1 absence in simulation + 1 absence in clinical = 2 clinical absences) **Please note:** Arriving more than 15 minutes late for simulation, pre-conference or lab will constitute an unexcused clinical absence. Make-up clinical assignments will be approved only for extenuating emergency circumstances and only upon approval by the undergraduate chair. A make-up fee will be assessed by the NNU Business office based on the clinical hours, clinical location and course level.

Request for Non-Student Classroom Attendance

Children, friends, family members or pets are not permitted in any classroom, simulation/lab or clinical setting.

College of Nursing
Northwest Nazarene University
Approved: August 2016

Employment
BSN
Revised: August 2023

EMPLOYMENT DURING THE ACADEMIC YEAR

Purpose:

The BSN program is rigorous and requires careful attention to personal and patient well-being and safety.

Scope:

Students enrolled in the BSN Program.

Responsible Parties:

Students, Faculty, Undergraduate Chair

Policy:

It is important that employment (hours of work) not become a priority that it interferes with the education process. While it is understood that employment may provide invaluable supplemental learning, the student must remember that he or she is preparing for a professional career. The student's learning at this time will have a major influence on success and effectiveness later. Students are encouraged to apply for as many scholarships as possible for which they are qualified.

The student ***may not*** work the shift before an assigned clinical experience. For example, if the clinical experience is scheduled for day shift, the student may not work the night shift ***prior*** to the scheduled experience. ***If the student appears to be unprepared or unsafe to provide safe patient care the faculty will request the student leave the clinical, simulation or lab site pending review by the clinical faculty and department chair.***

It is highly recommended that the student work ***no more than 16 hours per week.***

- Students cannot be employed in a clinical unit within a healthcare agency while assigned to the same unit for learning experiences in a nursing course at NNU. A student that works in the St. Luke's SNAP will be allowed to complete their NURS4040 preceptorship hours on the same unit.
- Employment in the healthcare agency on another clinical unit during the semester, or the prescribed time frame of the course, is not problematic.
- Exceptions to this policy may be appealed based on extenuating circumstances.

- It is the student's responsibility to report potential issues with this expectation to the Course Coordinator before clinical begins for the semester.
- Appeals will be submitted to the Undergraduate Nursing Department Chair.

College of Nursing
Northwest Nazarene University
Approved: 2008

Examinations
BSN
Revised: September 2023
Reviewed: August 2023

EXAMINATIONS

Purpose:

Provide for expectation for students & faculty for course examinations. Includes direction for missed exams, make-up exams & exam security.

Scope:

Students enrolled in the Undergraduate/Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Faculty and Students

Policy:

Attendance on exam days is required unless prior arrangements have been made and approved by the faculty member. If you are suddenly ill the morning of an exam, you ***must*** notify the faculty member at least 30 minutes before class is to start. Students who do not comply with this policy will receive a zero on the exam. There are no exam makeups unless the faculty member approved the absence before the exam began. The student is responsible to arrange a makeup exam with faculty **within 24 hours**. Students must make up the exam at the discretion of the faculty member and not to exceed one week from original exam date. Students ***are not*** allowed to makeup an exam during their regularly scheduled class time or on clinical days. Students who do not comply with this policy will receive a zero on the exam. All exams taken before or after the scheduled day will be tracked in the student's file.

Students will be responsible to schedule examination reviews with faculty whenever they score lower than 75% on any exam.

University Policy

Students desiring to take a final exam earlier than scheduled must complete the Early Final Exam Exception Request form located in the Registrar's Office or at the link listed below. Students will be subject to a \$50.00 early final examination fee.

http://www.nnu.edu/fileadmin/Registrar/Early_Final_Examination_Exception_Request_form.pdf

Examination Security

Most testing in the BSN program is completed via computer. Every effort is made to store, retrieve and administer examinations in a secure setting. In order to protect this security, the following guidelines are listed below:

- Cheating is subjective, if the proctor suspects a student of cheating they will receive a zero for that exam and an academic integrity violation report will be filed with the VP for Academic Affairs. If the room allows, students should sit every other seat. The proctor may ask students to change seats.
- Remember that exams are an individual effort. There should not be discussion about questions during or after the exam. Other students may have to take or retake a test at an alternate time. Discussing test items can jeopardize test integrity and is a form of academic dishonesty. Sharing information, use of notes, or auxiliary materials is not permitted during testing periods unless specifically authorized. Failure to follow the guidelines established for the examination or quiz will result in a score of zero (0) for that examination or quiz.

Student Responsibilities during Examination

- Students must place all personal items including backpacks, notebooks, audio devices, electronic devices (including but not limited to cell phones and Apple watches), baseball caps, jackets at the perimeter of the room before the examination begins.
- All electronic and audio devices must be turned off (not silenced) inside of personal bags at the perimeter of the testing room.
- Students may not have food or drinks in the testing area.
- No writing on bodies or clothing (excludes tattoos or permanent body ink).
- May not exit the testing room for a break or to use the restroom except for exams over 2 hours.
- Student is not permitted to take electronic devices, pencil/pen or paper during the exam.
- Bringing in ear plugs to the exam would be beneficial if noise disturbs your concentration.
- Any computer difficulties while taking an exam should be reported immediately to the person proctoring the exam.
- The professor will bring different colored scratch paper to each exam. Each student will be required to turn in the scratch paper with their name on it even if it is blank.
- Exemplify will be used for Juniors and first semester Seniors for exam testing. Sophomore students will use Canvas lockdown browser. No other websites may be accessed during exams.
- Calculators will be provided in the classroom.
- If student becomes ill and must abort the examination process, the examination forms must be returned to the faculty member immediately or computer program shut down.
- If students are not present at the time the exam begins, they will not be allowed to take the exam.
- No congregating outside the classroom while students are completing their exam.

Faculty Responsibilities during Examination

- Every effort will be made to make the examination setting as secure as possible by seating students as far away from each other as possible.

- Faculty will manage the classroom so there is no talking, no congregating outside the classroom when students complete the examination, and ensure as few distractions as possible.
- Faculty are not to carry on conversations with students who have completed the examination and want to talk with the faculty member.
- If faculty has any suspicion of cheating, faculty member has the right to stop the examination and direct student to leave the classroom. (See University's Academic Integrity Policy (<https://catalog.nnu.edu/cas/academic-perspectives/academic-integrity>)).
- There are no exam makeups unless the faculty member approved the absence before the exam began.

Exam Composition:

All nursing exams will be composed of the following exam question types:

Multiple-Choice questions will make up the majority of the exam. These questions should be written at the application level or above. Application or above (learning level) requires the student to bring forward two or more pieces of information to answer the exam item.

Alternative Exam Item: Any exam item other than a multiple choice. This could include but not limited to multiple select, hot-spot, sequencing, and fill-in-the-blank.

Dosage Calculation questions: Each exam will have at least 2 dosage calculation questions.

All students will receive 1.2 minutes per question for all above question types.

Additional exam types used in the NEXT GEN NCLEX testing will be introduced gradually as outlined below:

- A. Sophomore 1st Semester – 10% (Select All)
- B. Sophomore 2nd Semester – 20% (Select All)
- C. Junior 1st Semester – 1 Unfolding Case Study per exam
 - a. 6 questions that address each of the cognitive skills of clinical judgment per case study.
 - b. 3 minutes for each of the 6 questions attached to the case study = 18 minutes minimum per Unfolding Case Study question.
- D. Junior 2nd semester: 1 Unfolding Case Study, 1 Bowtie, 1 Trend per exam.
 - a. 6 questions that address each of the cognitive skills of clinical judgment per case study
 - b. 2 minutes for each of the 6 questions attached to the case study = 12 minutes minimum per Unfolding Case Study question.
 - c. 3 minutes for each Bowtie and Trend question.
- E. Senior 1st semester: 1 – 2 Unfolding Case Study, 1 Bowtie, 1 Trend per exam.
 - a. 2 minutes for each of the 6 questions attached to the case study – 12 minutes minimum per Unfolding Case Study question.
 - b. 2 minutes for each Bowtie and Trend question,

Standardized Testing

The BSN program has integrated in the curriculum an assessment program to assist students in preparing for the NCLEX-RN. The cost for this testing service is incorporated in the nursing student fees. Practice examinations are scheduled throughout the course in conjunction with the in-class presentation of these topics. Proctored examinations are scheduled at the end of the semester. Due dates for completion of the practice/proctored exams are noted in the Course Outline. There is a relationship between scores on the standardized tests and performance on the NCLEX. Low scores on certain standardized exams may require remediation.

The current standardized testing curriculum for the BSN Program is HESI (Elsevier). Faculty will determine which proctored examination will be required for their nursing course and it may constitute up to 10% of the overall course grade, with the exception of Transition to Professional Nursing Practice.

Faculty will administer HESI exams throughout the nursing program. The HESI exams will be recorded as an assignment, a unit exam, **or** a final exam grade depending on the course. All HESI exams given as a unit exam or final exam are included in the 75% exam policy and will be worth no more than 10% of the course grade. The conversion score will be the final exam grade. The individual conversion score can be found on the HESI student report.

For courses with a HESI exam, students will complete the exam to determine their level of content mastery. All students are encouraged to review missed content regardless of the score obtained.

The table below depicts the courses which have a related HESI exam and required remediation, however, the related HESI exam may be given at later date. Students take financial responsibility for HESI exams and will be charged a HESI fee for each semester of the nursing program.

HESI EXAM & BSN COURSE SCHEDULE	
Sophomore/Level 1 Semester 1	Junior/Level 2 Semester 2
<ul style="list-style-type: none"> • RN Health Assessment [NURS2000] 	<ul style="list-style-type: none"> • RN Maternity [NURS3010] • RN Pediatric [NURS3015]
Sophomore/Level 1 Semester 2	Senior/Level 3 Semester 1
<ul style="list-style-type: none"> • RN Fundamentals [NURS2030] 	<ul style="list-style-type: none"> • RN Community Health [NURS4010] • RN Medical/Surgical alt. version [NURS4000] • RN Critical Care [NURS4000]
Junior/Level 2 Semester 1	Senior/Level 3 Semester 2
<ul style="list-style-type: none"> • RN Psychiatric/Mental Health [NURS3020] • RN Medical/Surgical [NURS3030] • RN Pharmacology [NURS3055] 	<ul style="list-style-type: none"> • RN Health Assessment alt. version [NURS4040] • RN Fundamentals alt. version [NURS4040] • RN Nutrition [NURS4040] • RN Pharmacology [NURS4040] • RN Exit [NURS4040] • RN CAT Exit [NURS4040]

	<ul style="list-style-type: none"> • RN-NCLEX Live Review [NURS4040]
	For Remediation, as needed (may be assigned in NURS4040)
	<ul style="list-style-type: none"> • RN Psychology/Mental Health alt. version • RN Pediatric alt. version • RN Maternity alt. version • RN Community Health alt. version • RN Gerontology alt. version

College of Nursing
Northwest Nazarene University
Approved: January 2000

Formal Complaints
BSN
Revised: August 2021

FORMAL COMPLAINTS

Purpose:

Scope:

Students enrolled in the Undergraduate/Pre-Licensure Program.

Responsible Parties:

BSN Chair, Admission & Progression Committee, nursing faculty, and students

Definition:

A formal complaint is defined as any complaint by a nursing student or a student applying to the nursing program related to a conflict or concern which cannot be resolved through conflict resolution* or a communication process between the involved parties. Any complaints regarding assignment of a grade or other **academic issues** shall follow the NNU Academic Appeal Process. (<https://catalog.nnu.edu/cas/academic-perspectives/academic-petition-and-appeal>)

*The recommended conflict or communication steps are as follows:

- Discuss directly with the person with whom there is a conflict/complaint. If not resolved then,
- Make an appointment to discuss with the individual's direct supervisor. If the issue is with a faculty person, contact the Lead Faculty or Clinical Course Coordinator for the course. If not resolved then,
- Contact the Undergraduate Nursing Chair for an appointment to discuss unresolved complaints/issues.
 - If the complaint/issue cannot be resolved at the BSN Chair level, the issue will become a formal complaint.
 - The formal complaint must be in writing, signed, and dated by the person filing.
 - The Dean will be informed and included in the resolution of the Formal Complaint.

College of Nursing
Northwest Nazarene University
Approved: January 2000

Grading
BSN
Revised: August 2023

GRADING

Purpose:

To define the grading criteria required for progressing in the Undergraduate Pre-Licensure Nursing Program.

Scope:

Students enrolled in the Undergraduate Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Full-time faculty including adjunct instructors.

Policy:

Performance in the theory portion of nursing courses is graded using an A-F grading scale as presented below.

Letter Grade	Percent
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	75-76
C-	70-74
D+	67-69
D	63-66
F	62 below

Theory portion of nursing courses:

- Faculty is responsible for determining course requirements and grading for their specific courses. Directions will be included in the course syllabus regarding the course requirements and grading.
- A minimum satisfactory grade in a nursing course is achieved by receiving a passing score for clinical/lab/ and simulation work, maintaining an average of 75% on exam scores (not including the HESI score for the course) to receive a passing grade in the theory component.
- A final course grade of “C-” or below is not sufficient for the student to continue on in the nursing program until this grade is resolved.
- To determine a student has been successful in a nursing course, the faculty and/or adjunct instructor will consider the following requirements in order of the stated sequence:
 - 1) Earn a clinical PASS; students who do not meet all clinical requirements *will not* pass the course despite their didactic course grade. This includes:
 - Meeting the Math requirement- see Math Policy.
 - Successful completion of all clinical assignments according to the course guidelines.
 - Successfully meeting all clinical course objectives and outcomes per the course guidelines.
 - Achieving the identified competency step per Clinical Evaluation Tool guidelines.
 - A student who does not earn a grade of PASS in the clinical portion of the course will earn a recorded grade of “F” regardless of the average achieved in the theory portion of the course and will need to repeat the entire course.
 - 2) Maintain an average of 75% on exam scores; students with an exam average (excluding HESI) less than 75% *will not* pass the course despite their other grades.
 - **Midterm Grade:** if successfully meeting clinical requirements, the exam average will be submitted as the course grade. If a student receives a score of 73% or 74%, the student letter grade would be recorded as C- at midterm and again at final.
 - Nursing courses not implementing the exam average requirement are Nursing Research, Leadership and Management in Nursing, and Transition to Professional Nursing Practice.
- Students scoring 75% or less on any exam *will make arrangements with their faculty for a follow up meeting within 48 hours* of receiving the exam score. The student may be

required to complete additional content by the course faculty as part of a remediation plan developed by faculty in collaboration with the student.

- 1) Maintain an average of **75% on exam scores**; students with an exam average (excluding HESI) less than **75% *will not*** pass the course despite their other grades.
 - **Midterm Grade:** if successfully meeting clinical requirements, the exam average will be submitted as the course grade. If a student receives a score of 73% or 74%, the student letter grade would be recorded as C- at midterm and again at final.

Clinical Course Progression

- Performances in clinical (includes laboratory) portions of courses are graded as Pass/No Pass.
- A grade of PASS in a clinical course is achieved when the student successfully meets all clinical course assignments, outcomes, and Clinical Evaluation competencies.
- The student may be required to complete additional content for remediation by the course faculty, clinical instructor, and/or the retention coordinator if does not demonstrate adequate knowledge in the clinical setting.
- A student who does not earn a grade of PASS in the clinical portion of the course will earn a recorded grade of “F” regardless of the average achieved in the theory portion of the course and will need to repeat the entire course.
- Students will receive regular and timely feedback regarding their level of performance in clinical assignments. Clinical faculty will schedule conferences with each student for the purpose of reviewing student performance and program expectations. Feedback will be in the form of written evaluations and/or verbal conferences. The frequency of conferences will be listed in the clinical portion of the course syllabus/clinical packet.

College of Nursing
Northwest Nazarene University
Approved: August 2015
Reviewed: 2018

Late/Missing Assignments
BSN
Revised: August 2023

LATE AND/OR MISSING ASSIGNMENTS (THEORY, CLINICAL & LAB)

Purpose:

Identify expectations for the timely submission of all assignments.

Scope:

Students enrolled in the Undergraduate Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Faculty and adjunct instructors

Policy:

Completion of **all** nursing course assignments, quizzes, exams, labs, and clinical rotations are required to meet course outcomes and progress to the next semester in the undergraduate nursing plan of study. All assignments must be turned in online through CANVAS and are due by 11:59pm MST on the due date listed in the course schedule (please note when assignments are submitted online through CANVAS, it is date/time-stamped by the CANVAS server). Please **DO NOT** email your assignments, **EXCEPT** in rare cases when CANVAS may be down. The recommended course of action when a student anticipates they will be late on an assignment is to **communicate with course faculty** to request an extension.

Incompletes for nursing courses will be granted only under extreme circumstances.

Procrastination is not considered an extreme circumstance. If extraordinary circumstances arise, exceptions may be made to make up work; however, this must be arranged individually through course faculty.

Late/Missing Assignment Penalty

Course, clinical, and lab assignments turned in late (without prior arrangement with the course faculty) will result in a reduction of 10% of the total points possible for every 24 hours past the due date/time to a maximum of 30% deduction of the total points available for the assignment. This deduction will be subtracted from the final score the student earned on the assignment. Each faculty member will designate the maximum numbers of days late assignments may be accepted

for grading for their course. At the professor's discretion, assignments turned in after the designated period for accepting late work may not receive credit.

Clinical Documentation and Assignments

Completion of assigned clinical/lab documentation and assignments is mandatory. Failure to complete the assigned work according to course clinical guidelines will place the student in jeopardy of failing the clinical/lab portion of the course. Please refer to your syllabus or clinical packet for course specific criteria.

- One (1) late/missing assignment will result in a written warning. This will be documented in the Clinical Evaluation Tool (CET).
- Two (2) late/missing assignments will result in "Significant Concern" for *Competency: Professionalism* in the CET. If two assignments are late/missing the student will meet with the course Lead Faculty and Clinical Faculty to discuss strategies to prevent further late/missed assignments and for completion of the late/missed assignment. The BSN Chair will be notified that the student is at risk for not passing the clinical/lab portion of the course.
- Three (3) late/missing assignments may result in a "No Pass" for the clinical *Competency: Professionalism* resulting in failure of the clinical portion of the course.

College of Nursing
Northwest Nazarene University
Approved: August 2019

Math Policy
BSN
Revised: August 2023

MATH POLICY

Purpose:

The provision of medication dosages in the clinical setting requires absolute mastery of dosage calculation and other safety issues.

Scope:

Students enrolled in the Undergraduate Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Students, Faculty, and BSN Program Leadership

Policy:

Every student taking a clinical course will take a dosage calculation math test at the beginning of each level of the nursing program (Level 1, Semester 1 & Level 1, Semester 2 are exempt). The math test must be passed with 100% proficiency before beginning in the clinical setting. Each missed clinical day due to incompleteness of the Math quiz is an unexcused absence. Remediation is required before the 3rd attempt. A total of three (3) opportunities will be permitted before the student is **administratively withdrawn** from all current nursing clinical courses for failure of the Policy. Two minutes per question will be the time set for taking the math test. Five additional minutes are allotted for final review.

Please also note, as stated within the Grading and Progression policies, *“Students may be administratively withdrawn from a course prior to the start of clinical. Students are limited to an administrative withdrawal for math failure policy twice in the program. **Upon a third math policy failure, the student will be withdrawn from the program. In order to reapply, the student must demonstrate successful completion of an approved math course with the College of Nursing**”*.

PINNING PROTOCOLS

Purpose:

To define the protocols for the Pinning Ceremony conducted at the end of the student's completion of the BSN program (spring and fall). The Pinning Ceremony is held in both spring and fall. NNU Commencement ceremonies are held only in the Spring.

Scope:

Students enrolled in the Undergraduate Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Full-time faculty including adjunct instructors.

Policy:

End of the year guidelines for the nursing graduate.

Guidelines for the Pinning Ceremony:

- Attendance is required
- Graduate will receive 5 invitations to ceremony
- Graduate will wear graduation gown to Pinning Ceremony. If graduate did not order a gown, they can rent one from College of Nursing Program Coordinator for \$10.00
- Graduate will have the opportunity to invite one - two significant individual to assist with placing their pin
- Graduates will nominate classmates for the following ceremony positions:
 - Class Scripture
 - Graduate Prayer
 - Class Gift
 - Media Presentation

PROGRESSION IN THE BSN PROGRAM

Purpose:

Progression in any nursing course is based upon the successful completion of course and level outcomes. Courses in each semester of the nursing curriculum are designed for achievement of increasingly complex learning outcomes. In addition, students in the nursing program must adhere to professional conduct and ethical behavior standards at all times during scheduled semesters and breaks from classes which include: The American Nurses Association (ANA) Code of Ethics (2015), the ANA Standards for Professional Nursing Practice (2015), all Department of Nursing Student Policies, and the Northwest Nazarene University's Lifestyle Covenant.

Scope:

Students enrolled in the Undergraduate/Pre-Licensure Program in the College of Nursing.

Responsible Parties:

BSN Chair, Progression Committee, nursing faculty, and students.

Policy:

Requirements for Progression in the Bachelors of Science in Nursing program

Co-Requisite Course Progression

The following courses are taken previously or concurrently with nursing courses. Courses that are taken concurrently must be completed, as they are pre-requisite for specific nursing courses. In order to successfully progress in the BSN program a minimum grade of "C" must be earned in each of the following courses:

BIOL2420	Microbiology (3)
BIOL2420L	Microbiology Lab (1)
BIOL3820	Pathophysiology (3)
KINE 2730	Nutrition Across the Lifespan (2)
PYSC 2100	Lifespan Development (3)
MATH 2240	Elementary Statistics (3)
PHIL3600	Clinical Ethics (3)

Students earning a grade of "C-" or below in any of the courses listed above will not be eligible to progress until successfully completing with a "C" or higher. Students who successfully complete the retake with a minimum grade of "C" will be eligible to progress in the program if space is available for clinical placement.

Nursing Course Progression

All nursing courses will be completed with a "C" or higher and a passing clinical grade to progress in the major. Students who withdraw with a grade of C- or less will be considered as

withdrawing in failing status. Repeats will be limited to three individual nursing courses. Students who fail a 4th nursing course may not progress in the program.

Students who successfully complete the retake with a minimum grade of “C” will be allowed to progress in the program based on space availability in both classroom and clinical rotations. Both the clinical and the theory portion of each nursing course must receive a passing grade to progress. If a student receives a failing grade in either the clinical portion or the theory portion of a course, the entire course must be repeated to be eligible for progression. Therefore, a student must earn a grade of PASS in the clinical portion of a course **and** a minimum grade of “C” in the theory portion of the course in order to progress.

Process for Progression After Failure in One Nursing Course

Any student who fails a nursing course (theory and/or clinical) must:

- Meet with course instructor within 5 days of notification of failure
- Meet with assigned nursing advisor for assistance in completing the petition for the Progression Committee. The form is located in the Nursing Student Community Group in Canvas and should include:
 - A detailed explanation of the circumstances for course failure
 - A detailed plan of strategies for success that the student will implement.
- Submit the form to the BSN Program Chair one week prior to the date of the meeting.
- Meet with the Program Coordinator to schedule attendance at the Progression Committee.
- Progression Committee will meet with student, identify a plan to succeed, and BSN Chair will send the progression letter including a plan to succeed.

Stop Out from the Bachelor of Science in Nursing program

Stop-Out in passing status: voluntary, non-academic withdrawal from nursing courses of one semester or more. If a student withdraws in passing status from a nursing course, the academic advisor will note this in the student file. Passing status is based on both classroom and clinical grade at the time of withdrawal. Examples of withdrawal in passing status may be illness of student/family member, family crises or mandatory military service. This will not count as a nursing course failure.

Stop-Out in failing status: voluntary or involuntary withdrawal from nursing courses of one semester or more. If a student withdraws in failing status from a nursing course, the academic advisor will note this in the student file. Failing status is based on both classroom and clinical grade at the time of withdrawal. Examples of withdrawal in failing status may include but not limited to actual or projected course or clinical failure, or any circumstances identified by the student leading to a request for withdrawal. This will count as a nursing course failure.

Dismissal from the Bachelor of Science in Nursing program

Program dismissal may result when the student:

- has failed more than 2 separate nursing courses.
- does not demonstrate consistent adherence to standards of professional behavior, in either classroom or clinical setting. Professional behavior may be defined in accordance with the American Nurses Association (ANA) *Standards of Clinical Nursing Practice* and the *Code of Ethics for Nurses*. Students, as well as faculty, will perform in an ethical and legal manner as set forth by the American Nurses Association and the Idaho State Board of Nursing. Idaho Board of Nursing Standards of Conduct and Standards for the Practice of Nursing can be found in the Administrative Rules of the Idaho State Board of Nursing

IDAPA 23.01.01.370 and IDAPA 23.01.01.400-490. The College of Nursing reserves the right to dismiss a student from the Bachelors of Science in Nursing program for the following types of behavior:

- actions and/or behaviors deemed as threatening toward any individual or unsafe in any manner
- diverting medication
- theft
- assault
- academic integrity (two or more violations)
- felony conviction
- unremediated patterns of behavior that either compromise patient safety or violate standards of professionalism as defined in the resourced listed above
- unable to meet Technical Standards identified in the Student Handbook, Part III under General Academic Program Information
- violates University academic standards (<http://campuslife.nnu.edu/student-handbook/lifestyle-covenant>).
- when a student compromises patient safety or lacks safety in the clinical setting.
- fails to meet the criteria for retention/progression in the nursing program.

Completion of the BSN Program

Although students are expected to complete the nursing plan of study within three years, policy allows up to five years for completion of the nursing courses (see *above*).

Completion of the program is defined as completion of the nursing courses, prerequisite courses, and co-requisite courses. All GE's need to be completed except one before entering the final semester of the senior year. Students with more than one GE requirement may progress in the nursing program by enrolling in NURS4020 Leadership and Management. Once all prerequisites and co-requisites are completed except one, the student may enroll in NURS4040 Transition to Professional Nursing (6 credits).

**COLLEGE OF NURSING: BSN PROGRAM CLINICAL
POLICIES & PROCEDURES**

ACKNOWLEDGMENT OF OCCUPATIONAL HAZARD & BLOOD BORNE PATHOGENS

Purpose:

Guidelines to ensure the safety and continuing health of students.

Scope:

Students enrolled in the College of Nursing.

Responsible Parties:

Faculty, Clinical Instructors, & students

Policy:

Blood Borne Exposure

Students realize they may encounter occupational exposure to blood borne diseases such as AIDS and Hepatitis B. Students have the responsibility to follow the CDC guidelines for preventing blood borne disease transmission in the health care setting. It is the clinical agency's responsibility to provide the equipment necessary to prevent transmission of blood borne diseases.

The ANA Code of Ethics states nurses have a duty to care for all patients, regardless of the nature of the health problem (Code of Ethics for Nurses, 2015). A student nurse and/or a nurse's refusal to care for high-risk clients are contrary to the ethics of the nursing profession.

If a student is exposed to blood borne pathogens or other body fluids while in the clinical setting, the faculty member is to be notified immediately. Additionally, student must follow the clinical site's protocol for exposure to blood borne pathogens. This may include a visit to the emergency department at the student's expense.

Accidental Exposure to Body Fluids (Blood and other) Procedure

If an accidental exposure occurs, students should follow the Centers for Disease Control (CDC) guidelines for occupational exposure:

1. Wash the site, using vigorous scrubbing, with soap and water
2. Mucus membrane exposure flush immediately with water
3. Notify the nursing chain of command ASAP
4. Obtain medical evaluation ASAP

With significant exposure to body fluids, it is strongly recommended that the student seek medical evaluation. A significant occupational exposure is defined as:

- a. a needle stick or cut caused by a needle or sharp object that was actually or potentially contaminated with blood or body fluids.
- b. a mucous membrane (i.e., splash to the eye or mouth) exposure to blood or body fluid.
- c. a cutaneous exposure involving large amounts of blood or prolonged contact with blood especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

For significant exposure, the student is to be tested for blood borne diseases according to current guidelines and as determined by the student's health care provider after a medical evaluation.

Risk of Latex Exposure

Because of implementation of standard precautions and potential use of latex products in health care, student nurses are at risk for latex non-immune reaction dermatitis and true latex allergy. Students, who, after exposure to latex products, experience any of the following symptoms, should report them as soon as possible to the nursing faculty for follow-up.

- A. Contact Dermatitis:
 - 1. Limited to skin exposure
 - 2. Dry, scaly, itchy red skin
 - 3. Cracks and fissures of skin
- B. Latex Allergy:
 - 1. Watery eyes
 - 2. Generalized itching
 - 3. Headache
 - 4. Wheezing
 - 5. Coughing
 - 6. Hives
 - 7. Nasal, eye, or sinus irritation
 - 8. Shortness of breath

Students who have latex sensitivity will be provided educational information and should take precautions to reduce their chance of latex exposure by informing the institution where they have clinical assignments. They should also be cautious and read product information for latex content.

All costs related to the treatment of the any occupational hazard exposure are the responsibility of the student.

BACKGROUND CHECK REQUIREMENTS

Purpose:

To ensure students entering and progressing through the nursing program have been vetted as safe to be in working with patients in a variety of clinical settings. This is a requirement placed by the Idaho State Board of Nursing.

Scope:

Students enrolled in the Undergraduate Nursing Department, Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Students, Program Coordinator, and Undergraduate Nursing Department Chair

Policy:

All applicants entering the program will have completed and successfully passed a background check from a third-party vendor selected by the College of Nursing. The student must demonstrate a clear background check using the information stated below. The College of Nursing Dean and Undergraduate Nursing Chair reserve the right to refuse admission and progression based on background check findings.

Students must complete a background check prior to receiving full admission status. The background check will be completed annually thereafter and additionally if required by the clinical agency. Student's accepted in the spring admission cohort will be required to complete another background check prior to the start of the fall semester in order to comply with specific partner agency requirements.

The background check must include, but is not limited to, the following:

- Social Security Number and Identify Verification
- Criminal Search (7 years), national, and county
- Violent Sexual Offender and Predator Registry Search
- OIG List of Excluded Individuals/Entities
- GSA List of Parties Excluded from Federal Internships

Derogatory information is considered for the timeframe of the last 7 years unless otherwise noted.

Derogatory information obtained through the background check of the following nature can be the basis upon which student placement may be declined:

- Felony convictions
- Withheld judgment for felonies
- Plea agreements to felony convictions
- Sexual assault, rape, indecent exposure, lewd and lascivious behavior, or any crime involving non-consensual sexual conduct committed at any time.

- Child abuse, sexual exploitation of children, child abduction, child neglect, contributing to the delinquency or neglect of a child, enticing a child for immoral purposes, exposing a minor to pornography or other harmful materials, incest, or any other crime involving children as victims or participants committed at any time.
- Homicide committed at any time.
- Drug trafficking committed at any time.
- Abuse, exploitation or neglect of a vulnerable adult (disabled or elderly) committed at any time.
- Assault or Battery
- Misdemeanor theft committed during the last 5 years or grand theft committed during the previous seven years.
- Offenses involving substantial misrepresentation of any material fact to the public or an employer including embezzlement, bribery, fraud, racketeering or allowing an establishment to be used for illegal purposes committed during the previous seven years.
- DUI within the last 3 years or more than one DUI in the past five years.
- First or second-degree arson
- Kidnapping
- Mayhem
- Poisoning
- Forgery or fraudulent use of a financial transaction card
- Forgery and counterfeiting
- Insurance fraud
- Reckless endangerment
- Any other crime or penalty under law which gives rise to concern for the appropriateness of the individual to work in a healthcare setting.

Pending charges to any of the foregoing crimes may be deemed a crime and subsequently detrimental to the care of patients or a significant liability risk and may result in denied placement.

CLINICAL, LABORATORY & SIMULATION ATTENDANCE

Purpose:

To ensure clinical outcomes are met.

Scope:

Students enrolled in the Undergraduate/Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Full time faculty including clinical instructors

Policy:

Attendance for the clinical/laboratory/simulation experiences is mandatory. In the case of a pre-determined legitimate clinical/laboratory/simulation absence, students must inform the appropriate course coordinator and clinical instructor no later than the day before by email/phone/text and make prior arrangements for an alternate learning experience in order to meet learning outcomes. If prior arrangements are not made, an unexcused absence will be recorded and the student will receive a written warning setting out expectations for success in clinical/lab/simulation. Any subsequent unexcused absences in clinical/lab/simulation will result in failure in the clinical/laboratory/simulation portion of the same course.

If the student is suddenly ill the morning of clinical/lab/simulation, the student **must** notify the clinical instructor and course coordinator at least 30 minutes before clinical/simulation starts and make prior arrangements for an alternate learning experience. If the student does not notify the instructor 30 minutes before the clinical/simulation start time or initiate make-up arrangements, an unexcused absence will be recorded. A written warning will be submitted to the student setting out expectations for success in clinical studies. Any subsequent unexcused absences in clinical/laboratory/simulation will result in failure in the clinical/laboratory portion of the same course.

Students are expected to arrive at the clinical site on time, ready to begin work. Students need to arrive 15 minutes prior to the shift start time. Tardiness is unacceptable. Students who arrive to the clinical area late will be asked to return home and make arrangements with course lead faculty for an alternate learning experience in order to meet learning objectives. This event will be recorded as an absence. As noted in the Class/Clinical/Simulation/Lab Attendance Expectations & Grading policy (p. 28), A second absence in clinical/laboratory/simulation may result in failure in the clinical/laboratory portion of the same course.

In the case of legitimate justifiable clinical/laboratory/simulation late arrival, the student must notify (call/text) the clinical instructor prior to the start of the clinical/laboratory/simulation experience. Arrangements for any time missed will be made upon the student's arrival to the clinical area.

Students may not attend clinical with any restrictions except for approved accommodations (facilitated by the Office of Disability Services). Any student returning to clinical after illness, injury, surgical procedures, etc. must be cleared without restrictions to participate in complete

patient care in order to attend clinicals (*see Health Requirements & Documentation policy*). To receive clearance, from the Undergraduate Dept. of Nursing, the student must meet with the Undergraduate Dept. Chair. The Physical Examination Form may be required and reviewed by the Chair.

For clinical experiences with no direct instructor monitoring, students are expected to report and remain at the site for the designated time. Students who do not completely fulfill the clinical time will receive an unexcused absence and a written warning setting out expectations for success in clinical. Any subsequent unexcused absences in clinical/lab/simulation will result in failure in the clinical/laboratory/simulation portion of the same course.

Students are ***not allowed*** to leave the clinical facility without the clinical instructor's permission and full knowledge.

There is no guarantee of clinical make-up opportunities. If an additional clinical day needs to be arranged, the student may be charged a fee to cover costs.

Request for Non-Student Clinical/Laboratory Attendance

Students are not allowed to bring children, friends, family members or pets into the laboratory or clinical settings. Any violation of this policy will result in the student being asked to leave the setting and the time missed will be documented as unexcused absence.

CONFIDENTIALITY POLICY

Purpose:

The College of Nursing adheres to the American Nurses Association Code of Ethics for Nurses. Students are required to annually read and sign a Confidentiality/Non-Disclosure Statement. The faculty will utilize the following guidelines in the interpretation of confidentiality to determine safe/ethical nursing practice.

Scope:

Students enrolled in the Undergraduate Nursing Program.

Responsible Parties:

Faculty and Students

Policy:

A breach of confidentiality includes the following:

1. Revealing information about a client to another person who is not involved with the direct provision of care to the identified client.
2. Revealing events or partial information about a client or clinical experience to another person (such as a relative or friend) who, by virtue of knowing other information, is then able to identify the client and circumstances being discussed.
3. Revealing information about a client or clinical situation to other persons involved in that client's care in an area where the discussion may be overheard by others (such as other health care workers, visitors or client's family members).
4. Revealing privileged information about an agency's performance, personnel or practices.
5. Taking or copying for later use any protected health information found in a clinical setting.
6. The use of social networking that breaches any aspect of confidentiality regarding patients or families, agency staff, peers, faculty, etc. Social media use is ubiquitous and inappropriate posts by nurses or student nurses have resulted in licensure and legal repercussions, or dismissal from the School. Refer to the National Council of State Boards of Nursing website: <https://www.ncsbn.org/347.htm>

Situations involving poor judgment about the sharing of information about clients or clinical situations (e.g. persons or agencies) constitute unsafe and/or unethical nursing practice. Such situations will be reviewed by the faculty and may be grounds for dismissal from the Nursing Program.

DRUG SCREENING POLICY

Purpose:

To promote and protect patient/client safety and comply with clinical affiliate's drug screen requirements

Scope:

Students enrolled in the Undergraduate Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Full time faculty, clinical adjunct instructors, and nursing students.

Definition:

Drug Screen: A drug screen is a medically acceptable drug test approved by the NNU College of Nursing, the results of which are reviewed by a medical review officer and indicate the use of illegal drugs.

Illegal Drug: Those drugs made illegal to possess, consume or sell by Idaho and Federal statutes, and those drugs taken by an individual which exceed the prescribed limits of a lawful prescription or the taking of a prescription drug without a valid prescription.

Policy:

Students will be required to submit an initial drug screening (may include an alcohol screening) on admission, annually, and for probable cause. The Undergraduate College of Nursing may schedule any drug screening for the frequency described above without prior notification to the student (at random). Any costs related to drug screening are the responsibility of the student.

The student will acknowledge their understanding and grant permission to comply with this policy and procedure by signing the *Acknowledgement of Receipt of Handbook* form (located in Forms).

Drug Screening Procedure:

- NNU Undergraduate Department of Nursing is responsible for designating and approving the drug screening procedures.
- The student must complete drug screening at the scheduled time.
- Failure to complete the drug screening at the designated time will be managed as a positive result.
- The student is required to complete a release directing the company/agency conducting the results directly to the Undergraduate Nursing Chair.
- The results reported by the company/agency conducting the drug screen are **final**.
- The student with a positive drug screen, **within 10 days of learning of the positive screen**, can request a second review of the results from the company/agency who originally administered the drug screen.
 - The review will be conducted on the original specimen.
 - The student will pay the cost of the drug screen review.
 - The results of this drug screen will be final. (See *Substance Abuse Policy*)

HEALTH DOCUMENTATION PRIOR TO CLINICAL EXPERIENCE

Purpose:

In order to comply with contract requirements with clinical partners and to confirm student eligibility to participate in scheduled clinical experiences all documentation required must be uploaded into Typhon and MyCE by dates designated.

Compliance with the deadline is necessary in order to ensure that contract requirements with clinical partners are met. It enables clinical partners to adequately prepare for the arrival of students by issuing appropriate clinical badges, computer access, and reserving clinical space for assigned students.

Scope:

Students in the BSN program.

Responsible Parties:

Full-time faculty including adjunct instructors, BSN program administrator

Policy:

Each semester, students must insure that all required health documentation and required program documents are uploaded into Typhon and MyCE by the **first Friday** of the new semester **by 3:00pm**. Additionally, all required education modules for assigned clinical agencies must be completed **one week prior to the start of your clinical**.

Incomplete preclinical documentation requirements, except for the flu shot may result in a loss of student clinical placement jeopardizing semester completion.

Students are required to complete the prescribed number of clinical hours as designated in the course syllabus for all nursing courses. **Failure to complete required clinical time may result in course failure. If clinical time is missed because of missing documentation, there is no guarantee that clinical make-up time will be available. See Clinical Make-up Policy. Students may be assessed an additional fee to cover the cost of faculty clinical time.**

HEALTH REQUIREMENT & DOCUMENTATION POLICY

Purpose:

Students are required to submit verification of health status on admission and throughout the program to remain eligible for clinical rotations.

Scope:

Students enrolled in the BSN, RN-BSN and FNP programs.

Responsible Parties:

Full-time faculty including adjunct instructors.

Policy:

On admission, a student must submit:

1. Documentation of a TB Skin Test.
 - a. Documentation of a negative two-step baseline TB skin (2 separate TB tests at least one week apart and not more than 12 months apart) and documentation of a negative TB Skin test annually thereafter.
 - b. Documentation of a past positive TST-requires a current chest x-ray, symptom screen, and medical evaluation.
2. Documentation of a positive titer or two documented vaccinations for MMR (measles, mumps, rubella). Titer reports must state the student is immune.
3. Documentation of immunity to Varicella (chicken pox): vaccination (series of 2) or immune titer. Titer reports must state the student is immune.
4. Documentation of Influenza vaccine during the past year
 - a. If students did not receive the vaccine within the past year, they must provide documentation of their medical contraindication from their health care provider
 - b. Accommodations may be requested for medical contraindication only.
5. Documentation of Diphtheria/Tetanus/Pertussis (dTdap): vaccine within the last 10 years.
6. Documentation of Hepatitis B vaccination: series of **three** vaccinations **and** immune titer. Titer reports must state the student is immune by a **positive quantitative** titer (may not use “reactive” or “nonreactive” results).
7. Documentation of Meningococcal vaccine.
8. Physical examination by a health care provider within the last three months. ***The examiner must use the designated physical examination form provided by the College of Nursing – BSN Program (see forms section).***
9. Documentation of current Health Insurance: copy of insurance card *with a policy that covers primary healthcare in Idaho.*
10. Documentation of Cardiopulmonary Resuscitation for Health Care Provider (CPR). CPR certification must be at the level of Healthcare Provider (infant, child, adult) and must be *an American Heart Association Healthcare Provider course.*
11. Documentation of COVID-19 vaccination: proof of two doses (Pfizer or Moderna) received within one month apart or one dose vaccine (Johnson & Johnson). *

During the clinical rotation period of designate program, the student must submit:

1. TB skin test annually
2. Influenza vaccine annually or must provide a documented medical contraindication and sign College of Nursing declination form (located in Nursing Student Community-Canvas).
3. Physical Examination Form will be required with any health status change. Faculty reserves the right to require that the student undergo additional health evaluations by a licensed physician or nurse practitioner, if and when the physical or emotional health of the student becomes a concern for the provision of safe nursing care in the clinical setting.
4. Health Insurance (covers primary health care in Idaho)- proof of current status provided each semester.
5. Cardiopulmonary Resuscitation for Health Care Provider (CPR)- updated every 2 years

**Students should be vaccinated when clinical facilities require it so that they can participate in the clinical experience and progress in the BSN program. If a student refuses to be vaccinated and is not entitled to a reasonable accommodation for a sincerely held religious belief, then the student may be disenrolled from the NNU nursing program and/or may not be able to fulfill the clinical requirements of the program resulting in them not graduating. (AACN, 2021)*

Any agency-specific requirements will be provided to the students upon request.

Responsibility for Costs

Students are responsible for requesting and paying for the health requirements and directly handling any disputed results.

Health Requirement Deadlines

Students are responsible to submit their documentation for specific health requirements prior to each semester by identified deadlines, as announced through acceptance letters, via Canvas Nursing Student Community group, and/or email notifications to students, etc. Students are responsible to periodically check these notification tools in order to stay informed on changes or updates. All health requirements, drug screenings, and background checks must be completed (not pending) and posted by the announced due dates.

Pregnancy and other health-related issues

Students must be aware that clinical sites could be a risk to their pregnancy. Students have the responsibility to inform faculty and clinical instructors if they are pregnant or suspect they may be pregnant. Students requesting accommodations related to pregnancy should contact the NNU Office of Disability Services and NNU Title IX Coordinator for additional information.

If students are unable to have any one or more of the vaccinations listed due to pregnancy or any other health related issue, students must provide a letter from their physician to confirm the reason for declination and, if pregnant, a date when the vaccination can be received. Students must also make an appointment with the Undergraduate Program Coordinator to review the issue and provide all requested documentation.

NURSING LAB POLICY

Purpose:

Provide a standardized expectation for lab use by students. This includes open lab hours and classroom expectations.

Scope:

Programs using any nursing lab space.

Responsible Parties:

Faculty, Staff, and Students

Policy:

1. Students are expected to conduct themselves professionally at all times.
2. Student attire should be consistent with the nursing program uniform requirements for all clinical experiences.
 - a. It is mandatory that all individuals in any of the nursing labs will be in the appropriate uniform.
3. Faculty, staff, and T.A.s will schedule lab time via the lab manager. See *Lab Reservation Process*.
4. Open lab hours will be scheduled by the lead TA with input from faculty each semester. Open lab hours will be placed on the lab calendar and published for students in the Canvas Community group.
5. Students will be expected to be practicing, learning, and demonstrating nursing skills. Open lab is not to be used for reading/studying. Students not enrolled in a nursing class with a lab component, faculty, staff, or any other individual will not be permitted in the lab.
6. Lab capacity during scheduled and open lab hours is no more than 3 students/bed or 21 students, at the discretion of the lab manager/TA in charge. If there are too many people in the lab at one time making it difficult for students to hear or maneuver (lung sounds, heart sounds, etc.) then that number may be reduced. If there are more students than spaces available students will be limited to 1 hour at a time. This will allow everyone to have a turn.
7. Students will be required to sign in and out of the lab.
8. No food will be allowed in the lab. Covered drinks at the tables only are allowed at the discretion of the professor/lab manager.
9. Students are expected to respect the equipment & supplies at all times, being careful to prevent breakage or misuse.
10. Students using disposable equipment during either class or open lab will be expected to note what was used and how many on the lab inventory sheet with their name located in the appropriate notebook on the desk.
11. Students are expected to clean up and put things away before leaving the lab.

12. Standard (Universal) precautions are to be maintained in all Lab experiences according to the CDC and OSHA Standards including but not limited to hand hygiene and sanitizing supplies and equipment between use.
13. Practice medications and syringes are not to be taken out of the Nursing Lab at any time per federal regulations.

Students who do not adhere to the Nursing Lab guidelines presented above may lose lab privileges resulting in the inability to successfully complete the nursing course requirements.

College of Nursing
Northwest Nazarene University
Approved: August 2012
Reviewed: August 2018

Prescription Drugs
All Programs
Revised: August 2023

STUDENTS TAKING MIND/BEHAVIOR ALTERING DRUGS

Purpose:

To maintain delivery of safe patient care.

Scope:

Students enrolled in all Nursing Programs in the College of Nursing.

Responsible Parties:

Dean, Program Chairs/Directors, Nursing faculty and students

Policy:

Any nursing student having a health issue that requires treatment with mind altering or behavior altering medications must notify the Undergraduate Nursing College Chair in writing regarding:

- Name of primary care provider treating the health problem
- The nature of the health problem
- The medications being used for treatment
- The expected duration of the treatment.
- This includes pain medication, psychotropic medication, allergy medication or any medication that alters mental status or behavior

A statement from a physician or primary health care provider must be submitted by the student to the College of Nursing stating that this treatment plan will not affect safety factors related to self and others during clinical, lab and/or classroom performance. This statement will be kept on file in the College of Nursing office.

The physician/primary care provider's statement must be updated and resubmitted by the student every 30 days for short term treatment, every semester for stable long-term psychotropic (or other) medication treatment, and resubmitted by the student any time there is any change in the medications listed in the most current statement on file with the nursing program.

The Undergraduate Nursing Chair will share information re: students' medication treatments that are on file with any of the nursing faculty involved in the students' educational process.

Students should be knowledgeable of the Alcohol and Tobacco Policy in the Northwest Nazarene University Student Handbook. Detailed information on these policies are printed in the University Student Handbook, available at the office of Student Development.

College of Nursing
Northwest Nazarene University
Approved: January 2000
Reviewed: 2019

Substance Abuse Policy
All Programs
Revised: August 2023

SUBSTANCE ABUSE POLICY & PROCESS

Purpose:

Engaging in clinical nursing practice activities, coming to class or group activities, and/or the Nursing Laboratory while under the influence of a chemical substance is not tolerated. Abuse of chemical substances, including alcohol, prescribed drugs, OTC drugs, and illegal drugs, is incompatible with success as a nursing professional. (Information about the Idaho State Board of Nursing's *Program for Recovering Nurses* will be made available to nursing students out of compliance with this policy.) Additionally, possessing and or using alcohol or controlled substances on campus violate *NNU Lifestyles Covenant* and will subject the student to University discipline.

Scope:

Students enrolled in all Nursing Programs in the College of Nursing.

Responsible Parties:

Program Chairs or Directors, Nursing faculty, and students

Definitions:

Drug Testing Facility: location where drug testing can be completed as dictated in the campus or clinical organization's policy.

Policy:

If a student appears to be under the influence of a chemical substance during class or clinical, faculty will address the student about her/his unsafe behavior and/or the suspicion that she/he may be under the influence of a chemical substance. If the student admits that she/he is under the influence of a chemical substance, she/he will be required to leave the setting immediately. If the student denies being under the influence of a chemical substance but has demonstrated unsafe behaviors, the student will also be required to leave the setting. Transportation will be arranged as needed.

Students may be required to get drug tested within a specific period of time and may be escorted to the drug testing facility by campus or facility security. Regardless of the results, the student is responsible for any costs related to the testing (including transportation).

Students with a positive result will be required to complete a treatment plan as approved by the College of Nursing in collaboration with the Idaho Board of Nursing. Students who test positive, will also need to work with NNU on policies and procedures related to substance abuse.

If evaluation supports the alleged report of student behavior indicative of a chemical substance abuse, and the student agrees to obtain treatment, the student will be permitted to continue in the nursing program as long as she/he is in compliance with the treatment agreement. The treatment

agreement must include monthly reports to the Nursing Chair confirming the student's continued participation in the treatment program.

If evaluation supports the alleged report of student behavior indicative of chemical substance abuse, **but** the student refuses to seek treatment, the student will be dismissed from the nursing program.

If the student steps-out of the program due to treatment, they will be subject to the *Admission & Progression Policy and Process*.

Process:

Determining a Student is Under the Influence of a Substance:

- The faculty or clinical instructor will confront the student as described in the above policy.
- If in a clinical setting, the faculty or clinical instructor will immediately notify the clinical agency's charge nurse or manager and have the student tested in the location required by the clinical organization and affiliation agreement.
- The faculty or clinical instructor will immediately notify the Course Coordinator and NNU Program Chair (on-campus and clinical sites).
- The NNU Program Chair will notify Student Services of the clinical organization, if occurrence is during a clinical rotation.
- The faculty or clinical instructor will document the specific behaviors and observations that led to the suspicion that the student is under the influence of a chemical substance, the individuals notified, and actions taken in the student file.
- The NNU Program Chair will follow up on results and schedule a meeting with the student and involved faculty and/or clinical instructor within two working days.
 - Students will not be permitted to return to class or clinical until this meeting has occurred.
 - If the result is positive, then the student will be required to receive treatment. A plan for progression will be determined.
 - If the result is negative, the occurrence will be documented in the student file but not kept as part of the permanent academic record. If the student has missed a class or clinical experience, a plan for make-up will be determined. See *Clinical Make-up Policy*

Student Reinstated to Nursing Program:

If the student has been absent from the Nursing Program during treatment and has completed the *Admission & Progression* process:

- A student with a previous positive drug screen will be subject to one or more random drug screen(s) per semester for the remainder of the program.
- The random drug screens will be the expense of the student.
- The student must comply with any requirement stated by the Admission & Progression Committee.
- The student must comply with any requirement stated by NNU administration.

UNIFORM/DRESS CODE FOR CLINICALS/LABS

Purpose:

The Undergraduate Department of Nursing requires that students adhere to a dress code when they are in an on-campus or off-campus clinical setting.

Scope:

Students enrolled in the Undergraduate Pre-Licensure Program in the College of Nursing.

Responsible Parties:

Full time faculty, clinical adjunct instructors and nursing students.

Policy:

Student appearance is a reflection of the individual, the university and the profession. A professional, *modest*, and neat appearance must be maintained at all times in the clinical setting. Special attention should be given to keeping uniforms clean, neat and in good repair.

The student is required to wear their full uniform for *every* BSN Program-related event (lab, clinical, ceremony, etc.) unless indicated by faculty. Faculty have the right to send inappropriately attired students' home with an unexcused absence for the event and/or clinical experience that day.

It is required that each student have at least 2 uniforms (white coat, uniform top and bottom only). The student uniform must meet the following criteria:

- **White Lab Coat, qty. 2:**
 - Approx. 30-32" (touches high-thigh; finger tips touch bottom hem of coat)
 - Must have tailor fit; not too long or loose
 - Button front with a notched lapel
 - Long sleeves (may **not** be 3/4 sleeves nor have cuffed sleeves)
 - Multiple pockets: at least one chest (preferred) and two front (required)
 - Back belt (required for women, preferred for men)
 - Embroidered with the designated school logo. (*Contact the Undergraduate Department of Nursing for vendors that have rights to NNU logo embroidery requirements*)
 - The following styles are *recommended*:
 - Cherokee #1389/#1389A for men
 - Cherokee #2317/#1462 for women
- **Uniform pants, qty. 2:**
 - The following styles are *recommended*:
 - Cherokee Brand- 2 different options available
 - Women's 4005/P/T Mid Rise Pull-on Cargo Pant – Color BLKW
 - Women's 24001/P/T Low Rise Drawstring Cargo Pant – Color BLKW
 - Cherokee Brand- 2 different options available
 - Men's 4243 Drawstring Cargo Pant – Color BLKW

- Men's WW140 Men's Fly Front Pant- Color BLK
- **Uniform top, qty. 2:**
 - The following styles are *recommended*:
 - Cherokee Brand- 2 different options available (top should be plain black – no zippers)
 - Women's 4728 Mock Wrap Top – Color BLKW
 - Women's 4710 V-Neck Top – Color BLKW (if under 5'3")
 - Cherokee Brand- only 1 option available (top should be plain black – no zippers)
 - Men's 4725 V-Neck Top – Color BLKW
 - If ordered through either Uniformity location in Idaho, students will receive a 10% discount on order. Please indicate that you are an NNU student.
- Uniform Top and White Coat will be embroidered with the designated school information. (*Contact the Undergraduate Department of Nursing for vendors that have rights to NNU logo embroidery requirements*)
- **Footwear:**
 - **Black shoes:** Shoes must be closed-toe and closed heel (*Must be able to be cleaned with a bleach wipe and have good traction.*)
 - **Black socks.**
- **NNU Clinical Badge**
 - Each student is required to wear a picture identification name tag issued by NNU Information Technology Services (ITS) that meets the College identification requirements. The student is responsible for the badge fee paid to ITS.
 - A secondary badge with indication of the student's year level will be issued each year. This must be worn underneath the clinical badge.
 - The clinical badge must be attached to the uniform on the chest and visible at all times in all clinical settings. The clinical badge may not be worn below the chest (e.g. waist band).
 - Clinical agencies may also require an agency-specific badge.
 - Students without a clinical badge will be sent home from clinical and receive an unexcused absence for that day without the opportunity for clinical makeup.
 - A clinical badge will be issued annually and must be submitted to the Undergraduate Department of Nursing at the end of each academic year. Students who do not return their clinical badge, will not receive a final grade in their nursing courses.
- **Stethoscope – *must have* diaphragm and traditional bell. No specialty stethoscopes (e.g. cardiac, double diaphragm).** Any questions, please contact Prof. Hazel at bhazel@nnu.edu.
- **Water-resistant watch** with a method for counting seconds. Apple watches are acceptable. However, no other items may be worn including Fit-Bits or like-devices.
- **Medical grade goggles** are required.
- **Additional Supplies:** The BSN Program will provide the student with a penlight, scissors, and a book bag to bring to clinical each day. No other purse or bag should be brought to the clinical setting. The Nursing Department will also provide N-95 masks.
- **Other Required Appearance and Guidelines:** The following items are required while in uniform.
 - **Nails:** No nail polish of any kind is allowed in the clinical setting (this includes the lab.) Short well- manicured nails (fingertip length) are essential – no acrylic or gel nails will be allowed, no exceptions.

- **Hair:** Must be clean, neat, and tied back *neatly* and off of the face. Hair may only be natural human color. No hair bands decorated with beads, feathers, or glitter are allowed. Hair bands ***must be black***.
- **Facial Hair:** Beards and mustaches must be short and evenly trimmed and must fit securely under a standard surgical mask. Facial hair may not impede fit testing requirements.
- **Hygiene:** No fragrances should be worn in the clinical or lecture area for the comfort & safety of others. Use of antiperspirants or deodorants is strongly encouraged to prevent offensive odors.
- **Jewelry:** No jewelry other than a plain wedding band is to be worn during clinical rotations. As this is an infection prevention concern, the band must be smooth/flat; may not have any stones or grooves. Only small posts (20-gauge max.; one in each ear) may be worn in pierced ears with no earrings hanging below the ears. Fitbits ***are not allowed*** in the clinical setting. No other visible jewelry or adornments (including pierced, magnetic, and clip-on) will be permitted in the clinical areas. This includes nose and eyebrow rings.
- **Tattoos and Body Art:** Tattoos/body art which is deemed inappropriate, vulgar or offensive must be covered in the clinical setting. Additionally, clinical instructor/healthcare agencies may also influence if all tattoos/body art must be covered at work.
- **Goggles/Masks:** All students will be required to wear a mask/medical grade goggles while in labs and in their clinical rotation until further notice.
- **Other:**
 - Makeup should be minimal with no eyelash extensions.
 - Students must refrain from chewing gum while in the clinical setting.
 - Some clinical sites will have different clothing and dress codes. Additional agency guidelines must be followed. Agency dress codes will be communicated to students by faculty ahead of clinical rotation.

Helpful Information on Uniforms:

- Scrub tops run on the smaller size so please order a size up. Students may wear a black tee-shirt underneath the uniform, either short sleeved or long sleeved.
- Uniforms are to be only ***worn once***. They must be laundered after ***each use*** to maintain consistency with infection-control practices.

Updated August 2023

V. FORMS



ACKNOWLEDGEMENT OF AUDIO RECORDING OF LECTURE

I give permission for _____ to audio record my lecture for the following period of time: _____ in accordance with the Northwest Nazarene University, Bachelor of Science in Nursing Student Handbook 2023-2024.

If at any time I ask to stop the recording, _____ will agree to do so.

Faculty Name _____

Faculty Signature _____

Student Signature _____

Date _____

Print Name _____



ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have reviewed the *current Northwest Nazarene University Nursing Student Handbook*. I accept responsibility for knowledge of the handbook contents and the standards and academic policies found herein. I acknowledge that the contents of this handbook can change at any time to which I will be notified of those changes by the BSN Program.

Print Name _____

Signature _____

Date _____ (month/day/year) Semester _____

PHOTOGRAPHY PERMISSION AND USE

_____ grants Northwest Nazarene University permission to use photographs of me in publications produced by the organization, web sites owned by the organization, or public relations activities conducted by the organization for the purpose of promoting Northwest Nazarene University.

Signature

Permission given this _____ day of _____, _____.



Confidentiality Statement

I understand and agree that in my clinical experiences as a nursing student at Northwest Nazarene University, I must hold all client and agency information in confidence. I must also follow any agency-specific requirements for confidentiality. Such information includes:

- Client demographics
- Acknowledgment of client's presence in and/or association with the healthcare institution
- Client information regarding medical diagnoses and treatments
- Attending physicians' names linked to the client
- Agency information related to staffing, policies, practices, strategic planning, general operations, any unusual occurrences or emergencies
- Any other information related to the client and institution.

I know that client and agency information must not be discussed outside instructional settings. Details of a client's history or status should not be discussed in elevators, restrooms, cafeterias or in any other public place. Discussing a client's medical history merely for the sake of gossip is illegal, highly unethical and unprofessional, and may result in dismissal from the nursing program. Under no circumstances am I to photocopy or print any part of a client's chart unless the individual identifiers are removed. I am aware that intentional or unintentional violation of confidentiality may result in an unsatisfactory clinical grade and/or dismissal from the nursing program.

In preparing for assigned clinical experiences, I understand that I may gather the following data:

- Client's initials
- Client's medical diagnoses
- Client's gender
- Client's age

I will keep this information separate from all clinical paperwork.

When the clinical experiences terminate, I will continue to maintain confidentiality of the client and clinical agency.

I have read the above and my signature indicates that I agree and will uphold the above statements.

Print Name _____ Date _____

Student Signature _____



Consent Form for Simulation Video/Audio Recording

I authorize the NNU BSN Program to record my participation and appearance in clinical simulations and clinical practicums on video and audio technology. I understand that this video/audio recording will be used for educational purposes (including assessment of student performance) only within the Nursing Program. Furthermore, this recording will be destroyed within one year of filming/recording.

Simulation and Practicum Confidentiality Agreement

I _____ agree to keep all information regarding and surrounding the clinical simulation(s) and clinical practicum testing in which I participate confidential until such time that all students in my current class have completed the simulation(s) and/or testing. I agree not to discuss the simulation or practicum in any way with any member of the Nursing Program until she/he has completed the assigned experience.

Signature _____

Date _____



COLLEGE OF NURSING

Health Documentation Prior to Clinical Experience

Each semester, students must insure that all required health documentation and required program documents are uploaded into Typhon and MyCE by the **first Friday** of the new semester **by 3:00pm**. Additionally, all required education modules for assigned clinical agencies must be completed **one week prior to the start of your clinical**.

Failure to submit all preclinical documentation requirements, except for the flu shot will result in a loss of clinical space for the student for that semester and the student will be removed from their nursing classes until all documentation has been uploaded.

Students are required to complete the prescribed number of clinical hours as designated in the course syllabus for all nursing courses. **Failure to complete required clinical time may result in course failure. If clinical time is missed because of missing documentation, there is no guarantee that clinical make-up time will be available. See Clinical Make-up Policy. Students will be assessed an additional fee to cover the cost of faculty clinical time.**

Student Name

Date

Student Signature

NNU ID#



COLLEGE OF NURSING

FERPA Release for Clinical Sites

Name (please print clearly) _____

Student ID number _____

I authorize _____ to release my clinical documentation information to _____.

I authorize the above-named person to release clinical documentation information about me for the sole purpose of information needed for any clinical rotations. This information will not be distributed to any other sites without my express knowledge or approval.

Student Signature _____ Date _____



**Bachelor of Science in Nursing Program
Physical Examination Form**

Student's Name: _____

Date of Physical: _____

Physical Exam must be completed within 3 months of the start of the nursing program.
(June 1st to August 29th for Fall Admission Oct. 15th to Jan 5th for Spring Admission)

This document needs to establish the absence of conditions transmissible to others and the physical and emotional ability of the nursing student to engage in clinical experiences in a wide variety of setting.

	NORMAL	ABNORMAL*	FOLLOW-UP/COMMENT (see below for additional space)
HEIGHT _____ WEIGHT _____			
SKIN			
EYES			
EARS			
NOSE			
THROAT			
DENTAL			
CARDIOVASCULAR			
BLOOD PRESSURE			
RESPIRATORY			
GASTROINTESTINAL			
GENITO-URINARY			
NEUROLOGICAL			
MUSCULAR SKELETAL			
SCOLIOSIS SCREENING			
PSYCH/MENTAL HEALTH			
OTHER			

**Abnormal results must include a follow-up comment.*

Medication List:

Provider: Please include all medications the student is currently taking:

- Name of care provider treating the health problem (if a specialist is monitoring)
- The nature of the health problem
- The medications being used for treatment
- The expected duration of the treatment.

- This includes **pain medication, psychotropic/mood medication, allergy medication or any medication that alters mental or behavioral status.**
- **Ongoing psychotropic/mood or pain medications will require provider recertification every 60 days.**

Medication	Dose	Frequency	Purpose	Expected Duration/Name of Specialist monitoring

Essential Functions/Technical Standards for BSN Nursing Students:

The BSN Nursing Student will be involved in activities including assisting licensed personnel in the direct care of assigned patients. The following are Essential Functions that define the technical standards all BSN students must be able to perform safely for the duration of the BSN program. No limited or light duty functions are allowed within the clinical setting.

The BSN student must be able to perform the following activities **independently**:

Activity	Normal	Abnormal	Comments
Maintain stationary, static position			
Move or traverse within the work space			
Ascend/descend to obtain varying heights			
Position self to reach items in various locations and/or hard-to-reach areas			
Use fine motor skills to grasp, turn, rotate and/or manipulate in order to operate equipment, machinery and/or work with patients			
Perform repetitive movement with any part of the body			
Converse with others to express oneself and/or exchange information			
Detect objects to identify proximity, depth and/or color			
Exposure to varying indoor or outdoor environmental conditions or substances			
Contact with patients or patient specimens to include blood, bodily fluids, non-intact skin or tissue specimens			
<u>No limited or light duty functions are allowed within the clinical setting.</u>			
Transport (lift, push, pull, carry) items of the following weights:			
0-25 lbs			

26-50 lbs			
51-75 lbs			
76-100 lbs			
101+ lbs			

I acknowledge the information on this form accurately represents the students physical and functional abilities.

Provider's Signature _____ Date _____

Provider's Printed Name _____

Address _____

Phone: _____

Revised 2023-2024



Notification of Schedule for Scholarship Students in Nursing Program

Student Name:

Nursing Course:

Name of Scholarship Program (ex. Volleyball, Choir):

Date of Expected Absence	Lecture Missed	Missed Quiz	Missed Exam	Plan for make-up	Faculty Initials of Approved Plan

Student Comments:

Faculty Comment:



Reference Request FERPA Release

Name (please print clearly) _____

Student ID number _____

I authorize _____ to serve as a reference
for me for the purposes of _____.

I authorize the above-named person to release information about me and provide an honest evaluation from his or her knowledge of my qualifications. This evaluation could be based upon my involvement in activities or organizations outside the classroom or my performance in his or her class(es).

This information may be released to:

If this person has access to my education record, I authorize him/her to provide any academic information, including but not limited to, my grades, GPA, class rank, scholarships, honors, awards, and comments from other instructors and lab assistants.

(Circle one) I waive/do not waive my right to review a copy of the reference letter at any time in the future.

Student Signature _____ Date _____

The writer of the reference letter must retain this form in their files for three years.