GRAND VIEW UNIVERSITY
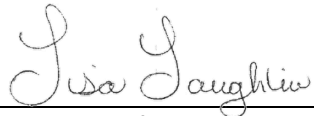
Grand View University Department of Nursing

Pre-Licensure Nursing Student Handbook

Effective January 2026

The Prelicensure Student Handbook contains the policies and procedures for Grand View Nursing Students and Faculty. It describes the goals to which we aspire. This handbook has been approved through appropriate channels and procedures and by Grand View's Dean of Social and Natural Sciences, Provost and Vice President for Academic Affairs, and the President. Although departments may occasionally wish to publish additional or revised guidelines for certain events and procedures, such guidelines are not effective and may not be implemented until written approval by Grand View's Provost and Vice President for Academic Affairs and the President have been obtained.

_____   _____
Department Chair of Nursing   1/28/2026
                                                                     Date

_____   _____
Dean, College of Social and Natural Sciences   01/28/2026
                                                                     Date

_____   _____
Provost and Vice President for Academic Affairs   01/28/2026
                                                                     Date

_____   _____
President   01/28/2026
                                                                     Date

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INTRODUCTION

Welcome to the Department of Nursing at Grand View University. This Nursing Student Handbook identifies expectations for student responsibility and accountability and serves as an important guide for decision-making. Nursing students are responsible for the Handbook content (e.g. policies and procedures). Signed confirmation of having read this Handbook is required. Nursing students need to be aware that communications from the Department of Nursing (including new policies and procedures) will be conveyed via the Grand View e-mail system and/or myGVU announcements. Nursing students are responsible for setting up and maintaining a Grand View (GV) e-mail account. If you have not heard from the IT department regarding a GV e-mail account, please contact the Information Technology Department at 263-6100.

Please do not hesitate to seek clarification of any content you do not understand. We encourage your comments and wish you success in your studies.

Grand View University Prelicensure Nursing Student Handbook

Each year, students must access their DISA Healthcare Technology (formerly CastleBranch) account to upload a document indicating they have read the Nursing Student Handbook policies and procedures.

Name:
    (Please Print)

Signature:

Date:

PHILOSOPHY STATEMENT

The faculty of the Department of Nursing at Grand View University believe that nursing is a discipline whose professionals are grounded in unique caring. We further believe that baccalaureate education is essential for professional nursing practice and provides the foundation for graduate nursing education. Caring, the essence of nursing, is expressed through nurturing of self and relationships between client-nurse, student-faculty, faculty-faculty, and student-student. Caring relationships in nursing are revealed, developed, and discovered through lived experiences. The lived experiences in nursing occur within the context of nursing situations. Well-being is creating and living the meaning of life. The knowledge and understanding derived from nursing situations fosters well-being. Nurses use the art and science of nursing in developing caring responses in the context of caring relationships.

Person is viewed as a unique individual who has the potential to care and to be dynamically interconnected with others and the environment in caring relationships. Within these caring relationships, well-being of clients which includes persons, families, groups, communities, and societies are nurtured.

Nursing knowledge and understanding is embedded in practice, embraces theory, and encompasses a variety of ways of knowing and understanding. Direct patient care is the cornerstone to practice, however, simulation compliments knowing and understanding, equipping and empowering students to develop clinical reasoning while engaging in interprofessional relationships. Knowing as well as understanding is shaped by context and interactions with others, with respect for own and other's voice. The learning environment which is a creative and ever-changing caring process emphasizes collegial relationships. The relationships are interactive processes benefiting student, faculty, client, and society.

Education is a dynamic, creative activity perceived by scholars of caring (Benner & Wrubel, 1989; Boykin & Schoenhofer, 1994; Leininger, 1995; Parse, 1981; Watson, 1985). "At its heart, it requires a relationship between teacher and learner, an obligation to impart and receive information. Education does not allow for indifference or denial of responsibility" (Ray, 2010, p. 43). Caring is modeled by establishing environments of learning that provide learners the "opportunity for a caring moment that engages body, mind, and spirit" (Ray, 2010, p. 43). Each learner brings with them the richness of their unique culture and modeling, dialogue, practice through multiple ways of knowing (Carper, 1978; Chinn & Kramer, 2011; White, 1991).

At the completion of the program, the graduate will actualize professionalism by:
1. Valuing life-long learning.
2. Integrating critical inquiry into practice.
3. Nurturing of self and engaging in caring relationships with peers, clients, and society.
4. Providing a culturally sensitive continuum of care.
5. Empowering self and others to influence health care and society.

Philosophy of Evaluation

Evaluation is an interactional process between students and faculty regarding nursing situations. The process is accomplished through reflection of meaning and understanding, seeing present, and future possibilities, and creating new ways of being. The evaluation process reflects the interweaving of practical and theoretical knowledge.

Initial approval 1996, Revised & approved July 2015 (amended October 2015)

PROGRAM OUTCOMES AND DESCRIPTIVE STATEMENTS

The graduate will actualize professionalism by:

Program Outcome 1: Valuing life-long learning.
In the practice of nursing as caring, life-long learning is an ongoing endeavor to seek understanding, meaning, and integration of lived experiences into a new way of being. The endeavor is dynamic and includes critical thinking and multiple ways of knowing. Examples include, but are not limited to:

professional contribution to others' learning	heightened sense of self
writing	being
dialogue	presence
involvement in research	scholarly reciprocity
evidence-based practice	reading professional journals
collaboration	professional socialization
collegial caring scholarship	ongoing education

Program Outcome 2: Integrating critical inquiry into practice.
Critical inquiry is a composite of attitudes and ways of considering knowledge. In the practice of nursing, critical inquiry is used to develop meaning and understanding as well as to see present and future possibilities through interpretation of both the nurse's and client's lived experiences. Examples include, but are not limited to:

observation	rationality
reflection	analysis
creativity	dialogue/social interaction
direct thinking	synthesis
evidence-based practice	use of a clinical decision-making trail
acquisition of empirical and practice knowledge	critical thinking
interpretation	

Program Outcome 3: Nurturing of self and engaging in caring relationships with peers, clients, and society.
Caring relationships among clients, faculty, students, and nurses are the foundation for the practice of nursing. They are ways of relating that provide opportunity to develop both person's caring potential and possibility. Specifically, in caring relationships within nursing situations, the clients and student seek meanings of the client's well-being. Within this context clients and students are transformed. Caring relationships are unique to the persons involved and evolve moment to moment. Caring relationships evolve from caring responses such as:

presence	openness to new ways of being
seeking meaning	centeredness
imagining	choices
sensing	touch
multiple perspectives of knowing	self-understanding
theoretical basis of care	clinical judgment
communication	colleagueship
awareness	advocacy
accountability	integrity
authenticity	mentoring

Program Outcome 4: Providing a culturally sensitive continuum of care.
Culturally sensitive care is a set of congruent interactions, behaviors, values, attitudes, and policies that come together in community and foster caring relationships. Culturally sensitive care could include but is not limited to:

sensitive interactions with diverse cultures
search for and obtaining educational foundations regarding various worldviews
engaging directly in cross-cultural interactions demonstration of caring responses in interactions with diverse cultures. self-discovery
enculturation into nursing

Program Outcome 5: Empowering self and others to influence health care and society.
In the practice of nursing as caring, nurses empower themselves and others. Empowerment involves influencing policy that affects nursing, health care, and society. Examples include, but are not limited to:

colleagueship research utilization policymaking
political activity (such as networking, lobbying, testifying at hearings) professional organization involvement advocacy
evidence-based practice* social responsibility influencing health outcomes

*Definition of Evidence-Based Practice
Evidence-based practice (EBP) is a process by which nurses and health care professionals make clinical decisions using the best available research evidence, their clinical expertise, and patient preferences, within the context of available resources.

EBP is reflective and embraces multiple patterns of knowing, philosophy, theory, critical thinking, and integration of research driven information.

STUDENT ADMISSION TO THE NURSING PROGRAM

The Department of Nursing abides by the non-discrimination policy of the University. The applicant must be admitted to Grand View University before being eligible to be admitted to the Department of Nursing.

REQUIREMENTS FOR TRADITIONAL ADMISSION

These requirements will apply to all applicants to the major regardless of the catalog year of admission to the university.

- Scholastic Ability – must have a minimum cumulative GPA of 3.0 to be admitted to Nursing.
    - If transfer GPA is <3.0, students can meet the GPA admission requirement by completing a cumulative GPA of >3.0 on a minimum of 12 Grand View credits.
- Must have completed English 101, Biology 256, and Chemistry 107 with at least a grade of C.
- Must achieve an Academic Preparedness Level of **Proficient** on the ATI TEAS exams. Reading, Math, Science, English, and Language content area scores are combined to determine an academic preparedness level. Students will receive the ATI pre-admission examination procedure after the department receives their application to the nursing major.
    - Student who earn an Academic Preparedness Level of **Basic** on the ATI TEAS exam may choose to apply for Holistic Admission+ (see below) or re-test after a 30-day remediation period.
    - Students who earn an Academic Preparedness Level of **Developmental** may re-test after a 30-day remediation period.
        - All four sections of the exam must be re-taken in order to properly generate a new total score.
        - Students may re-test no more than three times in a year.
- Highly recommend the completion of Math 095 or Math 121 and PSYC 101 prior to starting Nursing courses.

Students who have been enrolled in a nursing program elsewhere must show evidence they left their previous nursing program in good standing. This requires that a letter from the director of their previous program (Dean, Chair, or Department Head) be sent directly to the Grand View University Nursing Department Chair confirming good standing.

REQUIREMENTS FOR HOLISTIC ADMISSION+

The holistic admission process is a strategy to focus on the whole student while assessing traditional measures of scholastic ability, and ATI TEAS academic preparedness level. It is designed to provide an individual level of support throughout the nursing program as the student develops the knowledge, skills, and attitudes to be successful both in school and later as a professional nurse. The holistic admission process is developed for the student who achieves an Academic Preparedness Level of **Basic** on the ATI TEAS exam

These requirements will apply to all Holistic Admission+ applicants to the major regardless of the catalog year of admission to the university.

- Submit a Letter of Intent to be considered for a holistic admission+. In the Letter of Intent describe why you want to be a nurse, your strengths, personally identified areas for growth and your plan for success in nursing school.
- Scholastic Ability – must have a minimum cumulative GPA of 3.0 to be admitted to Nursing.
- If transfer GPA is <3.0, students can meet the GPA admission requirement by completing a cumulative GPA of >3.0 on a minimum of 12 Grand View credits.
- Must have completed English 101 with at least a grade of C.
- Highly recommended to complete CHEM 107, and BIOL 256 with at least a grade of C.
- Highly recommend the completion of Math 095 or Math 121 and PSYC 101 prior to starting Nursing courses.

An individualized Student Success Plan will be developed with the student based on their ATI TEAS Examination scores.

PROCEDURE FOR ADMISSION TO THE NURSING PRE-LICENSURE PROGRAM

Complete the nursing application and return them along with any other requested information to the Department of Nursing:

- Pre-Licensure Nursing Program Application: Please complete the application to the program found on the advising tab on myGVU.
- Processing of Application: All information needed for the applicant file must be received before the Nursing Admissions, Progression, Graduation and Scholarship Committee (APGS) considers the applicant for entry into the program (i.e. nursing application, transcripts, etc.). The APGS Committee is composed of a chair, who is a member of the nursing faculty, additional nursing faculty, representatives of University admissions, the University for Professional and Adult Learning (CPAL) program, the Nursing Administrative Assistant, and student representatives. The APGS Committee considers all qualified applicants to the nursing program.

Nursing courses with a clinical component may not be taken by a person:
- a. Who has been denied licensure by the Iowa Board of Nursing.
- b. Whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction.
- c. Whose license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

LICENSED PRACTICAL NURSES (LPN)

LPNs who have graduated from a post-secondary practical nursing program may apply to the Department of Nursing.

Requirements for LPN Admission to the Pre-licensure Nursing Program
- Admission requirements are the same as for pre-licensure.
- Licensed as an LPN in the state of Iowa. A copy of the license should be sent to the Nursing Administrative Assistant.

POST-ADMISSION REQUIREMENTS

The Department of Nursing maintains contractual agreements with clinical practice agencies throughout central Iowa. These agencies have specific requirements associated with regulatory or accreditation bodies. Students are asked to meet the requirements related to these contractual agreements. Requirements may be updated as needed to fulfill the contractual requirements of clinical locations. Grand View University nursing students must provide routine verification of the requirements prior to any clinical or laboratory experiences.

Grand View University uses DISA Healthcare Technology (formerly CastleBranch) for electronic data management of these requirements which include immunizations, CPR certification, professional liability insurance, as well as other Department of Nursing specific requirements (see Appendix A for Post-Admission Checklist and Form).

In general, the following tasks are required for all nursing students. Please refer to DISA Healthcare Technology (formerly CastleBranch) and Appendix A for the applicable forms with specific requirements and due dates:

UPON ADMISSION TO NURSING PROGRAM:
- Vaccinations – MMR, Varicella, Hepatitis B, Polio, Tdap/Td, influenza, coronavirus
- TB test
- Physical Examination
- Standard Precautions Education form
- Health Risks Related to Nursing Care Activities form
- CPR certification
- Professional liability insurance
- Mandatory reporter for dependent adult and child abuse

ANNUALLY THEREAFTER AND/OR AS ITEMS EXPIRE:
- Influenza vaccination
- Coronavirus vaccination
- Tdap/Td
- Nursing Student Handbook acknowledgement form
- Physical Examination
- Standard Precautions Education form
- CPR certification
- Professional liability insurance
- Mandatory reporter for dependent adult and child abuse
- HIPAA training via DISA Healthcare Technology (formerly CastleBranch)

Students will need to access their DISA Healthcare Technology (formerly CastleBranch) account to download, sign, and reupload documents indicating they have completed the clinical requirements. Each semester, students need to demonstrate compliance with clinical requirements (See Appendix A for Forms_. Compliance is monitored by the Department of Nursing's Administrative Assistant.

Students declaring a religious vaccination exemption must complete the Iowa Health and Human Services Religious Certificate of Immunization Exemption form and submit the signed document to the Nursing Administrative Assistant. Students declaring a medical vaccination exemption must have a licensed medical provider (Physician, Nurse Practitioner, or Physician Assistant) complete the Iowa Health and Human Services Medical Certificate of Immunization Exemption form and submit the signed document to the Nursing Administrative Assistant (see the Nursing Administrative Assistant for the request form or download online from hhs.iowa.gov). If the signed document is uploaded to DISA Healthcare Technology (formerly CastleBranch), the computer system will automatically reject the submission. In this case, the Nursing Administrative Assistant will manually review and accept the exemption.

ACADEMIC & CLINICAL CONDUCT POLICIES
NATIONAL STUDENT NURSES' ASSOCIATION (NSNA), INC.

CODE OF PROFESSIONAL CONDUCT

As a member of the National Student Nurses' Association, I pledge myself to:

1. Maintain the highest standard of personal and professional conduct.

Interpretive Statement: The National Student Nurses' Association recognizes that membership carries unique responsibilities. Members of this pre-professional organization are driven by a profound understanding of the worth and dignity upheld by the nursing profession. They recognize and value the need to maintain the integrity of the nursing profession and advance a positive image of nursing.

2. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.

Interpretive Statement: NSNA members are knowledgeable of the ethical principles and values that govern individual activities and decisions. Upholding these ethical principles will guide the organization, academic programs, policies, and decisions. The ethical philosophy an organization uses to conduct business can influence its reputation, productivity, and outcomes.

3. Uphold and respect all Bylaws, policies, and responsibilities relating to, the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.

Interpretive Statement: Bylaws are the framework used to govern and regulate the operations of an organization. It is understood that Bylaws are legally mandated by law if an organization is incorporated. The responsibility of the organization's leaders is to ensure that the internal and public policies and Bylaws that guide the organization are appropriately carried out and honored.

4. Strive for excellence in all aspects of communication, collaboration, decision making, leadership, and management at all levels of the student nurses' association.

Interpretive Statement: The success of an organization depends on the collaboration of all NSNA members who commit to learning shared governance and serving as stewards of the association. NSNA members make a tremendous impact on the organization and the future of the nursing profession by promoting excellence and advocacy at all levels.

5. Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA's Core Values.

Interpretive Statement: NSNA Members believe and uphold the fundamental rights, freedoms, and standards of respect to which all people are entitled.

6. Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA Bylaws, policies and state/federal law.

Interpretive Statement: The association's officers and directors recognize their duty to act in the best financial and ethical interest of the association. They understand and practice their fiduciary responsibilities and conduct the organization's business within the legal requirements and guidelines of local, state and federal laws and regulations.

7. Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual and/or organization while serving as members of student nurses' associations.

Interpretive Statement: All NSNA members understand that they function from a place of trust of the membership. Members will avoid any situations that promote self-interest and conflicts with the best interest of the association.

8. Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses' association.

Interpretive Statement: All NSNA members must uphold confidentially and privacy in all matters. Information of private or personal nature cannot be communicated in any undesignated setting or venue, including any forms of media.

9. Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of

race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.

> Interpretive Statement: NSNA members understand the principle that all nursing practice supports respect for the inherent dignity, worth, unique attributes, cultural diversity, and human rights of all individuals. The need for and right to health care is universal, transcending all individual differences. Nurses consider the needs of and respect for the values of each person in every professional relationship and setting; they provide leadership in the development and implementation of changes in public and health policies that support this responsibility.

10. Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.

> Interpretive Statement: NSNA members are responsible for conveying the highest standards of excellence, honesty, and character not only through patient care but also by reflecting a positive image of the nursing profession and personal integrity, embodying the core values of the NSNA.

11. Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is evidence-based data and objective information used by the student nurses' association.

> Interpretive Statement: When communicating with others, NSNA members support and maintain the overall association integrity and always promote and represent the organization truthfully and honestly.

12. Cooperate in every reasonable and proper way with association volunteers and staff by working with them to advocate for student rights and responsibilities and the advancement of the profession of nursing.

> Interpretive Statement: Through the integration of core values and beliefs NSNA's shared governance provides a framework for active participation in decision making and advocates for lifelong learning and increased professional representation. Every volunteer, staff, and advocate is treated with professionalism and respect.

13. Use every opportunity to improve faculty and student understanding of the role of the student nurses' association.

> Interpretive Statement: NSNA members continually strive to create a culture of understanding of the benefits of NSNA membership with faculty and other students, to maintain relationships and promote environments that support student nurse involvement in NSNA.

14. Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state and national chapter level as defined in bylaws and policies.

> Interpretive Statement: Members continually support NSNA's core values, mission, purpose, and bylaws. Members support educating faculty, students, and interested parties of the importance of preparing future nurse leaders in their communities and beyond.

15. Use NSNA opportunities to form your Professional Identity in Nursing.

> Interpretive Statement: To be determined by the NSNA Board of Directors.

First adopted by the 1999 House of Delegates, Pittsburgh, PA.
Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017, in Dallas, TX.
Interpretative statements added November 2017. Further amendments were adopted by the House of Delegates at the
NSNA Annual Convention on April 8, 2022, in Salt Lake City, Utah

CODE OF ACADEMIC AND CLINICAL CONDUCT

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for the nursing student in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

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

CLINICAL STUDENT PROGRESS REPORTS

Feedback is an important part of the learning process and its purpose is to help students grow and develop the knowledge, attitudes, and behaviors essential for professional nursing practice. Framed within the core values of Grand View University's nursing program and the AACN Essentials of Baccalaureate Education for Professional Nursing Practice, this tool will evaluate the student's progress toward higher level psychomotor skills and cognitive ability essential for safe and effective professional nursing practice.

Each week, clinical faculty will evaluate the student during the clinical day. The evaluation will be shared with the student before the next clinical day. It is the responsibility of the student to review the clinical feedback, located in the Student Progress Report and feedback from the Blackboard clinical assignments, prior to the next clinical day and adapt clinical performance based on faculty feedback. When possible, significant concerns will be communicated to the student by the end of the clinical day. In the event this communication is not possible, the student may be asked to meet with the course or clinical faculty at another time before the next clinical day to discuss. For areas identified as needing improvement (NI), a remediation plan will be developed between the student and clinical or course faculty. Failure to remediate an NI within the agreed upon timeframe and/or failure the improve to a satisfactory progress level moving forward will result in an Unsatisfactory Progress rating. In order to pass the clinical component of any course, students must demonstrate satisfactory progress consistent with their level of nursing education (foundational, practice, transition to practice). If a student is identified by a faculty member as being at risk of failure, the faculty may choose to develop an accountability contract with the student to clearly outline the expectations for successful completion of the course. At the end of the term, a final evaluation conference will be conducted between the student and clinical and/or course faculty to review summative progress. Any concerns or comments related to the student's classroom performance may be documented on this tool as well. Ratings will be noted on the tool in the following manner:

S = Satisfactory Progress	Student demonstrates steady, consistent performance related to identified clinical competencies. An asterisk * may be placed next to an S for which the student may have demonstrated satisfactory progress, but requires minor suggestion(s) for improvement.
NI = Needs Improvement	Student needs to demonstrate more independent performance of clinical competency on a continuing basis. Student requires much or repeated assistance/redirection and requires verbal and/or physical cueing from professor. Student needs to review course syllabus and/or Nursing Student Manual regarding expectations, policies, and procedures.
U = Unsatisfactory Progress	Student does not demonstrate improvement of competencies to a satisfactory progress level. Unsatisfactory progress at the evaluation time may be due to inconsistent performance, infarctions, absenteeism, or lack of preparedness.
EA = Excused Absence UA = Unexcused Absence	Student was absent from clinical. Unexcused = no call, no show and may result in an accountability contract.
NA = Not Applicable	Competency is not applicable/not subject to evaluation during this clinical.

CLINICAL REMEDIATION POLICY

Clinical remediation for NIs are not optional. Students must complete the applicable remediation activity within 1-2 weeks (see below) of the incident. Students who successfully remediate will have the NI remain on their report but noted under "Remediation Resolutions" that the NI was resolved. Students who fail to successfully remediate will have the NI become a U. Receipt of a U is permanent. At the discretion of the course or clinical faculty, the student may receive a written warning, an accountability contract, or an F for the course. Repeated NIs for the same problem, even if successfully remediated, may result in an accountability contract with possible failure of the course. Remediation for NIs must be completed in the following manner:	
Safety Competency (NI)	**Within 2 weeks of the incident**, the student must schedule and attend an appointment in the CFL to demonstrate acceptable competency of the skill(s) of concern. Upon completion, CFL staff will notify the course or clinical faculty of the outcome. The student may also be asked to write a reflection about the incident - see below for criteria.

Caring & Professionalism, Clinical Decision-Making, Communication Competencies (NI)	**Within 1 week of the incident**, the student will type a 2-3 page, double-spaced, APA-formatted reflection and answer the following questions: Describe the incident that occurred using factual, objective verbiage. What effect did (or could) the behavior have on the patient, clinical site, and Grand View University? What could the student have done differently in the situation? How will the student manage a similar situation in the future? Student must email the reflection to clinical and course faculty for review and final resolution.
Absences	At the discretion of the course or clinical faculty, all absences from clinical must be made up. The attendance policy set forth in the Nursing Standard Syllabus Statements and the University's attendance policy will be enforced. Per the "Failure to Comply with Course Policies" in the standard syllabus statements, unexcused absences may result in a written warning, an accountability contract, or failure of the course.

<h1 style="text-align:center; color:red;">CLINICAL AGENCY POLICY</h1>

Students enrolled in a nursing course with a clinical component are expected to follow the policies and procedures of the assigned clinical agency. The first violation of a clinical agency policy will result in a student being placed on an accountability contract. A second violation may result in failure of the nursing course and possible dismissal from the nursing program.

PROFESSIONAL BOUNDARIES

Professional codes of conduct are the foundation for caring relationships. These relationships exist primarily during the student's education within the timeframe of their enrollment in the nursing program. These relationships are developed between client/patient-nurse, student-faculty, faculty-faculty, and student-student. The client/patient-nurse relationship exists within the timeframe of the nursing course. The National Council of State Boards of Nursing has developed a document that provides the basis for understanding the boundaries for such relationships. The document is available at https://www.ncsbn.org/3757.htm

The student who wishes to continue this student-patient/client relationship beyond the end of the course must discuss this with the course faculty prior to the end of the course. Patients/clients may express gratitude to the student for care provided in the context of the student-patient relationship. The Department of Nursing limits a student's acceptance of gifts from a patient/client to those of less than $3.00 in value.

PATIENT CONFIDENTIALITY, PRIVACY, AND SECURITY

Patients and clients are entitled to confidentiality, privacy, and security of their medical information. All practicum policies and procedures are in compliance with HIPAA. While students may share non-identifiable information for course and learning purposes, no patient information of any kind should be shared outside confidential settings in the practicum site or classroom.

No facility or facility staff information should be shared via email, on social networking sites, or by other means outside the learning environment. The instructor may direct students to share select de-identified patient information via email for course preparation or learning purposes. Sharing on Blackboard is permissible, as directed by the instructor, because Blackboard access is password-protected. Pictures of patients must never be taken, whether a patient gives permission or not. If patient pictures are being considered for an educational purpose, the student must check with the instructor who will determine policies at the practicum site. Absolutely NO reference to a patient, even if de-identified, should ever be shared electronically via email or on social networking sites such as Facebook. In addition, the National Council of State Boards of Nursing's (NCSBN) delineates expectations in The Nurse's Guide to the Use of Social Media. The document is also available at https://www.ncsbn.org/Social_Media.pdf

CIVILITY IN THE CLASSROOM AND CLINICAL

It is inherent in the role of the Professional Caring nurse to behave in a professional and ethical manner as outlined in the NSNA Code of Academic and Clinical Conduct. As part of the annual nursing student certification (located on the Nursing Community for Students Bb site), students will have the opportunity to review annually and upload to the DISA Healthcare Technology (formerly CastleBranch) website.

According to the American Nurses Association, incivility may be exhibited through behaviors such as rudeness, condescension, passive aggressiveness, bullying, psychological abuse, or deliberate undermining of activities. These types of incivility may lead to a non-supportive organizational climate in which students feel pressured by peers to look the other way, and thus fail to support the person experiencing such incivility.

Students are expected to conduct themselves ethically, honestly, and with integrity. This requires the demonstration of mutual respect and civility in academic and professional discourse. See Standardized Syllabus statements for specific expectations.

CHILDREN AND PETS IN THE CLASSROOM

No children or pets are allowed in the classroom unless their presence is directly related to class content and specific permission has been obtained from the course instructor in advance. See Grand View University Disability Services Guide for information regarding service animals.

PROFESSIONAL APPEARANCE

Your attire should always project a well-groomed, professional appearance. If you have questions or concerns about whether something is appropriate to wear, the best rule is not to wear it, or discuss it with your instructor. Any deviations in this clinical attire policy will be identified by the course instructor.

1. **NAME/I.D. BADGE**: Each student will wear a photo identification badge at all times during clinical. During clinical at institutions that provide photo ID badges, you must wear the photo ID badge with your photo and name visible at all times. If you are in another setting that does not provide a badge, you must wear the GV photo identification badge. You are not permitted to wear an identification badge from another institution as a replacement for another facility's badge. For example, you may not wear a UnityPoint badge while doing clinical at Broadlawns. If a student arrives to clinical without the proper identification badge, the student cannot participate in clinical and will be sent home to retrieve it. GV nursing students are issued name tags by the Department of Nursing. There is no cost to the student for the first photo ID badge. You may not share your badge with another individual. If you lose the badge, you are responsible for the replacement fee. ID Badges must be returned to the Center for Learning at the end of **every** semester. At the beginning of each semester the student will be responsible for procuring the ID badges from the Center for Learning staff prior to any clinical/ laboratory experiences.
2. **FOOTWEAR**: Shoes are required and should be polished or clean to promote a professional appearance. Footwear and hose/socks should meet safety standards for the clinical area (closed toes). Crocs with holes in the top, sports sandals, and beach footwear are not acceptable. The color of the shoes and socks should be appropriate for the uniform. In some clinical areas, street shoes may not be worn on the unit: please check with your instructor.
3. **HAIR**: Hair should be neat and clean. For personal and patient safety, long hair should be pulled back away from the face and secured so it cannot be grabbed by patients and does not fall onto patients or interfere with the work area. A plain solid black headband is permitted to keep hair back. Headbands with exotic colors and patterns are not to be worn to any clinical setting. Unusual hair coloring is not permitted. Beards and mustaches must be kept clean and neatly trimmed.
4. **NAILS**: Fingernails can promote the spread of infection and be a safety hazard when providing patient care. Artificial nails can harbor bacteria and spread infection. Fingernails should be in good repair. Grand View Nursing's policy does not allow students or faculty working in the clinical setting to wear any kind of nail polish or artificial nails, including but not limited to clear top coat, regular nail polish, shellac, gel acrylic, ceramic, and brisa. Long nails, artificial nails, and nail adornments are not permitted. Nails must be kept clean, short, and

natural.

5. **CLOTHING**: Clothing should be clean, pressed, in good condition (free of holes, tears, pet hair, and lint), and should fit properly. Undergarments must be worn and should not be visible through clothing. Students in all clinical practice settings, including community and acute care institutions, should wear the GV nursing red scrub shirt and black scrub pants or skirt. For some courses, the student may be required to wear a black scrub shirt instead of red. If the student chooses to wear a shirt under the scrub shirt it must be solid black with no patterns, stripes, or polka dots. A white "consultation" type lab coat with identifying GV nursing patch on the upper outer left sleeve or a sleeveless vest with identifying GV nursing patch on the upper left front of the vest and professional business casual clothes must be worn whenever the student is in a clinical/practice area without the specified uniform. Business casual clothes do not include shirts that show cleavage, leggings of any kind, or skirts/dresses less than knee length. The white lab coat may be worn over the scrub shirt during clinical. No other color of lab coat is permitted. Casual clothing is not appropriate at any time in the clinical setting (jeans, t-shirts, sweatshirts, leggings). Some units require special clothing for that area. Your instructor will inform you regarding special clothing requirements.

6. **ODOR**: Body odor and perfume/cologne can be offensive to patients, family members, or your peers. Perfumes/colognes may cause allergic reactions. Perfume and colognes should not be worn in areas with patient contact. Excellent personal hygiene is an expectation of students. Body odor is unacceptable.

7. **JEWELRY AND PIERCINGS:** Jewelry should be worn in moderation. Many types of jewelry may harbor organisms which could be harmful to patients. Touching jewelry with unclean hands puts the student at risk for infection. The following jewelry and/or piercings are permitted in clinical settings, though faculty and/or institutional policy may be further limiting:
   a. One (1) ring per hand
   b. A watch
   c. Two (2) earrings per ear, no longer than 1 inch below the earlobe
   d. Piercings completely covered by clothing and not visible (e.g. nipple, belly button, etc.)
   The following jewelry and/or piercings are NOT permitted in any clinical setting:
   a. Bracelets
   b. Necklaces
   c. Facial piercings of any kind including nose rings, eyebrow rings, tongue rings, labret piercings, cheek piercings, etc. These must be taken out; covering the jewelry with a bandaid or another object is not acceptable.

8. **TATTOOS**: Small, individual, visible tattoos that are not offensive in nature are allowed in most clinical settings. Offensive tattoos may include, but are not limited to, curse words, derogatory words or phrases, images of violence or bloodshed, naked body parts, figures with cleavage, and satanic or persecutory images. Some clinical institutions may have their own policies banning visible tattoos, and in this case that institution's policy will supersede this GV policy. Students with multiple, large, or a sleeve of tattoos on their arm(s) will be required to wear a long-sleeved shirt in clinical. Students with multiple neck tattoos will be required to wear a turtleneck shirt.

9. **MEDICAL OR OTHER EXCEPTIONS**: If you have any medical, religious, or other exceptions to the professional appearance guidelines, please discuss them with your instructor.

   *clinical agencies may prescribe additional requirements

PROCEDURE FOR CLINICAL ABSENCE

*See course syllabi for any special instructions.
If a student is unable to attend clinical, the student must:
- Contact, by phone or in person, the course faculty, at least one (1) hour prior to the scheduled clinical time.
- Notify by phone the designated client or clinical agency, at least one (1) hour prior to the scheduled clinical time.
- At the discretion of the faculty member, submit a release signed by a health care provider to return to clinical.

Mandatory Student Referral for Health Care

Students will be referred to appropriate health care providers when a faculty member thinks that there is a problem that is interfering with the student's progress. The purpose of the mandatory student referral for healthcare is to protect the student's wellbeing and to ensure client safety.

Procedure
1. The faculty member will initiate a conference with the student to discuss the problem.
2. A specific description of the problem will be written out and signed by both the instructor and the student.
    a. Plan of action will be developed
    b. Decision to do nothing
3. Referral made to appropriate health care person/agency:
    a. Medical
    b. Nursing
    c. Counseling
    d. Health Care Agency
4. The student will sign a release of information form to be used by faculty in consultation with health care provider.
5. Referral form will be completed and returned to the faculty member initiating the referral and placed in the student's advising file.
6. Student may be denied admittance to or restricted in attendance at class and/or clinical until seen by the referral person/agency and recommendations carried out.

Student Referral Outcomes Based on Health Care Recommendations
1. If the health care provider checks a specific letter on the "Referral for Student to Seek Health Care" form, the student must complete that action before returning to clinical/class.
    a. The student may return to the clinical area and/or classroom as determined appropriate by the faculty member.
    b. The student may return to the clinical area and/or classroom in the time designated by the health care provider, granted other recommendations (i.e. d., e., f.) have been met; this is indicated if the student had infectious illness, needs lab tests, should rest at home, etc.
    c. The student may return to the clinical area and/or classroom as designated with no follow-up.
    d. The student may return to the clinical area and/or classroom as approved by health care provider and faculty member; the illness and/or treatment must not endanger the health and welfare of the student or health care clients; the student might be on medication, etc., but is able to function in the clinical area.
    e. The student may return to the clinical area and/or classroom with referred health care provider and faculty member approval to see a designated specialist or attend designated treatment program as soon as possible.
    f. The student has made a return appointment for a specified date at a designated office. Attendance at appointment will be verified. Permission to return to the clinical area and/or classroom is granted by the health care provider, but is also at the discretion of the nursing faculty member who can more appropriately decide if the student can function in the given assignment in the clinical area and/or classroom.
2. If student does not comply with the request for referral, he/she may be denied attendance at clinical/class and the matter referred to the Department Chair of Nursing.

FINALS VOUCHER POLICY

At the end of every semester clinical/laboratory experiences students will present the photo ID badge and any other Center for Learning equipment checked out during the course of the semester to the Center for Learning. Staff will in turn provide the student with a voucher which indicates the student has returned all of the equipment and ID badge. This voucher will be required for the student to participate in nursing final exams/activities.

STUDENT ACCOUNTABILITY

All students are expected to behave in a professional manner (see Standardized Syllabus Statements, NSNA Code of Academic and Clinical Conduct). Evidence of unprofessional behavior is ground for disciplinary action (See Appendix D for Disciplinary Responses, Written Warning, and Accountability Contract).

A student who practices unsafe nursing care at any time or fails to meet the inherent moral, ethical, and legal nursing practice guidelines, as outlined in NSNA's Code of Academic and Clinical Conduct, will meet with the faculty member to discuss consequences which may result in an accountability contract, failing the course and/or dismissal from the program. Persistent unsafe practice or unsafe performance, which results in untoward consequences or has the potential for untoward consequences for the patient or health care team member; failure to meet the inherent moral, ethical and legal nursing practice guidelines in this course, may result in expulsion from the Nursing program as well as Grand View University.

Disciplinary Responses

There may be situations which arise when a student's performance in the classroom, clinical, or laboratory setting is unsatisfactory or unprofessional and causes faculty members to express concern. This concern is documented through the clinical progress reports, written warnings, and accountability contracts.

In determining the appropriate discipline or corrective action, the clinical and/or course faculty will consider professional standards, seriousness, and potential for harm. Department coordinators and chair are consulted as needed based on the seriousness of the situation.

See table in Appendix D for criteria that will be used to determine disciplinary responses for students.

Written Warning and Accountability Contract

An accountability contract is a behavioral contract developed by the course faculty and the student's advisor to clarify expected student behavior. This contract is created when a student has been found to demonstrate action that is not consistent with course policies or expectations. The faculty and student will meet to discuss ways to meet course outcomes. The student will earn a failing grade in the course if the outcomes are not met.
- A student who demonstrates behavior not consistent with course policies/expectations will receive written warning notification by course faculty.
- An Accountability Contract may be developed if the behavior continues. The student will meet individually with course faculty and academic advisor.
- The student, course faculty, and advisor must sign and date the Accountability Contract. The contract must be signed by the student in order for the student to continue in the course or the student will receive a grade of F for the course. The student may respond with written comments.
- An original contract will be placed in the advising file. The student and advisor will receive a copy of the contract.
- At the completion of the contract time frame or semester, the course faculty will write a resolution statement, describing the outcome of the contract. Copies of the updated contract will be given to the student and advisor. The original document is placed in the student's permanent file. A student can be placed on accountability contract two (2) times while in the nursing program. If course faculty need to place a student on an accountability contract for the third time, this is grounds for dismissal from the nursing program. The APGS Committee will notify the student of their dismissal from the nursing program.

See Appendix D for Written Warning and Accountability Contract templates.

STUDENT CONCERNS/GRIEVANCE PROCEDURE

A student who has concerns about a grade on a course assignment, a final course grade, or other matters must adhere to the following process and in the following order:

- <u>First</u> discuss the concern with the course faculty member. If the student is unable to resolve the concern after talking with the faculty member, the student should…
- Discuss the concern with his or her academic advisor. If the student is unable to resolve the concern after talking with the advisor, the student should…
- Direct the concern in writing to the Nursing Department Coordinator of Student Success (email is acceptable). If the student is unable to resolve the concern with the Coordinator of Student Success, the student should…
- Direct the concern in writing to the Department Chair of Nursing.

The student must follow the process and not automatically take his or her concern about an assignment or grade to the Department Chair of Nursing, as exclusion or avoidance of the course faculty member involved is considered unprofessional. Student pursuance of a concern will end at the Department Chair of Nursing level, unless a violation of policy is being presented in which case the student would direct the concern in writing to the College Dean.

Faculty members and academic departments are expected to follow their internal policies and procedures as well as University policies and procedures. If a student, faculty member, or staff member believes that another faculty member or an academic department has not followed applicable policies or procedures, they should notify the Provost and Vice President of Academic Affairs in writing within 10 days of the incident that leads to concern.

FORMAL COMPLAINT POLICY

Formal complaints made by students, parents of students, community members, clients, or others must be in writing and directed to the Department Chair of Nursing. All formal complaints will be evaluated by the Department Chair of Nursing and a written reply to the complaint will be given within one month. Records of formal complaints and the written reply will be kept on file for three (3) years.

ACADEMIC PROGRESSION POLICIES

TRANSFER CREDIT EVALUATION

The Department of Nursing only evaluates nursing courses for credit transfer.

GENERAL GUIDELINES
- Transfer credit will only be considered for courses in which the student earned a "B" or higher grade.
- Students, under the guidance of their faculty advisor, send syllabi to Nursing Administrative Assistant prior to the semester for which credit is being evaluated.
- No partial credit will be given for any courses.
- **Transfer credit for the following courses will not be accepted:**
  - NURS220 – The Caring Professional Nurse
  - NURS410 – Psychiatric/Mental Health Nursing
  - NURS420 – Adult Health II
  - NURS440 – Complex Older Adult Health
  - NURS460 – Community Health Nursing
  - NURS470 – Baccalaureate Practice Immersion
  - NURS480 – Scholarship for Professional Practice
- **Credit for the following courses is transferable and eligible to be evaluated:**
  - NURS210 – Basic Physical Assessment
  - NURS320 – Adult Health I
  - NURS340 – Maternal/Newborn Nursing
  - NURS350 – Pediatric Nursing
  - NURS250 – Foundations of Nursing I and
  - NURS310 – Foundations of Nursing II
- Transfer credit will only be considered if the student is able to demonstrate appropriate knowledge and skill level in the following content areas: Pathophysiology, Pharmacology, Assessment, and Fundamentals skills. This may be demonstrated by syllabus review, and/or content/skills examination.

PROCESS
1. Receipt of transferring institution transcripts and syllabi
   - Admissions receives transferring institution transcripts and sends them to the transcript analyst in Registrar's Office.
   - Advisor or Nursing Curriculum Committee Chair directs student to give course syllabus to Nursing Administrative Assistant, as well as a letter clarifying which course(s) are to be considered for transfer credit.
2. Nursing Administrative Assistant receives syllabi
   - Date stamp syllabi when received in Department of Nursing.
   - Confirm that student has passed course(s) for which the student is seeking credit with grade of B or higher.
   - Complete appropriate sections of "Evaluation of Transfer Credit" form (sample follows) for each syllabus received.
   - Send syllabus and Faculty Evaluation of Transfer Credit form to appropriate nursing course faculty.
   - Completion of evaluation of syllabi by the appropriate nursing course faculty
3. Nursing faculty returns 1) syllabus and 2) evaluation form to the Administrative Assistant or Nursing Curriculum Committee Chair for action in the next Nursing Curriculum Committee Meeting.

GRADING IN NURSING COURSES

The grading scale for the Department of Nursing is as follows:

Percentage	Letter Grade	Grade Weight
94-100	A	4.0
90-93	A-	3.7
84-89	B+	3.3
80-83	B	3.0
77-79	B-	2.7
74-76	C+	2.3
70-73	C	2.0
67-69	C-	1.7
64-66	D+	1.3
60-63	D	1.0
57-59	D-	0.7
<57	F	0.0

- Grades are calculated as percentages and will **NOT** be rounded up.
- A grade of C or higher (≥70%) is required to pass a nursing course
- A cumulative exam average of ≥75% on all faculty-developed course examinations is required to pass the nursing course. Specialty and exit exams are not included in the cumulative calculation.
- Refer to the "Exams" policy in the Nursing Standard Syllabus Statements

Because knowing and understanding emerge from both clinical and classroom experiences, one grade will be given for the course which encompasses clinical and classroom experiences. All nursing courses are viewed as seamless.

EXAMS

All courses that include faculty-made exams in the Prelicensure BSN program will require a cumulative exam average of at least 75% on all faculty-developed course examinations to pass the nursing course. No ATI specialty exams or ATI comprehensive predictor exams will be included in the calculation of the exam average.
- A cumulative exam average of ≥75% on all faculty-developed course examinations AND a final course percentage of ≥70% are required to receive a passing grade for the course.
- Students who do not achieve a cumulative exam percentage of ≥75% on all faculty-developed course examinations will not pass the course , regardless of their overall course percentage. Examples:
    - Exam average is 70%, and the course average is 85%; the earned final course grade is C-
    - Exam average is 65%, and the course average is 58%; the earned final course grade is F.
- Students who achieve a cumulative exam percentage of ≥75% on all faculty-developed course examinations but earn a course average of <70% will receive the earned final course grade. Examples:
    - Exam average is 79%, and the course average is 67%; the earned final course grade is D.
    - Exam average is 75%, and the course average is 52%; the earned final course grade is F.

HONESTY POLICY

See Academic Honesty Policy in University Student Handbook. Also see the NSNA Code of Academic and Clinical Conduct.

ADDITIONAL RESOURCES

Additional resources for faculty can be found on the advising tab at https://

BENCHMARK TESTING

All nursing students will be required to take standardized examinations throughout their program of study. These standardized exams are used as benchmarks for assisting students in determining their progress compared with a national norm. There are fees associated with some of these examinations. The use of standardized examination benchmarks assists students in preparation for the RN licensing examination, NCLEX. Scores on these exams may account for up to 10% of the course grade.

REMEDIATION

Following all Specialty and Exit Exams, students are required to remediate. Remediation requirements depend on each individual student's exam performance. Exam Scores can be indicative of the student's level of risk for success in the program and on NCLEX. Students with lower exam scores require more intense remediation. Students must submit evidence of remediation to certain courses throughout the curriculum as noted on the course schedule.

See Appendix I for the ATI Remediation Plan for Learning Success.

PROGRESSION IN THE NURSING MAJOR

Students must maintain a cumulative Grand View (GV) grade point average >3.0. If a student's GV cumulative GPA falls below 3.0, the student will be placed on Nursing Program Academic Probation for one semester (this is different than the Institutional Academic Probation process). During this probationary period, the student must meet with their academic advisor and the Coordinator for Student Success to develop an academic plan, no later than the second week of the probationary semester. The student must also meet with their academic advisor throughout the semester as delineated in the academic plan.

The student's GPA will be re-evaluated at the completion of the probationary semester. The following outcomes will apply:
● If the student obtains a cumulative GPA >3.0 after the probationary semester, the student may continue to progress in the program.
● If the student's cumulative GV GPA remains below 3.0 after the probationary semester, the student will not be eligible to register for any nursing courses until GPA is >3.0.
● If the student's cumulative GV GPA is below 3.0 for three (3) consecutive semesters, the student will be dismissed from the nursing program

Students who are admitted to the nursing program, but who do not register for the nursing courses as specified in the admission letter are considered to have declined the admission. These students would need to reapply for admission.

Students who are admitted to the nursing program and do not register for nursing courses or withdraw from nursing courses for two consecutive semesters are considered to be inactive. They are not eligible to register for nursing courses until they reapply to the nursing program and are readmitted.

FAILED NURSING COURSES

A student must successfully complete the course by receiving an A, B, or C letter grade. If a student receives a C-, D, F, Satisfactory (S), or Pass (P) as a final grade in the nursing major, the student must repeat the course. For each course retaken, the most recent grade will be computed into the GPA. The failing grade remains on the student transcript. In the event that the student is unable to successfully complete a nursing course the second time with a C or above, the student will be dismissed from the nursing program (see Dismissal Policy). A student may drop a nursing course if it is within the University time frame limits.

INDIVIDUAL PROGRAM CHANGES

A student wishing to adjust the prescribed progression through the nursing curriculum must petition the APGS Committee for permission to do so.

Procedure:
1. Student must discuss proposed change with advisor.
2. Advisor will provide the student with appropriate petition form and student must complete and sign the petition form.
3. Advisor, Course Coordinator, and Coordinator for Student Advancement must sign form acknowledging petition.
4. Petition is sent to APGS Committee for action.
5. Committee will notify student regarding action taken. Possible actions include: Accepted pending space available OR the petition may be denied.
6. Action will be recorded on form and petition filed in student's file.
7. Notification of action will also be sent to Registrar's office to be placed in student's permanent file.

   See Appendix B for a sample of the form to complete.

LEAVE OF ABSENCE

A leave of absence may be granted to a nursing student for up to one semester. The process is as follows:
1. The student contacts the nursing advisor to discuss the leave of absence request.
2. The student writes a letter (may be an email) to the APGS Committee Chairperson stating the time frame for the leave of absence. (A personal interview may be requested.)
3. If the leave is approved by Nursing APGS, student contacts Registrar's Office to start the withdrawal process.
4. The Coordinator of Student Advancement will be notified and document the student's leave.
5. When the student plans to return, the student must notify the APGS Committee by letter (may be an email).
6. If the student leave is only one semester, Nursing APGS will contact the Registrar's Office to reactivate student in the system (if student is away for more than one semester, student would contact Admissions to reapply to Grand View).
7. The student will register for nursing courses at the **end** of the registration period and admitted to class pending space available.

PROGRAM COMPLETION TIME LIMIT
The time limit for completion of nursing major must be six (6) years following admission to the nursing major.

VETERAN'S READMISSION POLICY
The Department of Nursing will comply with the University policy on military leave of absence (see Veteran's Readmission Policy.)

DISMISSAL FROM THE NURSING PROGRAM

A student may be dismissed from the nursing program for any of the following reasons:
1. Providing false or incomplete information on the application form.
2. Failing the same nursing course twice or failing two different nursing courses.
3. Dishonesty (see policy statement in the University Student Handbook and the NSNA Code of Academic and Clinical Conduct).
4. Second violation of clinical agency policy.
5. Placement on an Accountability Contract for the third time.
6. Unsafe client care (See Nursing Student Handbook – "National Student Nurses' Association, Inc. (NSNA) Code of Academic and Clinical Conduct")
7. Cumulative GV grade point below 3.0 for 3 consecutive semesters.
8. Determination by the Department of Human Services that the student cannot complete the clinical education component of the Grand View nursing program.

Students dismissed from the program for unsafe clinical practice may remain in the classroom but not the clinical, should they grieve the decision. They will be able to participate fully in class, including discussion, testing, and writing assignments. If the outcome of the grievance finds in favor of the faculty member, then the student will be immediately dropped from all nursing classes. If the outcome of the grievance finds in favor of the student, the student will be allowed to make up the clinical time and written work with no penalty.

Procedure:

The APGS Committee will consider the individual situations and make recommendation to the Department Chair for dismissal.
1. Students who are dismissed from the Nursing Program will be dropped from their Nursing courses immediately upon notification of the registrar by the Nursing Admissions, Progression, Graduation and Scholarship Committee.
2. A dismissed student may no longer participate in nursing classes or clinical activities.
3. Students who are dismissed from Grand View University for non-academic reasons will receive a grade of W in all courses if the dismissal is before the withdrawal deadline unless the student has been found guilty of academic dishonesty or other failed accountability contract and a penalty of a F grade for a course or series of courses has been sanctioned.
4. If the dismissal is after the withdrawal deadline, the earned grade for the course will be determined including zero credit for the incomplete course work after the date of dismissal

READMISSION TO THE NURSING PROGRAM

Students who are eligible to re-apply to the nursing program must do so within six (6) years of leaving the program and must complete the following:
1. Write a letter to the APGS Committee requesting re-admission to the program. The letter must address evidence of potential and a plan for success in the program.
2. Reapply to Grand View University.
3. Submit transcripts of any additional course work at other colleges and universities to the Registrar's Office.
4. Reapply to the Department of Nursing.
5. Readmission interview(s) may be scheduled with nursing faculty. (See Readmission Interview Process).
6. The APGS Committee will review previous student file and reason of dismissal.
7. The APGS Committee will act upon the re-admission request and may require proficiency examinations or other requirements prior to re-entering the nursing program.
8. Student's registration in nursing courses will be contingent upon the following:

      a. Completion of the registration process.

      b. Available space in the courses to resume the sequence of nursing courses. The student will register at the end of the registration period.

      c. Passing proficiency exam and/or other requirements of the APGS Committee.

9. Students who have been dismissed may reapply only once.

GRADUATION POLICIES

In general, a student is eligible for graduation based on the following criteria:

1. Meet general University requirements for the baccalaureate degree.
2. Successful completion of course requirements for a Bachelor of Science in Nursing degree.
3. Completion of 124 semester hours and all required lower and upper division courses in the Nursing major curriculum.
4. Standardized testing.
5. Minimum 3.0 nursing major GPA **and** minimum 3.0 cumulative GPA.

POLICY

- A Baccalaureate track student must have a Nursing GPA of $\geq$3.0 to graduate.
- For pre-licensure students, courses used to figure Nursing GPA are BIOL160, 165, 140, 256, CHEM107, STAT241, SOCS101, PSYC101, 212, 320, NURS210, 220, 250, 310, 320, 340, 350, 410, 420, 440, 460, 470, and 480.
- An LPN who is a BSN student is considered the same as the BSN student and must meet the same graduation requirements.
- If a student does not have the required Nursing GPA, the only means of raising the Nursing GPA, is to take a course within this nursing major; not a nursing elective or other independent study.

GRADUATION PETITION PROCEDURE

See University catalog or link at https:// myGVU.grandview.edu/academics/advising/PlanOfStudy/Pages/default.aspx)

REFERENCE OPTION FORM AND SUMMATIVE GRADUATION PROFILE

In the final semester of the program, a Reference Option Form will be distributed to students. Upon completion, this document and the NURS 470 Summative Evaluation form will be given to the Nursing Administrative Assistant to be placed in the student's permanent file. (see Appendix E.)

CERTIFICATION FOR NCLEX-RN

The Iowa Board of Nursing (IBON) grants Authority to Test (take NCLEX) after the student's graduation date is recorded on the official transcript. IBON will not accept waivers or letters of explanation when degree conferral is earlier than the official transcript date.

A student deficient nine hours or less for graduation may participate in commencement exercises, but he/she will not be certified to take NCLEX-RN examinations until he/she completes the deficient courses and has received an official graduation date from the University. Completion of the deficient courses and the NCLEX-RN application process must occur prior to the administration of the NCLEX-RN examination.

RECOMMENDATIONS FOR STUDENTS:

- Anyone who takes a May, June, July, Summer Session, Session 5 or Session 6 course will be an August graduate, no matter how many or how few credits they take during the summer.
- If students choose to take coursework for their core, additional major, or minor during the summer, that will delay their degree conferral, and the authority to test.
- If a student is also pursuing a BA, and they have outstanding coursework to complete for the BA, it may be in their best interest to ask for conferral of the BSN degree immediately upon completion, apply for readmission, and then complete the BA. However, this does carry some financial aid implications so no student should make this decision without contacting their advisor and the Financial Aid office.
- The staff in the Registrar's Office will communicate this information to students and their advisors in the graduation petition audit results, so that they know ahead of time that their intended graduation date could affect when they are allowed to take NCLEX.
- Students who receive an Incomplete in the nursing major can be April graduates or August graduates depending on when the course is completed, and a grade change form is submitted. Every year the Registrar's Office calculates the mid-point between the April conferral date and the August conferral date. Students who complete on the early half are April graduates; students who complete on the late half are August graduates.
- If you choose to take coursework for the core, an additional major, or minor during the summer, that will delay your degree conferral and your board exam.

GUIDELINES FOR APPLICATION TO TAKE THE NCLEX

If you plan to be licensed in the state of Iowa:
a. Pick up NCLEX packet from Nursing Administrative Assistant.
b. Access https://nursing.iowa.gov/licensure/exam-nclex-and-foreign-graduates for information regarding applying for initial licensure. The fee is $143.00 payable to the Iowa Board of Nursing and includes a criminal history background check. Use exactly the same name and address as the one given on the NCLEX.
c. Complete the Signed Waiver Form, two (2) fingerprinting cards, and information regarding criminal offense(s) (when applicable), and send by mail to the Iowa Board of Nursing. DO NOT bend or fold the fingerprinting cards. DO NOT complete the cards prior to being fingerprinted.
d. The online NCLEX application and the online Iowa Board of Nursing applications MUST both be completed at the same time.
e. Information regarding criminal conviction:
   1. Send a copy of the court records (i.e. sentencing order, disposition documents, trial information, judgment entry), **with the application by exam**.
   2. A brief summary of the conditions that led to the charge(s) including date, location and outcome must be included with the application.
f. The NCLEX application fee is $200.00. The NCLEX Registration form is available to complete online www.pearsonvue.com/nclex (select the registration option) or phone 1-866-496-2539.
g. Complete a Transcript Request Form and submit it to the Nursing Administrative Assistant.

REMEMBER: The Iowa Application for Exams and the NCLEX Registration will expire 90 days after you are authorized to test. These applications are valid for the dates indicated on the Authorization to Test. If your Authorization to Test expires, you will be required to re-submit **both applications and fees**.

If you are taking the NCLEX-RN exam in another state:
- Contact the State Board of Nursing office in the state in which you plan to be licensed, complete an application for Licensure and an NCLEX-RN application.
- Make sure you answer all questions on the Board of Nursing application and check if the form needs notarized. Nursing Administrative Assistant is a notary public.
- Complete a Transcript Request Form and submit it to the Nursing Administrative Assistant.

STUDENT SUCCESS RESOURCES

CENTER FOR LEARNING

The Center for Learning will be open for you to learn new therapies as well as refresh your knowledge of therapies prior to utilizing them in the clinical setting. The hours for the Center for Learning will be posted. Clinical lab times will be indicated on the Center for Learning schedule.

Guidelines:

In order for everyone to be able to utilize the Center for Learning most expediently, you are asked to follow the established guidelines:
- Audio-visual materials or equipment borrowed from the Center for Learning must be signed out by student when taken and when returned.
- Students are responsible for all materials borrowed from the Center for Learning and must replace any broken, lost, or stolen items.
- The Center for Learning phone number is 263-2857. Please call and leave a message if you are unable to keep an appointment or attend a scheduled lab for any reason.

ADVISEMENT/MENTORING

At the time of admission to Grand View University, each student admitted to the nursing program is assigned a faculty advisor who works with the student developing individualized education and professional plans.
- The student will be contacted as soon as possible by the academic advisor to develop a completion plan. The student and advisor can view the completion plan on the advising tab on myGVU. The student and the advisor need to review the plan at the time of each registration and revise as necessary. This must be done <u>before</u> the next registration occurs at Grand View University.
- If your advisor has not contacted you please feel free to contact your advisor.
- For more information about Student Responsibility see University catalog and University Student Handbook

STUDENT OPPORTUNITIES

GRAND VIEW UNIVERSITY NURSING STUDENT ASSOCIATION (GVNSA)

Grand View nursing students have the opportunity to belong to the National Student Nurses Association (NSNA) through Grand View's Total School Membership Plan. Membership in NSNA includes membership in the Iowa Association of Nursing Students (IANS) and Grand View University Nursing Student Association (GVNSA). Membership affords the students multiple opportunities to become involved in recruitment activities, community service and health activities, legislation and education activities, and leadership development activities. Members participate in organizational meetings, committee meetings, and conventions. Participation activities are integrated into the nursing courses throughout the program of study. Newsletters and the student magazine *Imprint* are also membership benefits. The membership fee is included in the billing for student's University tuition and fees. If questions arise regarding GVNSA membership, the student must meet with the Department Chair of Nursing. Only the Department Chair of Nursing may excuse the student from GVNSA membership.

MEMBERSHIP ON STANDING COMMITTEES OF THE DEPARTMENT OF NURSING FACULTY

Student representatives shall be appointed by the Grand View University Nursing Student Association for the below named committees for a term of at least one academic year and no more than two (2) academic year terms. Students who participate in Nursing Faculty committees are responsible to regularly provide a report to the GVNSA.
- ➢ Admissions, Progression, Graduation, & Scholarship   One or two students
- ➢ Nursing Curriculum Committee   One or two students

SIGMA THETA TAU INTERNATIONAL SOCIETY OF NURSING ZETA CHI CHAPTER-AT LARGE

The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

MEMBERSHIP CRITERIA

Students are invited to join the honor society through Sigma Theta Tau Zeta Chapter-at-Large. To find out more about chapters in your region, including benefits of membership access the website at http://www.nursingsociety.org/. Undergraduate Students must:
- have completed half of the nursing curriculum.
- achieve academic excellence (a 3.0 or higher).
- rank in the upper 35th percentile of the graduating class.
- meet the expectation of academic integrity.

Procedure:
Candidates who meet the qualification for membership will be invited to join.

AWARDS AND SCHOLARSHIPS

Various scholarships are available through the Department of Nursing faculty are notified annually by the Financial Aid office, and by the Admissions, Progression, Scholarship and Graduation Committee what monies are available for each scholarship. The Nursing Faculty are asked to help nominate/vote for candidates for such scholarships

HELEN DANIELSON SCHOLARSHIP

This scholarship is in recognition of Helen Danielson, who was a nurse for over 43 years and an outstanding member of Iowa Lutheran Nurses Association.

   Qualifications:
- Full-time nursing student
- Financial need
- Written rationale demonstrating why student should be considered (leadership qualities, caring relationships in clinical, etc.)

IOWA LUTHERAN AUXILIARY SCHOLARSHIP

Iowa Lutheran Hospital and Grand View University have a long-standing relationship and a shared heritage. After the closing of the Lutheran Hospital Nursing Program, the Iowa Lutheran Auxiliary began a tuition assistance program. For each year of several decades, the Auxiliary has generously provided a scholarship to a senior nursing student at Grand View, helping many to achieve their higher education goals.

   Qualifications:
- Senior nursing student enrolled for full-time
- Committed to pursuing a career in nursing
- Written rationale provided to demonstrate why student should be considered (leadership qualities, caring relationships in clinical, etc.)

AMY LESHER MCCLEARY SCHOLARSHIP

This scholarship is in memory of Amy Lesher McCleary and is given by St. Mark's Lutheran Church. This is a special award recognizing Amy Lesher McCleary's chosen profession and personal attributes. Amy was educated at Grand View, and was dedicated to the care of mental health patients at Broadlawns Medical Center.

   Qualifications:
- Full-time student
- Second semester Junior Nursing student (defined as being in the last year of nursing courses)
- Special consideration will be given to employees of Broadlawns Medical Center, or to employees working or planning to major in the mental health area
- Average or satisfactory academic performance under the academic standards established by Grand View
- Member of a church, synagogue, or recognized religion
- Written documentation of personal examples of humanitarian care delivered to individuals who were disadvantaged, needy, or had a crisis situation in their life.

O.E. Ryen Nursing Scholarship

This award is available for an incoming freshman or transfer students admitted to nursing.
This scholarship was created to encourage and assist students entering the BSN program at Grand View. The scholarship was established by Olive E. Ryen, who served in the nursing profession through the public school system, county extension service, and private practice in Des Moines. Her desire is to assist a full-time nursing student who demonstrates significant potential for success in the field of nursing and who demonstrates the need for financial

support.

Qualifications:
- Entering full-time freshman or
- Incoming transfer student admitted to nursing

DARLEEN SICKERT MEMORIAL SCHOLARSHIP

This scholarship was created by Darleen Sickert, a friend of Grand View University, to provide financial support for nursing students. Darleen, a native of Waverly, Iowa, attended Allen Memorial Hospital Lutheran School of Nursing in Waterloo, and later earned BS and MPH degrees from the University of Minnesota School of Public Health. From 1962 through 1988 Darleen worked for the State of Iowa Department of Health where she held roles from Regional Public Health Nurse Supervisor to Director of the Public Health Nursing Section of the Division of Community Health.

Qualifications:
- Full or part-time student
- Financial need as demonstrated by the Free Application for Federal Student Aid

WIRTZ SCHOLARSHIP

The Wirtz Scholarship is given annually to a junior nursing student who has completed at least two nursing situation courses, who has a GPA of 3.0 or higher and has demonstrated the ability to enter into caring relationships in clinical practice.

Qualifications:
- 3.0 GPA
- Student completed at least 2 nursing situation courses (Junior)

Written rationale of how student has demonstrated the ability to enter into caring relationships in clinical practice, has good interpersonal skills, and is a patient advocate

WINIFRED VAN OEL SCHOLARSHIP

In recognition of many years of service at Grand View as an Associate Professor of Nursing, an endowed award has been established.

Qualifications:
- Full time nursing student planning to take or currently taking the first semester of nursing courses
- 3.0 GPA or higher
- Written rationale of how the scholarship will impact you and your studies at Grand View University

APPENDICES

APPENDIX A: POST ADMISSION CHECKLIST

HEALTH HISTORY (Services are available at GV Student Health Services 515-263-2823)

☐ Measles, Mumps & Rubella Vaccination
- 2 vaccinations OR
- Positive antibody titer for all 3 components

☐ Varicella Vaccination
- 2 vaccinations OR
- Positive antibody titer (lab report required) OR
- Medically documented history of disease

☐ TB Tests
- Two step TB Skin Test OR
  - Step 1 TB skin test
  - Step 2: TB skin test repeated 1-3 weeks from Step 1
- QuantiFERON Gold Blood Test OR
- T-Spot Blood Test

☐ Hepatitis B Vaccination
- 3 vaccinations OR
- Positive antibody titer (lab report required)

☐ Tetanus, Diphtheria & Pertussis Vaccination
- 1 Tdap vaccine administered at the age of 11 or older followed by a Td every 10 years

☐ Polio Vaccination
- 3 vaccinations

☐ Influenza Vaccination (must be done annually)
☐ Coronavirus Vaccination
☐ Physical Examination (must be done annually)
- **Must use** the Grand View physical form (attached)

CERTIFICATIONS

☐ CPR Certification
The only cards accepted are the;
  - **AHA Heart Code BLS**
  - **AHA BLS Provider**
  - **Red Cross Basic Life Support for Healthcare Providers**

These courses require renewal every 2 years. Other CPR courses will **NOT** be accepted. Contact the Nursing Administrative Assistant at 515-263- 2850 if you wish to take the on-campus CPR course, usually held the first week after classes begin.

☐ Professional Liability Insurance
(https://www.nso.com)

☐ LPN license *if applicable*

FORMS

☐ Nursing Student Handbook (located in the handbook)	☐ Health Risk Acknowledgement Form (attached)
☐ Nursing Student Expense Form (attached)	Standard Precautions Education Form (attached)
☐ Mandatory Reporter Dependent Adult Abuse https://traininglti.hs.iastate.edu/login/index.php	☐ DISA Healthcare Technology (formerly CastleBranch) HIPAA training
	☐ Mandatory Reporter Child Abuse https://traininglti.hs.iastate.edu/login/index.php

STANDARD PRECAUTIONS EDUCATION

Because nursing students may have direct contact with blood and other body fluids, Grand View University Department of Nursing requires education in Standard Precautions. This education is an <u>annual</u> requirement. Verification of education received as a requirement for employment will be accepted in lieu of this education.

HEALTH RISKS RELATED TO NURSING CARE ACTIVITIES

Nursing students may be exposed to infectious diseases such as Hepatitis B, Human Immune Deficiency Virus (HIV), Tuberculosis (TB), coronavirus, or other infectious/ communicable diseases during care giving activities with people. Nursing students are also at risk for injuries during care giving activities including needle stick injuries and back injuries. The Department of Nursing mandates learning opportunities which assist students to identify risks and reduce exposure, such as standard precautions training, and it has instituted safeguards such as immunization requirements to assist students in reducing health risks and in preventing injuries.

In order to reduce risk to my health as a nursing student, I understand it is my responsibility to inform the Department of Nursing and the University Health Nurse of changes in my health status such as pregnancy, contraction of a communicable or infectious disease, or any injury that could affect my performance as soon as possible. In the event of an injury during clinical, the agency (where the practicum is occurring) policy will be followed.

I understand that, as a nursing student, I may be exposed to hazardous drugs that can cause both acute and chronic health effects such as skin rashes, adverse reproductive outcomes (including infertility, spontaneous abortions, and congenital malformations), and possibly leukemia and other cancers. Furthermore, I have watched the following videos ([What is USP <800> What are the risks to nursing?](#)), understand the risks to working with hazardous drugs, and I am aware of step that I need to take to protect myself and the people I am working with.

I understand that testing, diagnosis, and treatment of any infectious/ communicable disease or injury including those incurred or contracted while acting as a caregiver in my clinical experiences with Grand View University Department of Nursing will be paid for at my own expense. I understand that I am expected to be covered by personal health insurance.

TRANSPORTATION/TRAVEL TO CLINICAL SITES

Students must provide their own transportation to the clinical sites and other off campus locations which may be required for nursing class or clinical experiences. **Clinical sites may be within a 100-mile radius of the Des Moines metropolitan area**. Students will need to access their DISA Healthcare Technology (formerly CastleBranch) account to download, sign, and reupload a document indicating that the student is aware of the nursing student expenses and transportation requirements and agrees to pay such expenses.

CARDIO-PULMONARY RESUSCITATION (CPR) REQUIREMENT

The BSN student must have completed <u>one</u> of the following CPR courses: **AHA HeartCode BLS** or **BLS Provider** or **Red Cross Basic Life Support for Healthcare Providers**. These courses require renewal every 2 years. Other CPR courses will most likely **not** be accepted. Students must maintain current CPR status throughout the nursing curriculum. Students with expired certifications will not be allowed to attend clinical. Any absences from clinical will due to expired certifications will be considered unexcused.

ANNUAL STUDENT PHYSICAL EXAMINATION POLICY

The practice of nursing includes physical and mental/cognitive demands. In order to evaluate the student's ability to meet these demands all nursing students in the Grand View Nursing program must have an annual physical examination. The student who has not completed the annual physical will not be allowed to participate in clinical or laboratory experiences. You must use the downloadable form on DISA Healthcare Technology (formerly CastleBranch).

Nursing Students: must be constantly able to meet the following demands.

MENTAL/COGNITIVE DEMANDS:
1. The environment may cause high stress levels due to constant interruptions, high volume urgency of issues, and interactions with a wide variety of professionals and personalities.
2. Must be able to work independently and assume responsibility for timely completion of assigned functions.
3. Must be able to follow verbal and written instructions.
4. Ability to learn basic computer skills.

PHYSICAL REQUIREMENTS:
Physical Demands (strength)
1. Department of Labor level III tasks: MEDIUM – Exert up to 50 lbs. of force occasionally, and/or up to 25 lbs. of force frequently, and/or up to 10 lbs. of force constantly. Typically, on feet standing or walking a minimum of 6 hours out of an 8-hour day.

Physical Demands (movement)
2. Able to lift, push, pull or carry, in order to move patients and/or items from one position or place to another (either mechanically or with a co-worker).
3. Able to stoop, kneel, crouch, crawl, in order to maneuver around within or about the environment to provide care needed.
4. Able to reach, handle, finger and feel in order to manipulate wide variety of equipment, and some complex equipment, and distinguish characteristics of objects, such as sign, shape, temperature or texture.

Physical Demands (auditory)
5. Able to express or exchange ideas by means of the spoken word in order to convey oral information to patients, physicians, families, visitors and public as well as giving instructions to other works accurately, loudly, or quickly.
6. Able to hear in order to identify various kinds and character of sounds, including the ability to receive detailed information through oral communications, and to make fine discriminations in sounds, such as when listening to lungs and heart sounds.

Physical Demands (taste/smell)
7. Able to smell and distinguish with a degree of accuracy, differences or similarities in intensity or quality of odors, or recognizing particular odors, such as odors indicating infection or other medical completions or emergencies, such as a patient's call for help.

Physical Demands (vision)
8. Possess visual acuity and clarity at close range to focus and read small print such as identification bands, thermometers.
9. Possess visual acuity and depth perception for distance vision related to moving people and things within and through the environment, and ability to judge distance and spatial relationships.
10. Possess color vision in order to identify and distinguish colors, such as on-site test results. Nursing students will have additional clinical requirements once admitted to the major

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY Act (HIPAA) EDUCATION

Federal legislation, the Health Insurance portability and Accountability Act (HIPAA) of 1996, which includes the HIPAA Privacy Rule, the HIPAA Security Rule, and the HIPPA Breach Notification Rule, was established to provide individuals with certain rights to their health information. This information applies to most health care professionals and health care organizations. As a nursing professional you play a critical role in protecting the privacy and security of patient information. Students will complete an annual review to assess their understanding of HIPAA. The HIPAA education module will appear on the students' DISA Healthcare Technology (formerly CastleBranch) account.

PROFESSIONAL LIABILITY INSURANCE

All Grand View nursing students will be responsible for showing proof of professional liability insurance. This proof of liability needs to be in place prior to enrollment in any nursing course with a clinical or lab experience. The National Student Nurses Association has endorsed the Professional Liability Insurance Program for Student Nurses offered by Nurses Service Organization (NSO). The Department of Nursing recognizes that students may make the choice between NSO insurance and carrying their own liability insurance.

CRIMINAL BACKGROUND AND ABUSE REGISTRY

All students as a condition of admission must complete a criminal background check and record of dependent adult and/or child abuse through DISA Healthcare Technology (formerly CastleBranch). Students accepted for admission to the Department of Nursing will be notified in the acceptance letter that their matriculation is contingent upon the evaluation and acceptable outcome of all required background checks.

The following procedure will be followed:
1. Upon admission or readmission, the Coordinator for Student Advancement will review the background check information for all students.
2. If a student is found to have a record of dependent adult and/or child abuse and/or criminal record (convictions/deferred judgments), other than minor traffic violations, this record will be sent to the Iowa Department of Human Services for evaluation in order to determine the student's ability to complete the clinical education component of our nursing program.
3. The student will complete the evaluation form at http://dhs.iowa.gov/sites/default/files/470-2310.pdf. The student needs to include a detailed work history (employer, dates, position) on the evaluation form. Recent abuse and criminal checks must be included with the form. Students with recent history of criminal convictions/deferred judgments should include supporting documents.
4. The evaluation form and supporting documentation are submitted to the Department of Human services by Department of Nursing staff or faculty. If the Department of Human Services determines that the student cannot complete the clinical education component of the Grand View nursing program, the student may be dismissed from the nursing program.
5. All nursing students must self-report to their nursing advisor if they have acquired a criminal conviction or deferred judgment or have a record of dependent adult and/or child abuse since their initial certified background check. The advisor will notify the Coordinator for Student Advancement. The student will be asked to complete another criminal background check.
6. If any faculty or staff becomes aware of abuse or criminal record of a current nursing student, the student's advisor will be asked to speak with the student of question. The advisor will notify the Coordinator for Student Advancement. The student will be asked to complete another criminal background check at the student's own expense.

APPENDIX B: POST-ADMISSION FORMS

NURSING STUDENT EXPENSES FORM

Please anticipate the following expenses during the time you are in the nursing program.

The following expenses are included in the University "charges" and will appear on your GV bill:
- National Student Nurses' Association membership (includes membership in IANS and GVNSA.).
- Standardized testing package.

Nursing students may incur expenses in addition to those the University "charges" with tuition and fees. The purchase of these items is the responsibility of the student. These student expenses may include the following:
- Any health testing and immunizations.
- Fee for Clinical Requirement vendor, including Criminal Background and Abuse Registry Checks.
- Liability insurance.
- Clinical equipment: stethoscope, blood pressure cuff, student tote.
- An electronic data device such as a smart phone or tablet.
- Professional nursing association activities (IANS Convention, Legislative Day).
- Textbooks, reference books, and electronic or digital resources.
- Virtual clinical simulation packages.
- Printing services for special projects/assignments or copies for clients or peers in clinical or class.
- Transportation to clinical agencies/class (students should not rely on public transportation).
- Uniforms, lab coats, shoes, GV name tag.
  - Students need to purchase at least one uniform set in their first clinical rotation.
  - Students will be required to purchase additional uniforms as they progress through the program both to meet clinical site requirements and to ensure students wear a freshly-laundered uniform with each clinical experience.
- NCLEX review course

Students must access their DISA Healthcare Technology (formerly CastleBranch) account to upload this document indicating they have read the above information and have a full understanding of the Nursing Student Expenses

expenses subject to change

_____   _____   _____
Please Print Name   Signature   Date

ANNUAL NURSING STUDENT ACKNOWLEDGEMENT FORMS

Standard Precautions Education

Because nursing students may have direct contact with blood and other body fluids, Grand View University Department of Nursing requires education in Standard Precautions. This education is an annual requirement. Verification of education received as a requirement for employment will be accepted in lieu of this education. Students must access their DISA Healthcare Technology (formerly CastleBranch) account to upload a document indicating they have completed Standard Precautions Education. Go to Interactive Training found on CDC website (http://www.cdc.gov/handhygiene/training/interactiveEducation).

_____   _____   _____
Please Print Name   Signature   Date of Education

Health Risks Related To Nursing Care Activities

Nursing students may be exposed to infectious diseases such as Hepatitis B, Human Immune Deficiency Virus (HIV), Tuberculosis (TB), coronavirus or other infectious/ communicable diseases during care giving activities with people. Nursing students are also at risk for injuries during care giving activities including needle stick injuries and back injuries. The Department of Nursing mandates learning opportunities which assist students to identify risks and reduce exposure, such as standard precautions training, and it has instituted safeguards such as immunization requirements to assist students in reducing health risks and in preventing injuries.

In order to reduce risk to my health as a nursing student, I understand it is my responsibility to inform the Department of Nursing and the University Health Nurse of changes in my health status such as pregnancy, contraction of a communicable or infectious disease, or any injury that could affect my performance as soon as possible. In the event of an injury during clinical, the agency (where the practicum is occurring) policy will be followed.

I understand that, as a nursing student, I may be exposed to hazardous drugs that can cause both acute and chronic health effects such as skin rashes, adverse reproductive outcomes (including infertility, spontaneous abortions, and congenital malformations), and possibly leukemia and other cancers.
Furthermore, I have watched the following videos (What is USP <800> What are the risks to nursing?), understand the risks to working with hazardous drugs, and I am aware of step that I need to take to protect myself and the people I am working with.

I understand that testing, diagnosis, and treatment of any infectious/ communicable disease or injury including those incurred or contracted while acting as a caregiver in my clinical experiences with Grand View University Department of Nursing will be paid for at my own expense. I understand that I am expected to be covered by personal health insurance.

I have been informed and understand that an altered state of my health or an increased health risk may be incurred as a result of care giving activities. Therefore, I agree to seek advice from a health care professional for any changes in my health status.

Students must access their DISA Healthcare Technology (formerly CastleBranch) account to upload a document indicating they have read the above information and have a full understanding of the learning opportunities, risks, and safeguards provided by the Grand View University Department of Nursing.

_____   _____   _____
Please Print Name   Signature   Date

APPENDIX C: PETITION FOR INDIVIDUAL PROGRAM CHANGES

(form located on team site)

Grand View University
Department of Nursing
Petition for Individual Program Change Form

To: Admission, Progression, Graduation, and Scholarship Committee, Decision of Nursing

Student Name:	Student ID:
Student Address:	Date:

I am requesting the following program plan change be approved for my progression through the nursing curriculum. I understand that registration in the requested course is dependent on available space. I also understand that if approved I will not be able to register for this course until the end of the official registration period.

Requested Change:

Current Curriculum Requirements (copied from the Student Handbook):

Rationale for Request:

List all Courses (or Exams) Affected by this Request:

Advisor's Comments:

Coordinator for Student Advancement Comments:

_____   _____
Student Signature   Advisor's Signature

_____   _____
Coordinator for Student Advancement's Signature   Department Chair's Signature

      ☐ Accepted
      ☐ Accepted pending space available (Student may register after the official registration period has ended)
      ☐ Denied
Comments:

_____   _____
APGS Chair Signature   Date

APPENDIX D: FINAL VOUCHER FORM

_____, Grand View University Nursing Student, has submitted the

Institutional

(print name)

photo ID badge and returned any Center for Learning equipment.

The student may take final examinations in nursing courses for the fall/spring semester _____ (year).

Signature _____ (Center for Learning Staff)

Date _____

APPENDIX E: DICIPLINARY RESPONSE AND FORMS

Type of Violation	Follow up Action
Type I Error: System factor or due to inexperience in the setting.	
Near miss (caught by agency/department system or process).	● Notify assigned staff nurse and charge nurse to determine agency policy for communicating near misses. ● May use 'near miss' event for post-clinical conference learning.
Simple error or 'teachable moment': Inadvertently doing or almost doing other than what should have been done due to inexperience in the setting. Error was prevented or no patient harm was noted. Examples include but are not limited to: o Plans for incorrect care/incorrect medication set up. o Omits safety precautions due to inexperience. o Delays or errors in communicating or documenting patient data/cares.	● Discuss with student and reiterate instruction to reduce risk for repeated error. ● Console and counsel student to effectively deal with stress response. ● Trend and report student behavior.
Type II Error: Failure to follow existing policies and procedures in situations that student has had prior education or experience.	
At risk behavior: A choice is made that increases risk to self or others. Risk is not recognized or mistakenly believed to be justified. Examples include but are not limited to: o Does not report important observations. o Does not seek appropriate assistance. o Provides care without appropriate supervision. o Practices at lower than expected level. o Does not see gaps in own knowledge. o Uses work-around (short cuts) to save time. o Personal factors (e.g. lack of sleep, lack of preparation). o Unprofessional appearance or demeanor. o Inappropriate or lack of communication o Failure to meet clinical, post clinical, or course deadlines.	● Consult with course faculty within 1 day of event. ● Assist course faculty with completion of a written warning or accountability contract. ● Conference with student for corrective action plan.
Serious error: Error may have been intercepted or error reaches client and may or may not have caused client adverse physical or psychological outcome. Examples include by are not limited to: o Patient or staff report concern about quality of student's interactions and/or care.	● Assess the situation, monitor the client, and report to the agency to facilitate agency follow up. ● Follow agency policy for recording serious errors and for disclosing errors to patients.

o Omission of preventative care leading to worsening of health condition. o Incorrect transfer or safety precautions causing or potential to cause fall/injury. o Adverse drug event causing or with potential to cause delay in treatment, additional monitoring or treatment.	● Consult with course coordinator within one day of event. ● Consult with course faculty within one day of event. ● Assist course faculty with completion of a written warning or accountability contract. ● Conference with student for corrective action plan.
Type III Error: Repeating a Type II error. Failure to follow existing policies and procedures in situations that student has had prior education or experience. Repeats a behavior that has already resulted in a corrective action plan.	
	● Consult with course coordinator within one day of event. ● Consult with course faculty within one day of event. ● Assist course faculty with completion of a written warning or accountability contract. ● Conference with student for corrective action plan.
Type IV Error: Action taken with conscious disregard for substantial and unjustifiable risk. Intentional violation of standards of safe practice.	
Reckless behavior, intentional violation of standards. Examples include but are not limited to: o Unethical behavior o Theft (e.g. supplies), dishonesty, plagiarism o Falsifying records o Breach of professional boundaries o Intentional violation of standards of safe practice o Use of substances impairing judgment in clinical or classroom.	● Dismiss student from classroom or clinical care immediately. ● Consult with course faculty within one day of event. ● Assist course faculty with completion of a written warning or accountability contract. ● Conference with student for corrective action plan. ● Disciplinary action may include remediation, repetition of learning experiences, reprimand, failure of clinical, failure of course, or dismissal from the nursing program.

STUDENT WRITTEN WARNING

(may use this form but other forms of written warnings are acceptable)

_____has not demonstrated accountable action in NURS _____.
(print name)   (course # and course name)

Specific actions leading to the issuing of the accountability contract include the following:

In order to meet the outcomes of NURS_____the following must be demonstrated in the established timeline:

The student will be placed on an Accountability Contract if the terms of the Written Warning are not met.

This Written Warning is mutually developed and agreed upon by:

<p style="margin-left: 35%;">Signature</p>

	Signature		Date	
Student	_____	Date	_____
Course and/or Clinical Faculty	_____	Date	_____
Other (if applicable)	_____	Date	_____

Provide signed copies to student and faculty

initiated 08/2018 revised 07/2019

STUDENT ACCOUNTABILITY CONTRACT

_____has not demonstrated accountable action in NURS _____.
(print name)   (course # and course name)

Specific actions leading to the issuing of the accountability contract include the following:

In order to meet the outcomes of NURS_____the following must be demonstrated in the established timeline:

The student will earn a failing grade in the course if the terms of the Accountability Contract are not met.

This Accountability Contract is mutually developed and agreed upon by:

	Signature		
Student		Date	
Course Faculty		Date	
Coordinator of Student Success		Date	
Department Chair		Date	

Provide signed copies to student and advisor (place in student's advising file)

Resolution:

Comments:

cc: advisor, student, and Coordinator of Student Success

revised 08/17

APPENDIX F: RELEASE OF INFORMATION FORM

Students may elect to sign a release of information form myGVU at this [link](). Or go to: myGVU > myAccount (click on drop down arrow by name in upper right) > Relationships and Authorizations

APPENDIX G: REFERRAL FOR STUDENT TO SEEK HEALTH CARE

(complete and return to faculty)

Student Name (print): _____   Date of Referral: _____

Course/Clinical Area: _____   Referred to: _____

Student Statement of Problem:

Student Signature: _____

Instructor Statement of Problem:

Instructor Signature: _____

Health Care Provider
1) Findings:

2) Treatment:

3) Recommendations: (Check appropriate items to indicate when the student may return to the clinical/classroom area, further treatment, and/or follow-up and explain above.)

   □ (a)   Student is physically able to return to clinical/classroom.
   □ (b)   Student is emotionally able to return to clinical/classroom.
   □ (c)   Student may return to clinical area in _____ days.
   □ (d)   No further treatment and/or follow-up required.
   □ (e)   Further treatment is required. Date of next appointment: _____.
   □ (f)   Referred to specialist for follow-up. Appointment made for _____.
   □ (g)   Student may return to clinical with the following restrictions (i.e. meds, diet, rest, attending and completing a program):

   In my judgment the student is able to meet the mental and physical demands of the nursing program (see reverse side of this page).

   Yes_____No_____*(If no, please explain.)*

Signed: _____
      (**NO** stamped signatures will be accepted)

Address:

Phone:

Date:

<u>Other findings and treatment (if applicable):</u>

APPENDIX H: REFERENCE OPTION FORM

Pursuant to the Family Educational Rights and Private Act of 1974, and the subsequent Buckley-Pell Amendment, you can decide on your access (OPEN or CLOSED) to review the Summative Graduate Profile and Reference Form. Please note that your Summative Graduate Profile and Reference Form will be maintained on file. You must also make a decision regarding the release of this reference to potential employers.

Access
Please check either OPEN or CLOSED:

[ ]   OPEN ACCESS. I hereby choose to maintain access to review my Summative Graduate Profile and any references placed in my file in the future.

[ ]   CLOSED ACCESS. I hereby choose to waive my right of access to review my Summative Graduate Profile and any references placed in my file in the future.

Please check either GENERAL or RESTRICTED:

[ ]   GENERAL RELEASE. I authorize the release of information from my Summative Graduate Profile: 1) to hiring officials at their request, and 2) at the discretion of the Career Planning & Placement office staff. I understand I will not be notified if my reference is sent to an employer.

[ ]   RESTRICTED RELEASE. I wish to be contacted each time information from my Summative Graduate Profile is requested by an employer. Information from my Profile may not be released to a hiring official without my written consent.

Graduate Name (print): _____

Graduate Signature: _____

Date form completed: _____

Graduation Date: _____

* Return completed form to the Nursing Administrative Assistant.

* Please see written Student Portfolio Synthesis and NURS470 or NSGP485 Summative Evaluation form in student file.

STATE OF IOWA

Governor Terry E. Branstad
Lt. Governor Kim Reynolds

BOARD OF NURSING
Kathleen R. Weinberg, MSN, RN
Executive Director

To: Director of Nursing Education

From: Doug Bartels, Executive Director of Enforcement

Date: August 1, 2014

Subject: Alcohol related criminal offenses

The Iowa Board of Nursing requires that all criminal convictions a nursing student applying for initial licensure has ever received be disclosed on their application for licensure. This includes deferred judgments and expunged cases. Once licensed, nurses are required by law to report all criminal convictions within 30 days of final disposition.

Board staff and the Board itself devotes a significant amount of time to reviewing criminal convictions. The largest amount of criminal conviction reviews center around alcohol and drug related offenses. The Board has denied licensure based on alcohol and drug related offenses, or issues an initial license that required that the new licensee spend their first year on probation submitting to drug and alcohol screening. Both of these responses creates permanent public discipline for the new licensee, which may limit their ability to obtain work at some employers. Likewise, the Board continues to monitor licensees in the same way and impose similar conditions for licensees who give the Board cause for concern about a potential substance abuse issue that may pose a threat to the public. The Iowa Board of Nursing remains committed to ensuring that competent nurses practice within their state, who are free from alcohol and drug addiction.

In many cases the applicant expresses regret for the poor decision making that led to their convictions and further expresses that they wish they could have known then what they know now. The purpose of this letter is to inform nursing students that their actions outside of the classroom, and outside of their future nursing practice, that results in criminal convictions, shall be reviewed by their licensing Board, and may impact their future career in nursing. Nursing students are encouraged to keep this information in mind when making decisions that could affect their future in Nursing.

APPENDIX J: ATI REMEDIATION PLAN FOR LEARNING SUCCESS

ATI (Assessment Technologies Institute, LLC) will be used throughout the Grand View Nursing Program to supplement the nursing curriculum. The ATI products aid in preparing students for the NCLEX licensure exam by systematically strengthening their knowledge base through a series of practice assessments, personalized ATI Focused Reviews©, and proctored assessments.

Purpose of Remediation

To provide additional student learning opportunities related to clinical judgment and safe nursing practice. ATI Focused Review© personalizes a learning experience based on the student's performance on the practice and proctored assessments. Once the student has completed a practice assessment, Focused Review© automatically assesses the student's learning gaps and generates a personalized learning experience. Focused Review© provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video.

Practice and Proctored Assessments

Practice assessments must be completed by the due date to receive allotted points. Failure to complete each assessment and associated remediation will result in an incomplete for the course.

- **Due at Midnight (CST) on the Sunday of Week 9:** Practice Assessment A
- **Weeks 9-12**: Complete Practice Assessment remediation active learning templates.
    - Minimum 1-hour Focused Review©
    - For each topic with a score of less than 75%,
        - complete all recommended active learning template (these must be hand-written)
        - take the post-remediation quiz (if available)
        - complete the follow-up remediation
        - Upload a copy of the following to Blackboard and keep a hard copy in your ATI remediation binder
            - A PDF copy of Complete Practice Assessment A Topics to Review/Assessment Report
            - Completed Active Learning Templates
    - Do not move on to practice assessment B until remediation is complete
- **Due at Midnight (CST) on the Sunday of Week 12:** Practice Assessment B (take only one time)
- **Week 12-14:** Complete associated remediation active learning templates.
    - Minimum 1-hour Focused Review©
    - For each topic with a score of less than 75%,
        - complete all recommended active learning template (these must be hand-written)
        - take the post-remediation quiz (if available)
        - complete the follow-up remediation
        - Upload a copy of the following to Blackboard and keep a hard copy in your ATI remediation binder
            - A PDF copy of Complete Practice Assessment B Topics to Review/Assessment Report
            - Completed Active Learning Templates
    - If you have completed the following in this order and on time, you will receive points equal to 4% of your total course grade. No partial credit will be awarded.
        - Practice assessment A
        - Remediation: an active learning template for each topic missed
        - Practice Assessment B
        - Remediation: an active learning template for each topic missed

- **Week 14:** Take the proctored assessment in class
- **Weeks 14-15:** Complete recommended remediation as outlined in the chart below
- **Due at Midnight (CST) on the Sunday of Week 15:**
  - Focused Review© as outlined in the chart below
  - For each topic missed, complete all recommended active learning template (these must be hand written)
  - Upload a copy of the following to Blackboard and keep a hard copy in your ATI remediation binder
    - PDF copy of Complete Practice Assessment A Topics to Review/Assessment Report
    - Completed Active Learning Templates
- **Finals Week:** Students who achieved a Level 1 or below on the proctored assessment will be required to retake the assessment during finals week with the possibility of earning points back.
  - **Level 3 retake score –** 2 additional points will be awarded
  - **Level 2 retake score –** 1 additional point will be awarded

ATI Practice and Proctored Assessments

Practice Assessment	
4 points	
Complete Practice Assessment A	**Complete Practice Assessment B**

Remediation:
 	
• Minimum 1-hour Focused Review©
• For each topic with a score of less than 75%,
  ✓ complete all recommended active learning template (these must be hand-written)
  ✓ take the post-remediation quiz (if available)
  ✓ complete the follow-up remediation
• Upload a copy of the following to Blackboard and keep a hard copy in your ATI remediation binder
  ✓ PDF copy of Complete Practice Assessment A Topics to Review/Assessment Report
  ✓ Completed Active Learning Templates
• Do not move on to practice assessment B until remediation is complete
	Remediation:
	
	• Minimum 1-hour Focused Review©
	• For each topic with a score of less than 75%,
	  ✓ complete all recommended active learning template (these must be hand-written)
	  ✓ take the post-remediation quiz (if available)
	  ✓ complete the follow-up remediation
	• Upload a copy of the following to Blackboard and keep a hard copy in your ATI remediation binder
	  ✓ PDF copy of Complete Practice Assessment B Topics to Review/Assessment Report
	  ✓ Completed Active Learning Templates
	• If you have completed the following, in this order, you will receive points equal to 4% of your total course grade;
	  ✓ Practice assessment A
	  ✓ Remediation: an active learning template for each topic missed
	  ✓ Practice Assessment B
	  ✓ Remediation: an active learning template for each topic missed

Standardized Proctored Assessment			
Level 3 = 4 points	**Level 2 = 3 points**	**Level 1 = 1 points** **Required retake**	**Below Level 1 = 0 points** **Required retake**

Remediation = 2 points
✓ Minimum 1-hour Focused Review©
✓ Recommended: For each topic missed, complete a hand-written active learning template
	Remediation = 2 points
	✓ Minimum 2-hours Focused Review©
	✓ Required: For each topic missed, complete a hand-written active learning template
	✓ Upload a copy of the following to Blackboard and keep a hard copy in your ATI remediation binder
	  ○ PDF copy of Complete Practice Assessment A Topics to Review/Assessment Report
	  ○ Completed Active Learning Templates
		Remediation = 2 points
		✓ Minimum 3-hours Focused Review©
		✓ Required: For each topic missed, complete a hand-written active learning template
		✓ Upload a copy of the following to Blackboard and keep a hard copy in your ATI remediation binder
		  ○ PDF copy of Complete Practice Assessment A Topics to Review/Assessment Report
		  ○ Completed Active Learning Templates
			Remediation = 2 points
			✓ Minimum 4-hours Focused Review©
			✓ Required: For each topic missed, complete a hand-written active learning template
			✓ Upload a copy of the following to Blackboard and keep a hard copy in your ATI remediation binder
			  ○ PDF copy of Complete Practice Assessment A Topics to Review/Assessment Report
			  ○ Completed Active Learning Templates

10/10 points	**9/10 points**	**7/10 points**	**6/10 points**
		Retake points possible: Level 3 2 points Level 2 1 point	