



Grand View University

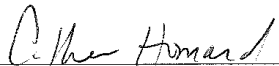
Department of Nursing

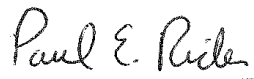
RN to BSN Handbook

2017/2018

August 2017

The 2017/2018 RN to BSN Handbook contains the policies and procedures for Grand View University Nursing 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 of Academic Affairs, and 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 Dean of Social and Natural Sciences, Provost and Vice President of Academic Affairs, and President has been obtained.

 9-21-17
(Department Chair of Nursing) (Date)

 9/18/17
(Dean, College of Social and Natural Sciences) (Date)

 9/18/17
(Provost and Vice President for Academic Affairs) (Date)

 9/18/17
(President) (Date)

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I. Introduction

Congratulations on your admission to the Bachelor of Science in Nursing (BSN) program at Grand View University. The RN to BSN sequence is specially designed for the registered nurse (RN). As an RN to BSN student, you will need to complete a total 124 credit hours to graduate with a BSN. These credit hours include both general education courses and nursing courses. General education courses may include courses transferred in from another institution. RN courses must be completed at Grand View University. The RN to BSN nursing courses are offered in a sequential manner with each nursing course offered as a prerequisite to the next nursing course in the sequence. Coursework in the RN to BSN sequence are offered in an accelerated format. This means a typical 15 week, 3-credit course is offered in an 8-week session. NSGP465: Community and Population Health Nursing is the only course that has a clinical component and will require 25 clinical hours; these hours can be filled through a variety of community site options. Clinical sites for NSGP465 will require approval by the course faculty. Grand View University's RN to BSN program is designed for the working nurse and values your previous nursing education and experience.

Grand View University is committed to assisting the RN in obtaining a baccalaureate degree in nursing. Grand View University participates in the Iowa Articulation Plan. For additional information about this, please go to the Iowa Board of Nursing website at <http://www.state.ia.us/nursing>.

The **RN to BSN Student Handbook** serves as a guide for successful and timely program completion. The RN to BSN student is responsible for the Handbook content (i.e. policies and procedures). The RN to BSN student needs to be aware that communications from the Department of Nursing (including new policies and procedures) will be conveyed via the Grand View University e-mail system, and the RN to BSN student will be responsible for such communication. Please contact the Information Technology Department at 263-6028 to set up a GV web mail account.

Students will need to access their CastleBranch account to download, sign, and reupload a document indicating they have read the Nursing Student Handbook policies and procedures

Name: _____
(Please print)

Signature: _____

Date: _____

II. Department of Nursing Philosophy

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; White, 1991; Chinn & Kramer, 2011).

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 1995

Revised & approved July 2015 (amended October 2015)

III. Program Outcomes and Definitions

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	collegial caring
scholarship	heightened sense of self
writing	being
dialogue	presence
involvement in research	scholarly reciprocity
evidence-based practice	reading professional journals
collaboration	professional socialization
	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	interpretation
reflection	rationality
creativity	analysis
directed thinking	dialogue/social interaction
evidence-based practice	synthesis
acquisition of empirical and practice knowledge	use of a clinical decision making trail
critical thinking	

Program Outcome 3: Nurturing of self and engaging in caring relationships with peers, clients, and society.

Caring relationships among clients, faculty, students, 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 an 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.

IV. National Student Nurses' Association (NSNA), Inc. Code of Professional Conduct

The Department of Nursing has adopted this code of conduct. It applies to all students in the nursing program regardless of their membership in NSNA or other professional nursing organizations.

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

1. Maintain the highest standard of personal and professional conduct.
2. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
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.
4. Strive for excellence in all aspects of collaboration, decision making, leadership, and management at all levels of the student nurses' association.
5. Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA Core Values.
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.
7. Ensure impartiality and prevent conflicts of interest, neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations.
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.
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.
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.
11. Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses' association.
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.
13. Use every opportunity to improve faculty and student understanding of the role of the student nurses' association. 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.

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.

V. 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.

A. Requirements for Admission to the Baccalaureate Nursing Program

Admission requirements 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.
 - Evidence of Registered Nurse licensure in the state of Iowa. The original license must be shown to the Nursing Administrative Assistant for copying. Your license must remain updated throughout your career in Grand View's nursing program. Nursing courses with a clinical component may not be taken by a person:
 - Who has been denied licensure by the Iowa Board of Nursing.
 - Whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction.
 - Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

B. Procedure for Admission to the RN to BSN Program

1. Procedure

Complete the following form and return them along with any other requested information to the Department of Nursing as soon as possible:

RN to BSN Program Application: Please complete the application to the program (found at <http://www.grandview.edu>, Academic and the Arts, Healthcare, Nursing Major) carefully filling in all areas (<http://www.grandview.edu/asp/audience/content.aspx?pageid=201&aid=17>)

2. Processing of Application

All completed forms, and 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. 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 applicants to the nursing program.

All completed forms, and information needed for the applicant file must be received before the Nursing Admissions, Progression, Graduation and Scholarship Committee considers the applicant for entry into the RN to BSN program.

The APGS Committee will consider all applications during a semi-annual meeting (usually mid-October and mid-February). Within 10 business days after this meeting, applicant notifications will be mailed. Receipt of all required materials does not guarantee admission. Applications submitted after the application deadline will be considered on a space available basis.

VI. 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 specific requirements related to these contractual agreements. Grand View University RN to BSN students must provide routine verification of the requirements prior to beginning the RN to BSN program.

Grand View University uses 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.

Creating a secure CastleBranch (CB) account

Directions to create a secure CB account are found at this [link](#) and are also provided here:

Students will need to access their CastleBranch account to download, sign, and reupload documents indicating they have completed the clinical requirements.

5/11/2017

Grand View University - Nursing



Order Instructions for Grand View University - RN-BSN

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code GB35: Background Check - Medical Document Manager

About

About CastleBranch

Grand View University - RN-BSN has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Order Summary

Payment Information

During the online order process you will be prompted to enter your Personal Identification Number (PIN).

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

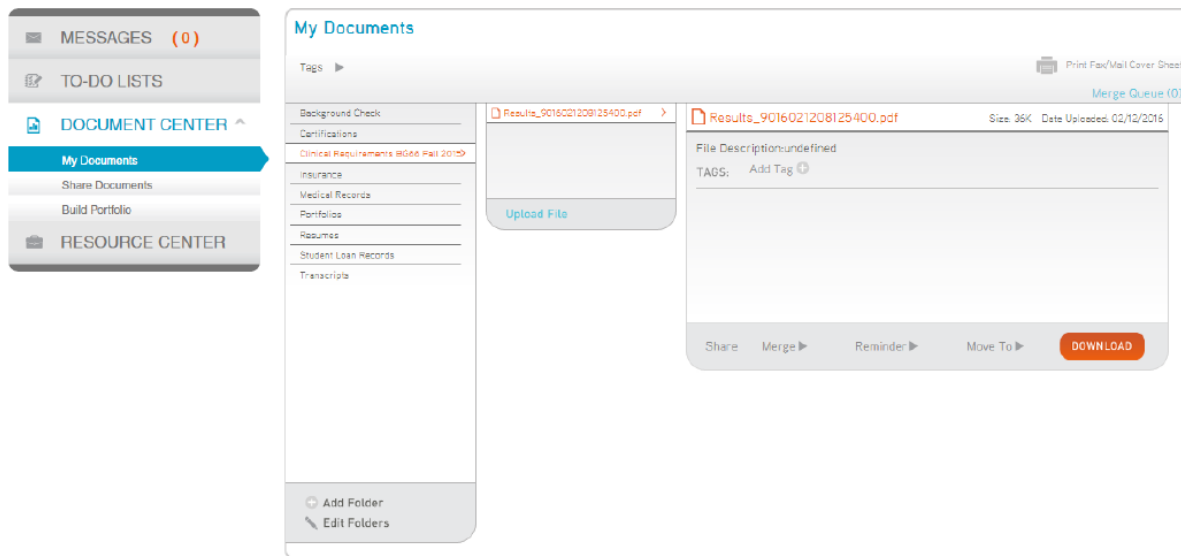
For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

Compliance with Background and other Clinical Requirements

Each semester students need to show proof of compliance (copy of CastleBranch Summary Document) with clinical requirements to course faculty. Students are reminded to upload requirements to CastleBranch on a regular basis. Consult the GV Nursing Student Handbook to review clinical requirements.

To obtain a Summary Report to verify compliance follow these steps:

1. Sign in to CastleBranch.
2. Hover over **Document Center** and then click on **My Documents**.
3. A list of folders will expand to the right. **Click the folder with the same name as your tracker** - e.g. Clinical Requirements Fall 2016
4. Within this list, click on the file titled **'Results_90.....'**
5. Once the file name is selected, click the orange **download** button.
This is your To-Do List Summary Report.



A. Latex Allergy Identification, Prevention, and Education

The purpose of this policy is to provide a latex safe environment for nursing students of Grand View University Department of Nursing.

Nursing students are at high risk for latex allergies due to exposure to latex in the health care setting. Other high risk individuals include those with spina bifida, neural tube defects, those who have had numerous surgical procedures, and those with a cross sensitivity to tropical fruits and nuts.

All nursing students must read the Latex Allergy document on the CDC website (<http://www.cdc.gov/niosh/docs/98-113/>)

Please Print Name

Signature

Date of Education

B. 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.

Go to Interactive Training found on CDC website

(<http://www.cdc.gov/handhygiene/training/interactiveEducation>)

I have completed Standard Precaution Education

Please Print Name

Signature

Date of Education

C. 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), 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.

Furthermore, 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.

I 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

D. Cardio-Pulmonary Resuscitation (CPR) Requirement

The RN to BSN student must have completed one of the following CPR courses: CPR card-

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 continue in enrolled nursing courses.

E. 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 University Nursing program must have an annual physical examination. The student must have an exam as part of admission requirements (and within a year of beginning NSGP465: Community and Population Health Nursing). The student who has not completed the annual physical will not be allowed to participate in NSGP465 clinical experiences. You must use the downloadable form on CastleBranch (See Appendix A to know what is on the physical form)

F. Health Insurance Portability and Accountability Act (HIPAA) Education

Federal legislation, the Health Insurance portability and Accountability Act (HIPAA) of 1996, which includes the HIPPA Privacy Rule, the HIPPA 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, located on the Blackboard Community of Nursing, to assess their understanding of HIPPA. Prior to beginning the program students are required to upload the verification form, "Professional Student Nurse Communication Review," to the castlebranch.org website.

G. Professional Liability Insurance

All Grand View University nursing students will be responsible for showing proof of professional liability insurance. 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.

H. 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 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 APGS committee will review the certified 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 is 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 University 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 Admissions, Progression, Graduation, and Scholarship Committee chair. 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 Admissions, Progression, Graduation, and Scholarship Committee chair. The student will be asked to complete another criminal background check.

I. Nursing Student Expenses

The following expenses are included in the University "charges" and will appear on your GV bill:

1. Criminal Background and Abuse Registry Checks.

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:

1. Any health testing.
2. Immunizations.
3. Liability insurance.
4. Clinical equipment: stethoscope
5. Textbooks, reference books, and electronic or digital resources.
6. Transportation to clinical agencies (students should not rely on public transportation).
7. Lab coat
8. GV Name Tag
9. State nurses association or professional organization membership (other than National Student Nurses Association)

J. Professional Organization Membership for RN Students

Grand View University RN to BSN nursing students have the opportunity to belong to the National Student Nurses Association (NSNA) through a 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 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. GVNSA by-laws are available upon request or in the Handbook for traditional nursing students.

The RN to BSN student who chooses not to belong to NSNA/IANS/GVNSA must choose between belonging to their state nurses' association or another professional organization with similar goals and objectives. Membership dues for organizations other than NSNA are not included as part of the RN to BSN student's tuition.

If questions regarding membership in a professional organization occur, the student must meet with the Department Chair of Nursing. Only the Department Chair of Nursing may excuse the student from professional nursing organization membership.

All expenses are subject to change.

K. Transportation/Travel to Clinical Sites

Students must provide their own transportation to the clinical sites required for NSGP465 clinical experiences.

The student will need to access their 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.

VII. Academic & Clinical Conduct

A. National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct

PREAMBLE

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

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

A CODE FOR NURSING STUDENTS

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

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and 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.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

Interpretive Statements are available at

http://www.nсна.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf

B. Clinical Agency Policy

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.

C. 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. Students receive a copy of this document in one of the first nursing courses. It is also available at https://www.ncsbn.org/Professional_Boundaries_2007_Web.pdf

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.

D. 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*. Students receive a copy of this document in one of the first nursing courses. It is also available at https://www.ncsbn.org/Social_Media.pdf

E. Civility

It is inherent in the role of the Caring Professional nurse to behave in a professional and ethical manner as outlined in the NSNA Code of Academic and Clinical Conduct. Demeaning or disrespectful communication or behavior, foul language, aggressive behavior, bullying, yelling, or being condescending to faculty, peers, or patients negatively affects all relationships and will not be tolerated. Incivility during verbal communication, sending emails, texting, and posting on social media will not be tolerated. Your course faculty will provide instructions for completing the *Professional Student Nurse Communication Review*. Students are required to upload verification of review of this information annually to the CastleBranch website.

F. Grand View University Disability Services Guide

See Grand View University Disability Services Guide for information regarding service animals. If the RN to BSN student has a service animal, its use in the clinical would have to meet the organization guidelines.

G. Professional Appearance

Your attire in the clinical setting 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. Each student will wear an identification badge at all times during clinical. A GV RN to BSN name tag can be ordered from the Grand View University Bookstore.

H. Procedure for Clinical Absence

If a student is unable to attend a scheduled clinical, the student must:

1. Notify by phone the designated client or clinical agency at least one (1) hour prior to the scheduled clinical time.
2. Contact the course faculty via email informing them of the reason for absence and plan to reschedule the clinical hours.
3. At the discretion of the course faculty, submit a release signed by a health care provider to return to clinical.

VIII. Academic Progression Policies

A. Grading in Nursing Courses

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

A= 90%-100%

B=80%-89%

C=70%-79%

D=60%-69%

F=59% or lower

Grades are calculated as percentages. If the calculated grade results in a portion of a point, those 0.5 or above will be rounded up.

2. A student must successfully complete the nursing courses by receiving an A, B, or C letter grade.
3. If a student receives a “D” or an “F” as a final grade in a nursing course, the student must repeat the nursing course. For nursing courses retaken, the most recent grade is computed into the GPA.

B. Succeeding in an Online Course

What is an Online Course?

Grand View University and faculty are committed to offering quality online courses. The University uses Blackboard (Bb) as an electronic course management tool that enables faculty and students to communicate and collaborate. You have access to Bb via the myview site. Access can be obtained by clicking on Blackboard in the banner at the top of the myview page.

This 3 credit course is designed to offer 100% of the course online. This amounts to approximately 12,000 minutes of time spent on course work and online activities for the course (approximately 1500 minutes per module). Your instructor will explain the online requirements which may also be included in this syllabus.

Succeeding in an Online Environment

RN to BSN classes will be conducted entirely online. The benefit of an online course is the convenience to access and complete the activities on your own time. A challenge with online learning is the level of self-direction and motivation required. It is expected that you log on and “attend” class just as you would in a face-to-face environment. Participation is an essential, integral component of any on-line course.

Assignments, announcements, and all course information will be posted on Blackboard; you should get in the habit of checking your GV email and the announcements page regularly as this is how the instructor will communicate with you individually. *You are responsible for any and all material communicated via email and Blackboard.*

To assist you in succeeding in an online course, it is strongly recommended you set aside time for your course work 3 times per weeks and anticipate 25 hours per week dedicated to this course. Prepare for success by allowing yourself time to complete the readings and assigned activities.

What You Will Need

To be able to participate in this course, and to successfully complete its requirements, you need to have a high-speed internet connection. If you don't have this at home, most libraries are equipped with high-speed internet connections. You will need to have a good web

browser. It is recommended you use either Firefox or Chrome as your browser for this course. Both of them are free and can be download at Mozilla.org or at google.com/chrome/. For mobile devices, we recommend Chrome as your browser. If you sign into Chrome with a Google account, you can sync your browsing data across devices (including history and saved passwords). There is a Blackboard mobile app, Blackboard Learn, which is optimized for mobile devices. You will need to have an understanding of audio, voice, and video capabilities, proficient in word processing.

C. Progression in the Nursing Major

Students must maintain a cumulative Grand View University (GV) grade point average ≥ 3.0 . If a student's GV cumulative GPA falls below **3.0**, the student will not be eligible to register for any nursing courses. The student must meet with their advisor to adjust their schedule and Plan of Study. 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 admitted to the nursing program must maintain a GV cumulative grade point average consistent with the catalog of admission.

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.

D. Failed Nursing Courses

All failed (D or F grade) courses in the RN to BSN program (NSGP number) must be repeated in order to earn credit for that course. A failed nursing course may not be repeated

E. 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 Admission, Progression, Graduation and Scholarship (APGS) Committee Chairperson stating the time frame for the leave of absence. (A personal or phone 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.

F. Program Completion Time Limit

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

G. Veteran's Readmission Policy

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

H. Dismissal from the RN to BSN 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. Receiving a “D” or “F” twice in the same nursing course and/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 Contact 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 University nursing program.

Students dismissed from the program for unsafe clinical practice may remain in the course but not the clinical, should they file a grievance. They will be able to participate fully in the online course, 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 RN to BSN courses. 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 recommendations for dismissal.

1. Students who are dismissed from the RN to BSN Program will be dropped from their 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.

I. Readmission to the RN to BSN Program

Students who are eligible to re-apply to the nursing program must do so within the 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) will be scheduled with nursing faculty.
6. 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.
7. The APGS Committee will review previous student file and reason of dismissal.
 - a. The student’s registration in nursing courses will be contingent upon the following:
 - b. Available space in 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
8. Students who have been dismissed may reapply only once.

J. Honesty Policy

See Academic Honesty Policy in University Student Handbook. See also NSNA Code of Academic and Clinical Conduct.

K. Student Concerns for Course Grades

A student who has concerns about a grade on a course assignment, a final course grade, or an accountability contract must first 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:

- Notify his or her academic advisor of the concern.
- Direct the concern in writing to the Coordinator of Student Success.
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.
- If the student is unable to resolve the concern with the Department Chair of Nursing, the student may appeal the decision through the Department of Nursing grievance process (see Guidelines for a Grievance).

L. Student Accountability

Students enrolled in a nursing course with a clinical component are expected to follow the policies and procedures of the assigned clinical agency.

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.

Accountability Contract

An accountability contract is a behavioral contract developed by the course faculty and the student's advisor to clarify expected students behavior. This contract is created when a student has been found to demonstrate action that is not consistent with course policies or expectations. Through dialogue with the faculty, the student is able to reflect on ways to meet course outcomes. The student will earn a failing grade in the course if the outcomes are not met.

1. A student who demonstrates behavior not consistent with course policies/expectations will receive written warning notification by course faculty.
2. An Accountability Contract may be developed if the behavior continues. The student will meet individually with course faculty and academic advisor.
3. 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.
4. An original contract will be placed in the advising file. The student and advisor will receive a copy of the contract.
5. 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.
6. A student can be placed on accountability contract two (2) times while in the nursing program. When 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.

A copy of the Accountability Contract can be found in Appendix B.

M. Using the Council of Success-Student Referral Form

The Council of Success exists as a resource to GV faculty, students, and staff, to provide success planning and interventions for identified student concerns. The Council meets weekly to discuss referrals, develop intervention plans, and follow-up on outcomes.

N. Formal Complaint Policy

Formal complaints made by 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.

O. 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.

Purpose

The purposes are twofold:

1. To protect the student's well-being
2. To protect the well-being of clients.

Procedure

1. The faculty member will initiate a conference with the student to discuss the problem.
 - a. A specific description of the problem will be written out and signed by both the instructor and the student.
 - b. Plan of action will be developed
 - 1) Decision to do nothing
 - 2) Referral made to appropriate health care person/agency:
Medical
Nursing
Counseling
Health Care Agency
2. Student will sign a release of information form (Appendix D) to be used by faculty in consultation with health care provider.
3. Referral form (Appendix E) will be completed and returned to the faculty member initiating the referral and placed in the student's advising file.
4. 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 Recommendation:

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 Coordinator for Student Advancement.

P. Nursing Electronic Portfolios

The Grand View University nursing student completes an electronic portfolio. An electronic portfolio development process will be initiated in the foundation courses and will continue as the student progresses through the entire program of study. Portfolio contents should include items considered to be representative of development toward accomplishment of the outcomes for the nursing major. The culmination of artifact collection for the nursing portfolio will occur in NSGP485. The portfolio and accompanying written synthesis are NSGP485 assignments due in the final semester of the nursing program of study at Grand View University. The portfolio synthesis will serve as a bridge to professional nursing practice and provide direction for future professional development as a reflective practitioner.

Q. Nursing Pin

Students may purchase the Grand View University Nursing pin. The student may receive it via mail or receive it at a pinning ceremony held in Des Moines, Iowa.

R. Graduation Requirements for the RN to BSN student

1. Successful completion of 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 curriculum.
4. Minimum 3.0 major GPA and minimum 3.0 cumulative GPA.

Courses used to calculate the Nursing GPA are NURS 325, 355, 425, 465, 485, and MATH 241. The only means of raising the cumulative nursing GPA at the completion of the curriculum would be to repeat a required major course.

S. Graduation Petition Procedure (see University catalog)

Commencement ceremony is held at the end of the Spring semester. Go to this [link](#) for University information on actions needed to prepare for graduation, including directions on completing the graduation petition which must be done 12-15 months before you complete your last course.

<https://myview.grandview.edu/academics/graduation/default.aspx>

T. 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 NSGP485 Summative Evaluation form will be given to the Nursing Administrative Assistant to be placed in the student's permanent file. (Reference Option form available in Appendix E)

IX. Resources**A. Center for Learning**

The Center for Learning will be open for you to learn or clarify 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.

In order for everyone to be able to utilize the Center for Learning most expediently, you are asked to follow the established guidelines:

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.

X. Student Opportunities**A. 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 Committee	One or two students
Curriculum, Evaluation and Library-Media Committee	One or two students
Grand View Interprofessional Education Committee	One or two students

B. Sigma Theta Tau International Society of Nursing Zeta Chi Chapter-at LargePurposes:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.

Membership Criteria:

Students are invited to join the honor society through one of 431 chapters located at more than 515 colleges and around the world. To find out more about chapters in your region, including benefits of membership access the website at <http://www.nursingsociety.org/>.

Registered Nurse Students must

- have completed ½ of the nursing curriculum;
- have at least a GPA of 3.0 (based on a 4.0 grading scale);
- rank in the upper 35th percentile of graduating class;
- meet the expectation of academic integrity.

Procedure:

Candidates who meet the qualification for membership and have been approved by the Zeta Chi board will be invited to apply for membership on an annual basis.

C. Awards and Scholarships

Awards and Scholarships

Various small scholarships are available through the nursing department. Nursing faculty are notified annually by the Admissions, Progression, Scholarship and Graduation Committee what monies/scholarships are available and are asked to help nominate/vote for candidates for such scholarships.

Lady-In-White Award

The Lady-In-White is a memorial to Jean Peterson, a graduate in 1951 of Iowa Lutheran Hospital School of Nursing awarded annually by nursing faculty to the outstanding nursing student in the final semester of nursing courses.

Qualifications:

- 3.0 Cumulative GPA
- Outstanding ability in demonstrating the outcomes of the nursing program:
 - Valuing lifelong learning
 - Integrating critical inquiry into practice
 - Nurturing of self and engaging in caring relationships with peers, clients, & society
 - Providing a culturally sensitive continuum of care
 - Empowering themselves and others to influence health care & society

Appendix A: Annual Physical Form for Nursing, located on CastleBranch.com

Personnel must be constantly able to meet the following demands.

MENTAL/COGNITIVE DEMANDS:

1. Must be able to communicate effectively with people of diverse professional, educational and lifestyle backgrounds.
2. 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.
3. Must be able to compute algebraic equations.
4. Must be understanding and patient.
5. Must be able to work independently and assume responsibility for timely completion of assigned functions.
6. Must be able to follow verbal and written instructions.
7. Must maintain confidentiality of information.
8. 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. This may include the use of an assistive device.

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 & 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.

Appendix B: Student Accountability Contract

_____ has not demonstrated accountable action in Nursing _____.
(print name)

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

In order to meet the outcomes of Nursing _____ 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 C: Statement of Grievance

I _____, wish to file a grievance on this
(print)

date _____ to be heard by the Student Grievance Committee.

My grievance is directed against the following person(s):

The issue(s) I wish resolved is (are):

The full, concise statement of my grievance is attached, as well as, the question(s) and/or issue(s) I wish resolved.

Signature _____

Date _____

Appendix D: Release of Information Form

Students may elect to sign a release of information form myView at this [link](#). Click on the “Relationships and Authorizations” tab.

**Appendix E: Referral for Student to Seek Health Care
(complete and return to faculty)**

Student Name: _____ Date of Referral: _____
(Please Print)

Course/Clinical Area: _____ Referred to: _____

Student Statement of Problem:

Signed: _____

Instructor Statement of Problem:

Signed: _____

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: _____

Other findings and treatment (if applicable):

Appendix F: 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 NSGP485 Summative Evaluation form in student file**