



Grand View University

Department of Nursing

Pre-Licensure Nursing Student Handbook

2016/2017

August 2016

The 2016/2017 Prelicensure Student Handbook contains the policies and procedures for Grand View 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.

Albin Howard
(Department Chair of Nursing)

8-30-16
(Date)

Paul Ritter
(Dean, College of Social and Natural Sciences)

8/29/2016
(Date)

Carl Olson
(Provost and Vice President for Academic Affairs)

8/29/2016
(Date)

Ken Young
(President)

8/29/2016
(Date)

Grand View University: Department of Nursing

Table of Contents

I. Introduction	1
II. Department of Nursing Philosophy	2
III. Program Outcomes and Descriptive Statements	3
IV. National Student Nurses' Association (NSNA), Inc. Code of Professional Conduct.....	5
V. Student Admission to the Nursing Program.....	6
A. Requirements for Admission to the Baccalaureate Nursing Program.....	6
B. Procedure for Admission to the Nursing Program Pre- Licensure Program	6
C. LPNs.....	7
D. Procedure for Completion of Pre-Admissions Examination.....	7
VI. Post Admission Requirements	8
A. Latex Allergy Identification, Prevention, and Education.....	9
B. Standard Precautions Education	9
C. Health Risks Related To Nursing Care Activities	9
D. Cardio-Pulmonary Resuscitation (CPR) Requirement.....	10
E. Annual Student Physical Examination Policy	10
F. Health Insurance Portability and Accountability Act (HIPAA) Education	10
G. Professional Liability Insurance.....	10
H. Criminal Background and Abuse Registry.....	10
I. Nursing Student Expenses	11
J. Transportation/Travel to Clinical Sites	11
K. Compliance with Background and other Clinical Requirements	11
L. Grand View University Nursing Student Association (GVNSA)	12
VII. Academic & Clinical Conduct.....	13
A. Code For Nursing Students	13
B. Clinical Agency Policy.....	14
C. Professional Boundaries	14
D. Patient Confidentiality, Privacy, and Security	14
E. Civility in the Classroom and Clinical	14
F. Children and Pets in the Classroom.....	15
G. Professional Appearance – Clinical Attire	15
H. Procedure for Clinical Absence (see course syllabi for any special instructions for that course).....	16
I. Finals Voucher Policy	16
VIII. Academic Progression Policies	17

Grand View University: Department of Nursing

A. Evaluation of Transfer Evaluation Process	17
B. Grading in Nursing Courses	19
C. Progression in the Nursing Major	19
D. Failed Nursing Courses	19
E. Leave of Absence	19
F. Program Completion Time Limit	20
G. Veteran’s Readmission Policy	20
H. Dismissal from the Nursing Program.....	20
I. Readmission to the Nursing Program	20
J. Honesty Policy	21
K. Student Concerns for Course Grades	21
L. Student Accountability	21
M. Using the Council of Success-Student Referral Form.....	22
N. Formal Complaint Policy	22
O. Guidelines for Grievance	22
P. Mandatory Student Referral for Health Care.....	24
Q. Nursing Electronic Portfolios.....	25
R. Benchmark Testing	25
S. Nursing Pin	25
IX. Graduation Policies.....	26
A. Graduation Requirements.....	26
B. Graduation Petition Procedure (see University catalog)	26
C. Reference Option Form and Summative Graduation Profile	26
D. Certification for NCLEX-RN (State Boards).....	26
E. Guidelines for Application to Take the NCLEX	27
X. RESOURCES.....	28
A. Center for Learning	28
B. Advisement/Mentoring.....	28
XI. STUDENT OPPORTUNITIES	29
A. Membership on Standing Committees of the Department of Nursing Faculty	29
B. Sigma Theta Tau International Society of Nursing Zeta Chi Chapter-at Large.....	29
C. Awards and Scholarships	29
Appendix A: Petition for Individual Program Changes Form	32
Appendix B: Finals Voucher Form.....	33

Grand View University: Department of Nursing

Appendix C: Student Accountability Contract	34
Appendix D: Statement of Grievance	35
Appendix E: Release of Information Form.....	36
Appendix F: Referral for Student to Seek Health Care.....	36
Appendix G: Reference Option Form.....	37
Appendix H: Annual Physical Form for Nursing, located on CastleBranch.com.....	38
Appendix I: Iowa Board of Nursing – Alcohol Related Criminal Offenses	39

I. 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 (i.e. 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. Nursing students are responsible for setting up and maintaining a GV e-mail account. If you have not heard from the IT department regarding a GV web mail account, please contact the Information Technology Department at 263-6028.

**Grand View University
Nursing Student Handbook**

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 an 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 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	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, 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 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: collegueship

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:

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision making and management at all levels of the student nurses' association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.
- Cooperate in every reasonable and proper way with association volunteers and staff and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing,
- Use every opportunity to improve faculty understanding of the role of the student nurses association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA
- Promote and encourage graduating senior to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses.

Adopted by the 1999 House of Delegates

Pittsburgh, PA at the 47th Annual NSNA Convention

References: American Society of Association Executives and the National Society for Fundraising Executives.

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.
- Admission course prerequisites:
 - Student must have completed ENGL101, CHEM107, and BIOL256 with at least a grade of C.
- Must achieve 80% or greater on the following two REACH A2 Examinations: Reading Comprehension and Basic Math Skills.
- If any of the A2 scores are less than 80%, the applicant may retake version two (V2) of the appropriate A2 examination. The applicant is allowed only these two attempts to achieve scores of 80% or above on the A2 examinations.

B. Procedure for Admission to the Nursing Pre- Licensure 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:

Pre- Licensure Nursing 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 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.

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.**

C. LPNs

1. Purpose
LPNs who have graduated from a post-secondary practical nursing program may apply to the Department of Nursing.
2. Requirements for LPN Admission to the Pre-licensure Nursing Program
 - Admission requirements and process is 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.
3. Curriculum Plan for LPNs
The LPN will follow the same course requirements as any pre-licensure nursing student.

D. Procedure for Completion of Pre-Admissions Examination

Procedure for the Pre-Admission Examination

The Elsevier/Evolve REACH 2 examination is offered at multiple Parametric Test Centers across United States. The applicants will register for the exam by going to: <https://evolve.elsevier.com>

1. Create your Evolve account (click on Login, create an account on the top right hand portion of the screen).
2. Click on “Catalog” and then “HESI EXAMS”. In the drop down box, click on “Register for HESI”.
3. On the next page, click on “Register for this now” and “Redeem/Checkout”.
4. Enter your personal information and then add an “X” in the box under “Tell us about your institution” to bypass this step and then “Continue”.
5. Read the Registered User Agreement and click the box next to “Yes, I accept the Registered User Agreement” and “Submit”.
6. On the confirmation screen, click “My Account” and then “Account Settings” to locate your Evolve username. Your username will be displayed on the screen and an email, containing your username and password, will be sent to the email address entered on the Personal Information screen.
7. Once registered, you will have access to the “Student Access” feature on the Evolve page. Click on “Student Access”.
8. Register for a Distance Exam by selecting the “Distance Testing” tab, “Register for a Distance Exam” and do the following:
9. Enter the Grand View University Department ID: **197033**. The remainder of the page will populate on its own. Confirm information is the same as it appears on your government issued photo ID by selecting the check box at the bottom of the page.
10. Select the appropriate A2 preadmission exam, (Select A2 V1 if first time tester
Select A2 V2 if repeat tester)
11. Click “Submit”.

PLEASE NOTE: You will receive an email within 1-3 business days with your eligibility ID and directions for scheduling and paying for your admission assessment exam. Please carefully review the information contained in your Confirmation Notice. If any of the information is incorrect, or if the information has changed, please contact Elsevier Review and Testing at exameligibility@elsevier.com. Failure to do so could result in forfeiture of your testing appointment and associated fees.

The information provided must be the same as it appears on your government issued photo ID. You will NOT be admitted into the testing lab if there is any discrepancy between what is listed on your Evolve student account and what is presented on your ID.

The student’s application, EVOLVE/REACH A2 test scores, and other admission documents must be received in the Department of Nursing by the application deadline. Applicants are advised to begin the process for examination registration at least 2 months in advance of the application deadline.

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 (GV) nursing students must provide routine verification of the requirements prior to any clinical or laboratory experiences.

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:

CastleBranch

Grand View University - Nursing
How to Place Order

Welcome to **myCB**

To place your order go to:

<https://portal.castlebranch.com/GB32>

Package Name (if applicable):

PLACE ORDER → **SELECT PROGRAM** → **SELECT PACKAGE**

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or servicedesk.cu@castlebranch.com

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

D. Cardio-Pulmonary Resuscitation (CPR) Requirement

The 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. 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 CastleBranchSee appendix H 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. For Fall 2016 your course faculty will provide instructions for completing this action. Beginning Spring 2016 students are required to upload the verification form, "Professional Student Nurse Communication Review," to the castlebranch.org website annually.

G. Professional Liability Insurance

All Grand View 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 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. National Student Nurses' Association membership (includes membership in IANS and GVNSA.).
2. Standardized testing and NCLEX-RN review course.
3. 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, blood pressure cuff, student tote.
5. An electronic data device such as a Personal Digital Assistant (PDA).
6. Professional nursing association activities (IANS Convention, Legislative Day).
7. Textbooks, reference books, and electronic or digital resources.
8. Transportation to clinical agencies/class (students should not rely on public transportation).
9. Uniforms, lab coats, shoes, GV name tag.

All expenses are subject to change.

J. 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.

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.

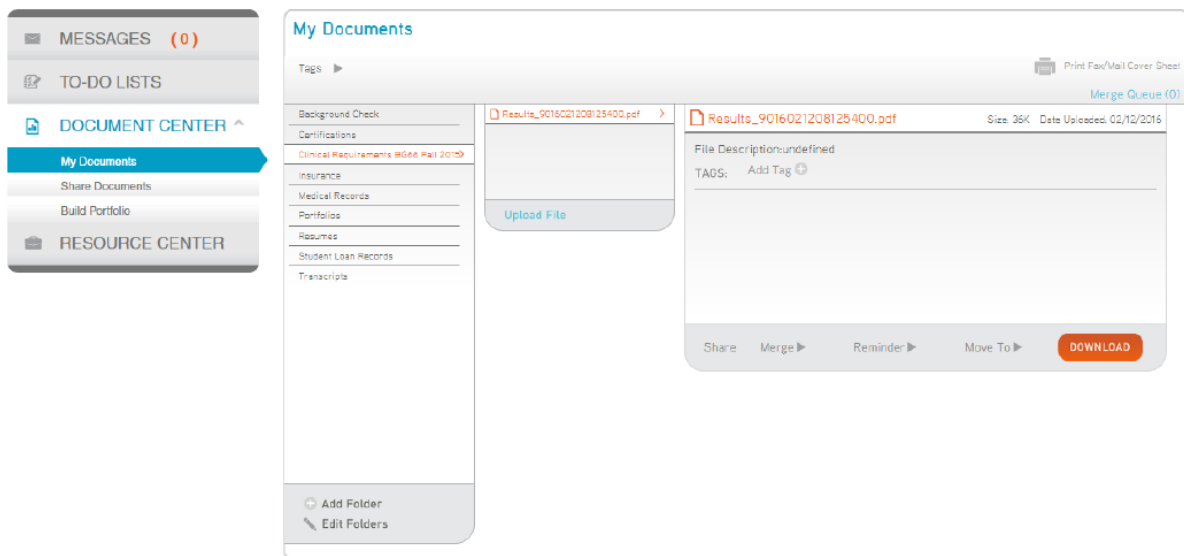
K. Compliance with Background and other Clinical Requirements

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.



L. Grand View University Nursing Student Association (GVNSA)

GV 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.

VII. Academic & Clinical Conduct

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

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust 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 your 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 in the Classroom and Clinical

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. For Fall 2016 your course faculty will provide instructions for completing the *Professional Student Nurse Communication Review*. Beginning Spring 2017 students are required to upload verification of review of this information annually to the CastleBranch website.

F. 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.

G. Professional Appearance – Clinical Attire

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 an identification badge at all times during clinical. During clinical at UnityPoint Health or 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 you must wear the GV identification badge. 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 badge 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). 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 safety and patient care, long hair should be pulled back away from the face and secured so it does not fall onto patients or interfere with the work area. Beards and mustaches must be kept clean and neatly trimmed.
4. **NAILS:** Fingernails should be in good repair, clean, and neatly trimmed. Fingernails can promote the spread of infection and be a safety hazard when providing patient care. Artificial nails can harbor bacteria and spread infection. Long nails, artificial nails, and nail adornments are not permitted in patient areas. If nail polish is worn, it should be free of chips.
5. **CLOTHING:** Clothing should be clean, pressed, in good condition (free of holes and tears), and should fit properly. Undergarments must be worn and should not be visible through clothing. Students in community clinical practice settings should wear the GV red nursing polo and black slacks or skirt. Students in institutional clinical practice settings should wear the GV nursing red polo or red GV nursing scrub shirt and black scrub pants or skirt. If the student chooses to wear a shirt under the GV polo it shall be white. A white “consultation coat” type lab coat with identifying GV nursing patch on upper outer left sleeve or a sleeveless vest with identifying GV nursing patch on upper left front of the vest and professional street clothes must be worn whenever the student is in a clinical/practice area without the specified uniform. Casual clothing is not appropriate (jeans, t-shirts, sweatshirts). 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. **ACCESSORIES:** Jewelry should be worn in moderation. Many types of jewelry may harbor organisms which could be harmful to patients. Excessive jewelry (numerous rings per hand, multiple bracelets, long necklaces, more than 2 earrings per ear, earrings longer than 1 inch below the earlobe, visible body piercing except in ears) visible tattoos, long fingernails, excessive make-up, unusual hair color, and other adornments distract patients, family members, and your peers. These are not appropriate for professional attire.

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

H. Procedure for Clinical Absence (see course syllabi for any special instructions for that course)

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

1. Contact, by phone or in person, the course faculty, at least one (1) hour prior to the scheduled clinical time.
2. Notify by phone the designated client or clinical agency, at least one (1) hour prior to the scheduled clinical time.
3. At the discretion of the faculty member, submit a release signed by a health care provider to return to clinical.

I. 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. (This form is available in Appendix B).

VIII. Academic Progression Policies

A. Evaluation of Transfer Evaluation Process

For students admitted to start nursing courses prior to Fall 2015

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

General Guidelines

- Students **must be accepted into the nursing program** before consideration will be given to transfer of nursing courses.
- Students, under the guidance of their faculty advisor, send syllabi to Nursing Administrative Assistant 3 months prior to the semester for which credit is being evaluated

Transfer credit for the following foundation courses will not be accepted:

NURS202-Pharmacology
 NURS215-Caring
 NURS216-Professionalism I
 NURS302-Caring Responses

2. Receipt of Transferring Institution Transcripts and Syllabi:

- a. Admissions receives transferring institution transcripts and sends them to the transcript analyst in Registrar's Office.
- b. Advisor or Nursing Curriculum Committee Chair directs student to give course syllabus to Nursing Administrative Assistant assigned to the responsibility, as well as a letter clarifying which course(s) are to be considered for transfer credit.

3. Nursing Administrative Assistant's Action Steps Upon Receipt of Syllabi:

- a. Date stamp syllabi when received in Department of Nursing.
- b. Verify that student has been admitted to Grand View University and to the Nursing Program: Check student folder.
- c. Confirm that student has passed course(s) for which he/she is seeking credit. Call Transcript Evaluator for verbal confirmation of course grade.
- d. Complete appropriate sections of "Evaluation of Transfer Credit" form (sample follows) for each syllabus received.
- e. Send syllabus and Faculty Evaluation of Transfer Credit form to appropriate Nursing Course Faculty

Credit for the following courses is transferable and eligible to be evaluated by Nursing Faculty:

NURS110 – Nurturing Well-Being
 NURS230 – Pathophysiology
 NURS301 – Assessment of Well-Being
 NURS330 – Nursing Situations with Families and Children within Families in the Institution
 NURS331 – Nursing Situations with Adults within Families in the Institution
 NURS332 – Nursing Situations with Families and Children within Families in the Community
 NURS333 – Nursing Situations with Adults within Families in the Community

4. Upon completion of evaluation of syllabus by the appropriate Nursing Course Faculty:

- a. Nursing Faculty returns 1) syllabus and 2) evaluation form to the Administrative Assistant or Nursing Curriculum Chair for action in the next Nursing Curriculum Committee Meeting.
- b. If recommendation is for partial credit, the Nursing Faculty evaluating the syllabus also completes and submits a recommended Course Completion Contract.

5. Upon Nursing Curriculum Committee approval or denial of transfer credit:

- a. Nursing Administrative Assistant informs student of decision via letter. Copy of "Evaluation of Transfer Credit" form is also sent to the student, the student's advisor and then pertinent course coordinator.
- b. Nursing Administrative Assistant places copy of letter and "Evaluation of Transfer Credit" form in student advising file.

- c. Nursing Administrative Assistant files syllabus and original, attached “Evaluation of Transfer Credit Form in Transfer Credit Student Files
- d. If approval of transfer credit is for partial course credit, the student will meet with course faculty to finalize a Course Completion Contract

For students admitted to start nursing courses in Fall 2015 or later

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

General Guidelines

- Students **must be accepted into the nursing program** before consideration will be given to transfer of nursing courses.
- 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 3 months 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

2. Receipt of Transferring Institution Transcripts and Syllabi:

1. Admissions receives transferring institution transcripts and sends them to the transcript analyst in Registrar’s Office.
2. 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.

3. Nursing Administrative Assistant’s Action Steps Upon Receipt of Syllabi:

- a. Date stamp syllabi when received in Department of Nursing.
- b. Verify that student has been admitted to Grand View University and to the Nursing Program: Check student folder.
- c. Confirm that student has passed course(s) for which the student is seeking credit with grade of B or higher. Call Transcript Evaluator for verbal confirmation of course grade.
- d. Complete appropriate sections of “Evaluation of Transfer Credit” form (sample follows) for each syllabus received.
- e. Send syllabus and Faculty Evaluation of Transfer Credit form to appropriate Nursing Course Faculty.

Credit for the following courses is transferable and eligible to be evaluated by Nursing Faculty:

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.

4. Upon completion of evaluation of syllabus by the appropriate Nursing Course Faculty:

Nursing Faculty returns 1) syllabus and 2) evaluation form to the Administrative Assistant or Nursing Curriculum Chair for action in the next Nursing Curriculum Committee Meeting.

B. 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 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 course at Grand View University.
4. For nursing courses retaken, the most recent grade will be computed into the GPA.

C. 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 not be eligible to register for any nursing courses. The student must meet with their advisor to adjust their schedule and POS. 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.

Students **who began nursing courses Spring 2015 or earlier**, but do not progress for any reason, will be evaluated on an individual basis regarding appropriate courses for progression.

D. Failed Nursing Courses

All failed (D or F grade) courses with a NURS number must be repeated in on-campus class (Grand View) in order to earn credit for that course. A failed nursing course may not be repeated by correspondence nor by credit by examination.

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 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 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. 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 nursing program.

Students dismissed from the program for unsafe clinical practice may remain in the classroom but not the clinical, should they file a grievance. 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 recommendations 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.

I. Readmission to the Nursing 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. Be a current Grand View student or 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.
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.
8. The student's registration in nursing courses will be contingent upon the following:
 - a. Completion of the registration process.
 - 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
9. Students who have been dismissed may reapply only once.

J. Honesty Policy

See Academic Honesty Policy in University Student Handbook. Also see the 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

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 C.

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. Guidelines for Grievance

1. Procedure for Initiating a Grievance

1.1. Student Advocate

The student may request a faculty member to serve as his or her advocate. It is the student's responsibility to contact the faculty member. The faculty member is not obligated to serve in this role. The faculty member will provide guidance and support throughout the grievance process. Only nursing faculty may serve as an advocate.

- 1.2. The student must submit a letter of intent to file a grievance to the Department Chair of Nursing within 14 days of the incident.
- 1.3. The student must complete the Statement of Grievance form (see Appendix I-I). This must be filed within 48 hours after the letter of intent is received in the Department Chair of Nursing's office.
- 1.4. Committee members are selected (see 3.0). Names of the committee members will be held in confidence until the hearing. The hearing will be scheduled within 7 days after the grievance is initiated but must be held within 30 days after the grievance is initiated.

2. Purpose of the Committee

- 2.1.** The purpose of this committee is to consider grievances related to the admission, progression, or graduation in the Department of Nursing which a student considers not to have been satisfactorily resolved. The committee is to decide if the student has been treated fairly according to existing policies and procedures.

3. Membership

- 3.1.** The committee shall be composed of seven members appointed at the time of the grievance – four faculty and three students in their last year of their nursing major. Faculty representatives shall be chosen by the Department Chair of Nursing with input from faculty. Student representatives shall be selected by the executive committee of NSA.
- 3.2.** The Chairperson shall be selected by the committee.
- 3.3.** Members of the committee are objective data gatherers. If a committee member feels unable to give an unbiased judgment in regard to the case, that member should remove himself/herself from the proceedings.

4. The Department Chair of Nursing will inform the Committee members of the date, time, and place of the meeting.
 - 4.1. Committee members will be given a copy of the grievance three (3) days prior to the meeting.
 - 4.2. Evidence may be submitted three (3) days prior to the meeting.
5. Hearings
 - 5.1. Closed Hearing
 - 5.1.1. Committee hearings are closed. Open hearings may violate the confidentiality of the disciplinary process, and place unnecessary pressure or tension on the hearing. The Department Chair of Nursing will be present at the meeting. The proceedings are to be held in strict confidence.
 - 5.1.2. No attorneys or other legal representatives are allowed in the hearing.
 - 5.2. Witnesses at the Hearing
 - 5.2.1. Witnesses may be called by both the student(s) and the Department of Nursing. Any witnesses must have direct knowledge of the circumstances of the alleged violation.
 - 5.2.2. The Chairperson of the committee may limit the number of witnesses.
 - 5.3. Procedure at Hearing
 - 5.3.1. The chairperson is selected by the committee. Time is allowed for the committee to review any new information provided by the student(s), Nursing Department, or faculty. Discussion is limited to procedure at this time.
 - 5.3.2. The chairperson will appoint a secretary to tape record the meeting with each person identifying himself before speaking. The secretary will obtain permission for tape recording from each person and begin recording.
 - 5.3.3. All persons present will state their name and their purpose for their presence at the hearing. Witnesses will state the reason they have been called to the hearing.
 - 5.3.4. The chairperson will read the grievance at the hearing and will ensure that due process is observed. The chairperson will moderate the hearing.
 - 5.3.5. The faculty member involved will present the Department of Nursing's case, and may be questioned by the committee members.
 - 5.3.6. The student(s) will present statements relevant to the case, and may be questioned by the committee members. All matters upon which the decision is based must be introduced into evidence at the hearing and the decision must be supported by evidence.
 - 5.3.7. Any witnesses present may respond to questions by committee members. Witnesses may not question or challenge other witnesses or the defendant(s), and must respond only to questions.
 - 5.3.8. At the conclusion of data gathering, the committee will go into closed session for discussion and voting. Each member will submit one vote on the issue. The verdict shall be decided by a majority vote through secret ballot.
 - 5.3.9. The considered opinion of the committee will be made verbally to the student, to the faculty involved, and to the Department Chair of Nursing immediately following the hearing and in writing within 3 business days. The opinion will include the decision, any specific action(s) for the student and/or faculty, and rationale for the final decision.
 - 5.3.10. The proceeding records and evidence will be kept with the Department Chair of Nursing for 3 years after the committee meeting.
6. Right of Appeal
 - 6.1. Provision is made for "Right of Appeal" in which the student or faculty may request a hearing with the Provost/Vice President for Academic Affairs. This must be implemented within one week following the hearing. If at least one of the following conditions exists in the student's or faculty's judgment, an appeal may be initiated:
 - 6.1.1. New and significant evidence can be introduced which was unknown at the time of the hearing, and which may support the defense of the student(s)/faculty.
 - 6.1.2. There is reason to believe that the verdict was not consistent with the seriousness of the violation.
 - 6.1.3. The student's/faculty's rights of due process were not observed during the hearing process.

- 6.2.** A written notice of appeal must be given to the Department Chair of Nursing and the Provost/Vice President of Academic Affairs. State in the letter:
- 6.2.1. Nature of grievance
 - 6.2.2. Considered opinion of grievance committee
 - 6.2.3. Reason for appeal
- 6.3.** The hearing shall be held as soon as possible after the appeal is made.

P. 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 E) to be used by faculty in consultation with health care provider.
3. Referral form (Appendix F) 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.

Q. Nursing Electronic Portfolios

The Grand View 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 NURS 450, Professionalism II. The portfolio and accompanying written synthesis are NURS 450 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.

R. 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. Students may need to achieve specific scores on these exams for successful completion of nursing courses.

Remediation

Following all HESI Specialty and Exit Exams, students are required to remediate. Remediation requirements depend on each individual student's exam performance. Evidence of remediation will be turned in during the following semester, and will be 10% of the course grade. Failure to complete remediation and turn it in will result in a zero for the course assignment. HESI Exam Scores can be indicative of the student's level of risk for success in the program and on NCLEX. Students with lower HESI scores require more intense remediation.

Exit Exams

All nursing students enrolled in NURS417, Leadership: A Commitment to Society will take EVOLVE Exit Exams v. 1 and 2. Scores on these exams will be used to calculate final course grades in NURS417 and will provide the basis for individualized learning contracts to prepare for NCLEX-RN.

S. Nursing Pin

Students may purchase the Grand View Nursing pin and receive it at a pinning ceremony.

IX. Graduation Policies

A. Graduation Requirements

1. Successful completion of 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.

Policy:

- A Baccalaureate track student must have a Nursing GPA of ≥ 3.0 to graduate.
 - For pre-licensure students admitted to nursing prior to fall 2015, courses used to figure Nursing GPA are: BIO157, 140, 256, CHEM107, MATH241 or 341, SOCS101, PSYC101, 212, 320, NURS110, 215, 216, 202, 230,301,302, 330, 331, 332, 333, 417, and 450.
 - For pre-licensure students admitted to nursing fall 2015 or later, courses used to figure Nursing GPA are: BIOL160, 165, 140, 256, CHEM107, MATH241, 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.

B. Graduation Petition Procedure (see University catalog)

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>

C. 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 NURS417 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 AppendixRN to G.)

D. Certification for NCLEX-RN (State Boards)

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 the student is allowed to take NCLEX.

E. Guidelines for Application to Take the NCLEX

1. If you plan to be licensed in the state of Iowa:

If you plan to be licensed in the state of Iowa:

- Pick up NCLEX packet from Nursing Administrative Assistant.
- 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.
- 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.
- The online NCLEX application and the online Iowa Board of Nursing applications MUST both be completed at the same time.
- Information regarding criminal conviction:
 - Send a copy of the court records (i.e. sentencing order, disposition documents, trial information, judgment entry), **with the application by exam.**
 - A brief summary of the conditions that led to the charge(s) including date, location and outcome must be included with the application.
- The NCLEX application fee is \$200.00. The NCLEX Registration form is available to complete online at www.pearsonvue.com/nclex (select the registration option) or by telephone at 1-866-496-2539.
- 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 (90 days). If your Authorization to Test expires you will be required to re-submit **both applications and fees.**

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.

2. If you are taking the NCLEX-RN exam in another state:

- Contact that state board of nursing for an application and instructions. Contact information for other boards can be found at <https://www.ncsbn.org/47.htm>.
- Request and 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 form needs notarized. Nursing Administrative Assistant is a notary public.
- Complete a Transcript Request Form and submit it to the Nursing Administrative Assistant.

Memo from Iowa Board of Nursing Regarding Criminal Offenses Involving Alcohol and Drug

The Iowa Board of Nursing (IBON) asks that nursing programs share the following with nursing students: Nursing students' "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” (IBON, 2014). See Appendix I for entire memo.

X. RESOURCES

A. 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.

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.

B. 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. One copy of the plan will be given to student and one placed in student’s advising file. The student and the advisor need to review the plan at the time of each registration and revise as necessary.

This must be done before 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 on-line at myview@grandview.edu.

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. Student must complete and sign the petition form.
3. Advisor, Course Coordinator, and Pre-licensure Program Coordinator must sign form.
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. (The Petition Form is available in Appendix A).

XI. 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 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. (At schools where a 4.0 grade-point average system is used, this equates to 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.

C. 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

Steven J. Sharp Family Scholarship

Steven Sharp originated this scholarship in memory of his daughter Debbie Sharp who was a Registered Nurse at Mercy Hospital in Des Moines. She was one of the youngest RNs the hospital employed, and her father was very proud of her. In 1999, Debbie became ill and passed away.

Qualifications:

- Nursing student, full-time or part-time
- Senior class status (defined being in the last year of nursing courses)
- Financial need as determined by Free Application for Federal Student Aid
- Applicant completed and submitted a 500-word essay which states:
 - Reason for selecting nursing as a career, and
 - Goals and intentions for practicing nursing after graduation; *applicant must intend to work in direct patient care, not in an office position*

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:

- Is a 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

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: Petition for Individual Program Changes Form

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

Date: _____

From: _____
(Student's name, please print) (Student's I.D.)

(Student's address)

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: _____

Rationale for Change: _____

Course Schedule: _____ (List all courses of affected semesters)

Student's Signature

Advisor's Comments: _____

Advisor's Signature

Course Coordinator's Comments: _____

Course Coordinator's Signature Program Coordinator's Signature Department Chair's Signature

Action of Admissions, Progression, Graduation, and Scholarship Committee:

- Petition: Accepted
 Accepted pending space available.
Student may register after the official registration period has ended.
 Denied

Comments: _____

Authorization: _____
(APGS Signature) (Date) 08/13

Appendix B: Finals Voucher Form

_____, Grand View University Nursing Student, has submitted the
(print)

Iowa Health System photo ID badge and returned any Center for Learning equipment.

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

Date _____

Signature _____ (Center for Learning Staff)

Appendix D: 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 E: 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 F: 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 G: 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 NURS417 or NSGP485 Summative Evaluation form in student file**

Appendix H: 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 I: Iowa Board of Nursing – Alcohol Related Criminal Offenses



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.