

CLARION UNIVERSITY

**ASSOCIATE OF SCIENCE IN NURSING
PROGRAM**

**DEPARTMENT OF NURSING
ASSOCIATE OF SCIENCE IN NURSING
PROGRAM**

STUDENT HANDBOOK

2019 - 2020

Department of Nursing

College of Health Sciences and Human Services

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Oil City, PA 16301

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Fax: 814-676-0251

Dear Students:

Welcome new students and welcome back returning students! We are excited that you have decided on pursuing a career in nursing and thank you for choosing Clarion University. I look forward to meeting all of our new students and seeing all of our returning students.

As Nurse Administrator of the Department of Nursing, I would like to let you know that I am here to assist you in whatever way I can. I have an open-door policy, so if my door is open feel free to drop in and let me know how things are going. I am always delighted to hear that you earned an "A" on your nursing exam or if you have ideas on how to improve the program. I do ask that if you are having an issue with a particular course; that you first speak with the professor before you bring your concern to me.

I have offices on both Clarion (129 Ralston Hall) and Venango (220 Montgomery Hall) campuses and try to spend time on each campus weekly. Our clerical support staff, Mrs. Patti Shontz, has access to my calendar and will be able to reach me should you have an issue that requires my immediate attention.

It is essential that you become familiar with the contents of this handbook. The faculty regularly review and update this handbook, so that it contains the most up-to-date policies, procedures, and information that you will need throughout the program. In a majority of circumstances, Clarion University policies and procedures are followed. In some circumstances, the policies and procedures of the Department of Nursing may be more stringent than those general policies of the University. We have tried to include all of the policies and procedures that differ from the general University policies and procedures in this handbook, so please make sure to review this handbook carefully.

This handbook is intended to supply accurate information however, it is NOT to be regarded as an irrevocable contract between the student and the Department of Nursing. The Department of Nursing reserves the right to make changes at any time such changes are considered desirable or necessary. Any changes made throughout the year will be announced to students prior to implementation.

If you have questions or concerns about any of the policies in the handbook, please ask a faculty member, your academic advisor, a student representative, or me. Best of luck in your academic journey! I look forward to working with you throughout your time here at Clarion and celebrating with you when you graduate.

Always remain Courageous, Confident, and Clarion proud!

Sincerely,

Dr. Deb Kelly

Dr. Deborah Kelly
Nurse Administrator

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**Clarion University of Pennsylvania's
Equal Educational Opportunity Statement**

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, veteran status, or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries to Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, (814) 393-2000.

The Associate of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing
3343 Peachtree Rd. NE Suite 850
Atlanta, GA. 30326
P: 404-975-5000 F: 404-975-5020
www.acenursing.org

and approved by the

Pennsylvania State Board of Nursing
P.O. Box 2649
Harrisburg, PA 17105-2649
P: 717-783-7142 F: 717-783-0822

MISSION, PURPOSE, VISION, AND PROGRAM OUTCOMES

Mission of Clarion University and the Department of Nursing

The mission of Clarion University is to provide transformative, lifelong learning opportunities through innovative, nationally recognized programs delivered in inclusive, student-centered environments. Consistently, the mission of the Clarion University Department of Nursing is to provide a quality education in nursing across the collegiate continuum that is affordable, accessible, and responsive to the changing healthcare landscape.

Associate of Science in Nursing Program Purpose

The Clarion University of Pennsylvania Associate of Science in Nursing Program prepares technical nurses to exhibit integrity and ethical behavior, and to provide holistic patient centered care, with dignity and respect for diversity. The two-year Associate of Science in Nursing Program provides educational experiences that promote Human Flourishing, Nursing Judgment, Professional Identity, and a Spirit of Inquiry. The program encourages students to aspire towards excellence and provides the graduate with a foundation for further education. Upon completion of the program, the graduate will be eligible to take the national licensure examination.

ASN Vision

The Associate of Science in nursing program prepares nurses who provide quality care to patients of all ages, in a variety of settings, and creates a foundation for lifelong learning.

ASN Program Outcomes

The Clarion University of Pennsylvania Associate of Science in Nursing Program prepares the graduate to:

1. Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings. (Human Flourishing)
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family community context. (Nursing Judgment)
3. Integrate into practice one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (Professional identity)
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patients, families and communities. (Spirit of Inquiry)

ASN Core Values and Course Competencies

Competency (Core values/ threads)	NURS PROC I Course Competency	NURS PROC II Course Competency	NURS PROC III Course Competency	NURS PROC IV Course Competency
Human Flourishing (Dignity & Respect for Diversity; Promotion of Holistic Patient Centered Care)	Define diversity among people, ideas, values, and ethnicity.	Explore differences among people, ideas, values, and ethnic groups.	Develop strategies that enhance the holistic well-being of patients and families.	Advocate for patients and families to promote their holistic well-being, with sensitivity and respect for diversity.
Nursing Judgment (Promotion of Holistic Patient Centered Care)	Describe how the nursing process is used to provide safe quality care and promote the health of the elderly or chronically ill patients.	Examine how the nursing process is implemented to provide safe quality care and promote the health of women, infants, children, and acutely ill patients.	Utilize the nursing process to make judgments in practice for the provision of safe quality care and the promotion of the health of patients with complex health problems.	Utilize the nursing process to make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe quality care, and promote the health of patients within a family and community context.
Professional Identity (Integrity & Ethical Behavior)	Describe the role and responsibility of the registered nurse in the provision of safe quality care as a member of the health care team.	Examine how the role of the nurse reflects integrity, responsibility, and ethical practices in the provision of safe quality care.	Implement into practice one's evolving role as a nurse in ways that reflect integrity, responsibility, advocacy, and a commitment to safe, evidence-based care.	Integrate into practice one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
Spirit of Inquiry (Aspiring Toward Excellence)	Identify evidence that provides the foundation for	Examine the evidence that provides the	Examine the evidence that provides the	Analyze the evidence that provides the

	basic nursing practice.	foundation for basic nursing practice.	foundation for clinical nursing practice, to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patients, families, and communities.	foundation for clinical nursing practice, to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.
Human Flourishing (Dignity & Respect for Diversity; Promotion of Holistic Patient Centered care)	Identify differences in self-determination, values, and integrity, within the older adult population, with sensitivity and respect for diversity.	Explore ways to promote human dignity with sensitivity and respect for diversity.	Promote human dignity and holistic well-being, with sensitivity and respect for diversity, in collaboration with other members of the health care team.	Advocate for patients and families in ways that promote their holistic well-being, with sensitivity and respect for diversity, in collaboration with other members of the health care team.
Nursing Judgment (Promotion of Holistic Patient Centered Care)	Apply the nursing process in the provision of safe quality care and promote the health of the elderly or the chronically ill.	Apply the nursing process to provide safe quality care and promote the health of patients of diverse populations.	Demonstrate use of the nursing process and make judgments in practice to provide safe quality care for patients with complex health problems.	Utilize the nursing process to make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe quality care, and promote the health of patients within a family and community context.
Professional Identity (Integrity & Ethical Behavior)	Identify the role and responsibility of the registered nurse and the nurse's contribution to the health care team.	Implement one's role as a nurse in ways that reflect integrity, responsibility, and ethical practices in the provision of safe, quality care.	Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based	Integrate into practice one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to

			practice, caring, advocacy, and safe quality care for diverse patients within a family and community context.	evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
Spirit of Inquiry (Aspiring Toward Excellence)	Examine the evidence that provides the foundation for basic nursing practice.	Demonstrate knowledge of the evidence that provides the foundation for basic nursing practice.	Examine the evidence that provides the foundation for clinical nursing practice, to improve the quality of care for patients, families, and communities.	Analyze, and begin to integrate, the evidence that is the foundation of clinical nursing practice, to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

PROGRAM OUTCOMES

In accordance with ACEN Standard VI, Clarion University of Pennsylvania ASN faculty and staff perform ongoing assessment and evaluation of program outcomes. The information obtained from program and Student Learning Outcomes; along with feedback from parties of interest are utilized to make changes in the program.

The following are program outcomes that are assessed and evaluated on an ongoing basis:

- 80% of the ASN graduates will pass licensure exam on the first attempt
- 65% of the ASN graduates will complete the program within 3 years
- 100% of the ASN graduates will rate their overall satisfaction with the program as agree or strongly agree
- 100% of the employers will agree or strongly agree that the ASN graduate is prepared for entry level positions within their organization
- 100% of ASN graduates who have passed NCLEX-RN and desire employment will be employed

ACADEMIC POLICIES

Attendance

Clarion University of Pennsylvania regards student participation in class as essential to the learning process. Therefore, regular classroom attendance is required of all students. Faculty members determine the absence policies for their own classes, except that participation in university sanctioned activities or active military service will be excused and the student will be given reasonable assistance when class work is missed. It is understood that absence does not excuse the student from course work and the responsibility to complete assignments on time. If a student knows a class must be missed, the instructor should be notified in advance and arrangements made to complete the work. **The instructor is not required to give make-up examinations or accept class work missed as a result of an unexcused absence.**

Due to the nature of laboratory sessions and clinical experiences, students are expected to attend all sessions, including pre- and post-conferences. If students are unable to attend clinical or laboratory experiences, they are expected to follow the policies provided by the faculty member teaching that course. An alternative experience will be provided.

In the event of an unexpected absence such as a serious illness or military deployment, the Office of the Registrar and the Department of Nursing should be notified as soon as possible so instructors can be informed of the reason for a student's absence. This information is provided to faculty as a courtesy and does not, in and of itself, constitute a valid excuse for the student's absence from class. A valid excuse will be granted following receipt of a signed medical excuse from the student's health care provider. The signed medical excuse must also include the date that the student was seen by the healthcare provider, the location where the student was seen by the healthcare provider, and that the student is ill or injured and cannot attend class/clinical. A valid excuse will be granted for a copy of the military orders from the student's military command. The Department of Nursing will consider all other absences as unexcused. In order to receive credit, any and all excuses must be submitted at the beginning of the next class.

Within the Department of Nursing, punctual attendance at class, practice laboratory, and clinical is mandatory. If the student is unable to attend class, they must notify the Department of Nursing (814-676-6591 x 1252) **prior** to the beginning of the class. (In the case of "off-campus" classes, the student must follow the procedure identified by the instructor.). If a student is unable to attend the clinical experience, they are expected to notify the health care facility as directed by their instructor.

Students showing patterns (more than three) of tardiness or early departure from class will be counseled by the faculty member. Any further infractions will result in a one percent reduction per occurrence in the final course grade. In the clinical setting, students will receive an unsatisfactory evaluation for accountability and responsibility and will be subject to dismissal from the program. All unexcused absences will have the following penalties:

1. In Class: After missing two classes in any nursing course the student will receive a decrease of one percent of the final course grade for each additional absence.

2. In Clinical: After missing two days (equivalent to 12 hours) or practice laboratory days, the student will be unable to meet the course objectives and will receive an unsatisfactory for the clinical experience. Any additional absences will be reviewed by the ASN faculty and the student will be subject to disciplinary action which may include dismissal from the program.

All missed clinical and laboratory experiences **must** be made up. Assignments for missed clinical and laboratory work will be determined by the instructor.

Requirements for Graduation

To receive an Associate of Science in Nursing Degree from Clarion University of Pennsylvania the student must meet the following requirements:

1. Complete the Associate of Science in nursing curriculum – 60 credits, 15 of the last 30 of which must be earned at Clarion University of Pennsylvania.
2. Complete all nursing course requirements within 3 calendar years of formal admission to the program.
3. Students must attain at least a C in all math, science courses, and English 111.
4. Attain an overall cumulative quality point average of 2.75 on a 4.00 scale.

Academic/Clinical Grading

In an effort to achieve the rigor and high academic standards associated with successful completion of the National Licensure Exam (NCLEX-RN), the nursing faculty developed academic standards that are higher and more stringent than the university at large. Students must earn a grade of "B" or higher in each of the required for all theory/didactic nursing courses and a passing grade is required in all clinical courses.

Department of Nursing ASN Grading Scale

- 93 - 100 A
- 84 - 92 B
- 75 - 83 C
- 66 -74 D
- 65 – below F

Retention/Progression

The nursing faculty have implemented a Retention and Progression policy is to assist students who are experiencing academic and/or clinical difficulty succeed and progress through the program.

In an effort to help students succeed, students who are struggling academically will be encouraged by faculty to take advantage of the resources available within the department and throughout the campus and university. To maintain consistency the faculty will review the retention policy with the students at the beginning of each course. In the event a student is struggling in a particular course, students are encouraged to meet with the professor to establish an individualized plan (algorithm/learning contract) to ensure success. Refer to Appendix: E for a copy of the Retention and Progression policy, Procedure and Algorithm.

The ASN courses are sequential and must be taken in order. In order to progress through the program, the student must

- Maintain an overall quality point average (QPA) of 2.75 on a 4.0 scale
- Receive a B (84% or higher) in all theory/didactic nursing courses
- Passing grade in all clinical courses
- Achieve a minimum grade of a “C” or better in BIOL 251/261 prior to beginning the fall semester of the 2nd year.

*Failure to achieve these milestones will result in dismissal from the program.

In addition, students must also achieve a minimum grade of a “C” in English 111 and Math 117 in order to graduate.

Theory/Didactic Courses in which students must earn a minimum of a “B” in order to progress through the program are the following:

- NURS 101
- NURS 102
- NURS 121
- NURS 131
- NURS 133
- NURS 201
- NURS 202
- NURS 203
- NURS 233
- NURS 234

- *Failure to earn a minimum of a “B” in any of these Theory/Didactic courses will result in dismissal from the program

Clinical courses are graded “pass/fail”. A student is evaluated according to behavioral criteria based on the program and course objectives which must be met in order to receive a passing grade in clinical. Failure to receive a “passing” grade in the following any of the following course will result in dismissal from the program

NURS 111

NURS 112

NURS 211

NURS 212

Students must complete the ASN program within three (3) calendar years of formal admission to the program. A student needing additional time, must submit a written request for extension to the chair of the nursing department.

A student who does not meet the above standards is dismissed from the ASN Program and should refer to the ASN Dismissal Policy.

Academic Dismissal

A student will be dismissed from the Associate of Science in Nursing (ASN) Program for any of the following reasons:

1. Failure to obtain a “B” in all ASN required nursing courses, and a “C” in BIOL 251/261 and BIOL 252/252.
2. Failure to obtain a “P” (pass) in all ASN clinical courses.
3. Failure to attain a cumulative QPA of 2.75 on a 4.0 scale.
4. Failure to comply with ASN policies and procedures.
5. Serious misconduct or disciplinary involvement resulting in dismissal from the university (see Clarion University’s policy on dismissal from the university which can be found in the WWW.CLARION.EDU/STUDENTRIGHTS)

A student dismissed from the university is also dismissed from the ASN program; however, a student dismissed from the ASN program is not necessarily dismissed from the university.

A student who is dismissed from the ASN program will be informed by letter. The student may choose to:

1. Continue to take required general education courses and reapply for readmission to the program. Refer to Readmission Policy in this handbook.
2. Remain at the university and pursue another course of study.
3. Withdraw from the university.
4. Appeal dismissal (See <http://www.CLARION.EDU/STUDENTRIGHTS>).

Student(s) who are dismissed from the ASN Program are strongly encouraged to utilize their academic advisor to assist in problem solving and planning to meet their goals.

Readmission:

1. Students who have been dismissed for academic reasons are **NOT guaranteed** readmission. Students are permitted only **one readmission** to the nursing program.
2. The only students who are eligible to reapply to the ASN program are those students who have met the requirements listed above for leave of absence.
3. Students must request readmission **in writing**, and address reason for the dismissal or withdrawal and if applicable, what the student has done or plans to do to improve academic performance. The letter must be sent to:

Chairperson
Department of Nursing
Clarion University of Pennsylvania
1801 West First Street
Oil City, PA 16301

4. Requests for readmission into the next academic year **must** be received by the chairperson
 - a. **No later than March 31 for the Fall semester**
 - b. **No later than October 30 for the Spring semester**
5. After the written request is received, the student will receive letter from the Chairperson identifying a meeting with a faculty advisor to address reasons for dismissal or withdrawal, and if applicable, what the student has done or plans to improve academic performance and/or to meet the requirements of the program. In the case of a medical leave of absence the student must submit a new Core Performance Standards Agreement (see Appendix) signed by the health care provider and the student, along with a statement from the health care provider documenting resolution of the medical concerns.

6. For readmission, students must have a **QPA of 2.75** or better. For fall semester readmission the QPA requirement must be met by the end of the spring semester, for spring readmission the QPA requirement must be met by the end of the fall semester. The nursing department does not “round” QPAs.
7. Any student requesting readmission must show evidence of completion of remediation (i.e. NCLEX questions or Case Studies) for any content areas in which they have achieved less than 84% on an exam, in any course in which they are not successful. The student will meet with the faculty member of the course to develop a Plan for Remediation. Students are encouraged to meet with the instructor as early as possible so that ample time is available to complete the remediation before a decision regarding readmission is considered.
8. Students who have withdrawn for other than academic reasons, or who have been granted a leave of absence, must seek readmission within one year from the date of withdrawal and will be readmitted to the ASN program on a **space available basis**.
9. Students must apply for readmission within **one year** from the date of dismissal.
10. Students who are not readmitted within the one-year period will be considered new applicants and must complete the admission process. Students are not guaranteed readmission. Students who are considered new applicants will be given consideration for admission along with all other eligible student applications.
11. Students who are readmitted after unsuccessful completion of nursing courses must also repeat all nursing course for the semester in which they were unsuccessful upon readmission to the program. LPNs who had received credit for prior learning for Fundamentals courses and are unsuccessful in the first semester will be required to take NURS 101, 111, 121, and 131 upon readmission. Students are strongly encouraged to speak with someone in the financial aid office about the effect that this might have on financial aid.
12. Readmission to the nursing program is based on the professional judgment of the nursing faculty and is contingent upon class size (**space available**). Faculty evaluate the student’s request for readmission and grant or deny the petition according to the student’s general academic history, nursing course grades, clinical evaluations, completion of required remediation, and potential for success.
13. Students will be notified in writing of the faculty decision regarding readmission.

Leave of Absence

Any student requesting a leave of absence from the nursing program must submit a request in writing to the chair of the Department of Nursing. This letter must include a reason for requesting the leave and the student's plans for return. A leave of absence is not granted for academic underachievement.

1. The chair has the right to request a personal interview with the student requesting the leave before a decision is made.
2. Each leave of absence will be handled individually according to the specific need, academic standing, and clinical performance. Supporting documentation may be required.
3. The chair will present the request to the nursing faculty with all pertinent information.
4. The program faculty will recommend denial or granting of the leave of absence.
5. No leave of absence will be granted for longer than one year or two full semesters.
6. If the leave is granted, the student will be informed of such and must withdraw officially from the nursing program. At this time the student will be informed of any conditional requirements for return.
7. Only one (1) Leave of Absence is permitted while enrolled in the ASN program.

Student Conduct

Clarion University students are expected to regulate their conduct according to the laws of society, of which the university is a part, as well as the rules of the educational community. It is an implicit expectation of the educational community that student members will engage in the activities associated with that role. Students in this class are not permitted to disrupt or interfere with the educational opportunity afforded to all students. If disruptive behavior is observed:

- First offense: The student will be asked to curtail the behavior and meet with the professor.
- Second offense: The student will be asked to leave the class and will be referred to the nursing chair with possible referral to Judicial Affairs.

Further information may be found in the Student Rights, Regulations, and Procedures Handbook which may be found at <http://www.clarion.edu/about-clarion/policies/cu-policies/student-academic-rights-and-regulations-18-19.pdf#search=Student%20Rights%2C%20Regulations%2C%20and%20Procedures%20Handbook%20>

Computer/Internet and Printing Capabilities

ASN students are required to have computer access, printing capabilities and Internet access. The ASN student is referred to Computing Services web page: to learn about the computer services resources. ASN students are responsible for maintaining computer access and contacting support as needed to resolve any issues interfering with Internet access. Important information about technology at Clarion University is found at Student Technology Orientation website. The Student Technology Orientation reviews computer requirements, software programs, computer services offered, FAQs, and where to go for help.

Use of Electronic Devices

Use of all electronic devices for note taking and other documentation (i.e. ipads, laptops) in the classroom and clinical setting **MUST** receive approval of the faculty. The use of communication devices (i.e. cell phones, beepers, pagers, blackberries) are strictly forbidden during classroom and clinical experiences. Students must obtain permission of faculty to tape record any class. Tape recordings are for personal use only. The clinical faculty may approve specific electronic devices. Please advise those who may need to contact you in an emergency to call either the Department of Nursing (814-676-6591 x 1252) or the clinical agency and ask for your instructor. Each faculty will provide specific information at the start of each course as to emergency notification. Any messages will be promptly delivered to the student. Violation of this policy will result in disciplinary action and/or unsatisfactory clinical evaluation.

Test Procedure

Examinations and/or quizzes are scheduled to be given during the regularly scheduled class time; unless otherwise identified by the instructor. This includes exams on D2L and any HESI exams. It is expected that the student will complete the exam/quiz during the scheduled class time. Unless the student has an identified and documented learning disability ***prior*** to the exam/quiz, there will be no extra time allotted for the completion of the exam/quiz. The examination schedule is posted well in advance of the actual test date, and therefore, students are expected to take the examination on the scheduled day. In addition, a comprehensive final examination will be given during “finals” week. Only excused absences will be accepted. Makeup of an examination will be scheduled at the **convenience of the instructor for excused absences. The instructor is not required to give make-up examinations and/or quizzes, nor accept class work missed as a result of an unexcused absence.**

Review of an Exam:

Students may schedule an appointment to meet with the instructor to review an exam within one week of receiving grades for that examination. If, and/or when, using paper exams, students are cautioned to mark the SCAN-TRON answer sheet carefully. Any changed answers may result in a reading error and loss of that point. NO SCAN-TRON sheets will be returned to the students. During the review of an exam, students may write down the topic, but are *not* allowed to write down specific test questions for personal use.

Competency Based Testing Program

The Department of Nursing utilizes standardized competency testing for evaluation of students' nursing knowledge throughout the program. Students are required to purchase testing packages as part of their book bundles. Requirements for progression within the program, remediation within a course, and demonstration of course content competencies are provided in each course syllabi.

The end of program **all** ASN students will be required to complete an exit exam to determine readiness to take NCLEX in their final semester. Remediation is based on the assessment score (NCLEX-RN pass rate predictability). Readmitted students are required to repeat the end of program assessment test and remediation. The fee for this examination will be paid by the student.

Social Media Policy (See Appendix H for complete policy)

The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The Department of Nursing's presence or participation on social media sites is guided by university policy. This policy applies to Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. According to the American Nurses Association (ANA) (2012), distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

Students enrolled in the ASN program are prohibited from disclosing through social media the following:

- Protected Health Information
- Lecture material and/or exam material
- Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions;
- Comments that express or imply sponsorship or endorsement by the Department of Nursing or Clarion University, unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the Department.

Examples of social media include *but are not limited to* LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook, YouTube, Snap Chat, InstaGram, and MySpace, etc.

Smoking and Smokeless Tobacco

Smoking is strictly prohibited within 25 feet of campus buildings. Students are also required to comply with institutional policies while attending clinical rotations. The use of e-cigarettes and smokeless tobacco are also prohibited in classrooms and clinical settings.

Acknowledgement of Handbook Policies

Upon initial entrance (and readmission) into the ASN program and each fall semester thereafter, students are required to read the ASN Handbook. All students are expected to follow the policies and procedures within the handbook. The ASN Student Handbook is reviewed annually and updated as needed. The student handbook can be found on the Department of Nursing website. Students should seek clarification, if needed, before signing the acknowledgment. The signed document will be placed in the student's file (See Appendix C).

Communicating Policy Changes

Any changes in policy which are made during the academic year, either by the University or by the Department of Nursing will be communicated to the students in the following manner.

Announcements will be made by the instructor in all appropriate classes. Two written copies of the policy will be distributed to all students. The student will keep one copy of the policy and sign and submit the second copy to the instructor. The signed new or revised policy will then be kept in the student's folder located in the nursing office. All policy changes will then be included in the appropriate handbook or catalog at the next review and revision which usually occurs during the summer prior to the start of the fall semester.

Student Records

It has been a long-standing policy of Clarion University to publish a statement of Student Rights, Regulations and Procedures. Included in this statement is a policy on student records. This policy is included in the Student Rights and Regulations Online handbook, which is available to all students from the Office of Judicial Affairs and Mediation Services, 212 Becht Hall. The privacy rights of parents and students with respect to educational records are enunciated in the General Education Provisions Act. Copies of this act are available for inspection at Division of Student Affairs, 222 Egbert Hall, and the Office of the Provost and Academic Vice President, 115 Carrier Hall.

Students' education records, except that information, which is otherwise public, are confidential in nature. Release of these records shall occur only upon written consent of the student or upon subpoena. Exceptions to this requirement are: (1) the release of records to administrators and faculty of the university when such information is necessary to conduct their university duties; and (2) the release of records for research when the identity of the student can be protected and when the

researcher can assure acceptable standards of confidentiality. If such assurance is questionable, the university shall obtain the consent of the student prior to the release of information.

Maintenance of Records * *specific to nursing; and differ from University Policy*

1. No record of information shall be made or retained unless there is demonstrable need for it which has a reasonably substantial relevance to the educational and related purposes of the university. *Nursing Student files shall be secured in a locked area**
2. The categories, locations, and officials responsible for records maintenance are:
 - a. Academic Records–Registrar, 148 Becht Hall;
 - b. Student Discipline Records–Office of Judicial and Mediation Services, 212 Becht Hall;
 - c. Credential Records–Director of Career Services, 419 Becht Hall;
 - d. Financial Records–Student Financial Services- 114 Becht Hall;
 - e. Student Accounts Records- Student Financial Services- 114 Becht Hall
 - f. *Current Nursing Student Records, Faculty Work Room, 214 Montgomery, Venango**
 - g. *Current Student Nursing Health Forms, Department Chair office**
3. *Nursing Health Forms are confidential in nature and cannot be released without student’s written permission. * Will be kept for 5 years following exit from or completion of the program and kept in locked archives room.*
4. Students shall have the right to inspect their records, the release of which requires the student’s consent. The inspection or review of a record requires the student personally make such a request at the office in which the record is maintained by completing an Inspection-Request Form. *A student may only review his or her record in the presence of the Director, Chair, and/or Faculty member**
5. Every record containing information about a student’s character shall state when the information was acquired and the name and position of the person who gave it.
6. The right to inspect records does not include direct access to medical, psychiatric, or counseling records which are used solely in connection with treatment. (i.e. Nursing Health Forms)
7. For additional information relating to maintenance of Records and Release procedures, please refer to at: <http://www.clarion.edu/about-clarion/policies/cu-policies/student-academic-rights-and-regulations-18-19.pdf#search=StudentRightsRegulationsandProceduresHandbook>

Transcripts

Students are assessed a one-time \$15 transcript fee their first semester of enrollment which is added to the statement of charges from the Accounts Receivable Office. No additional fee is needed to obtain a transcript at any time.

Official transcripts can be requested in person in the Office of the Registrar, 148 Becht Hall. In most cases, transcripts can be taken with you. Transcripts may also be ordered by mailing or faxing a written request. Requests by fax should be sent to (814) 393-2039 (please do not include a coversheet). Requests by mail should be sent to:

Clarion University of PA
Registrar's Office
148 Becht Hall
840 Wood Street
Clarion, PA 16214

Transcript delivery methods include regular mail, pick-up in person (photo ID is required), and electronic delivery.

You can request transcripts using the [Transcript Request Form](#) (PDF) or by mailing or faxing a written request which includes the following information:

- full name, the name under which you attended (and any name changes since)
- Clarion ID or social security number
- dates of attendance or graduation
- daytime telephone number
- current address
- complete mailing address where transcript should be sent (specify department or person to whom transcript should be addressed)
- transcripts cannot be faxed or emailed; if the transcript is being sent directly to you to forward to a third party, please indicate if you would like it sent in a sealed envelope
- your signature (transcripts cannot be processed without signature)

No fee is required with your request; therefore there is a limit of three (3) transcripts per [Transcript Request Form](#) request and only one (1) request per day. Multiple daily requests will not be honored or held.

Additional details on requesting an official transcript are available at Registrar's Web Page at Transcripts

Academic Honesty

The Department of Nursing's position on academic honesty is consistent with the *Academic Honesty Policy* (stated below) of Clarion University found in the on-line at: [University Undergraduate Catalog](#) Students at Clarion University shall maintain a high standard of honesty in scholastic work.

As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, [Residence Hall Handbook](#), [Student Rights, Regulations, and Procedures Online Handbook](#), and other university documents. Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examinations, or other academic work, or without prior approval of the instructor, submitting work already done for another course.

Students shall avoid all forms of academic dishonesty, including but not limited to:

1. **Plagiarism-** the use of another's words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another person and representing them as one's own-even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism even if the source is named.
2. **Collusion-** when specifically prohibited in advance by the instructor, collaborating with another person in the preparation of notes, themes, reports, or other written work offered for credit.
3. **Cheating on an examination or quiz-** giving or receiving information or using prepared material on an examination or quiz. (this includes the use of scrap paper that may be given to use during an exam).
4. **Falsification of data-** manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.

Complaints of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic dishonesty can range from a failing grade on a particular assignment or examination to dismissal from the university, based on the seriousness of the action and whether it is part of a pattern of academic dishonesty. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university can only be imposed as a result of complaints filed under the Disciplinary Procedures Code and addressed through a formal hearing before the Conduct Board.

Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student in writing of the charge. Students have the right to appeal instructor decisions related to academic honesty either (1) through the Grade Appeal Process (see <http://www.CLARION.EDU/STUDENTRIGHTS>) or (2) directly to the university Conduct Board by contacting the Office of Judicial and Mediation Services. A student may not appeal through both procedures. Should a student appeal through the second option, the board will schedule a hearing at which the faculty member will explain the charge and resultant academic action; the student shall then have an opportunity to address the allegation. The decision of the Conduct Board shall be final. Rather than imposing a lowered or failing grade on an assignment or for a course, an instructor may choose to report an allegation of academic dishonesty directly to the Office of Judicial & Mediation

Services. This process automatically results in a formal hearing before the university Conduct Board. Should the board find the student in violation of the academic honesty policy, the student may appeal the decision and/or penalty to the university president. The decision of the president shall be final.

Student Responsibility for Academic Requirements

Provisions in the Clarion *Undergraduate Catalog* cannot be considered an irrevocable contract between the university and the student. The university makes every effort to keep information in the catalog current. It must reserve the right, however, to amend any academic, administrative, or disciplinary policies or regulations and to update fees or service charges described in this catalog without prior notice to people affected.

Students are held responsible for reading and understanding the academic, administrative, and disciplinary policies or regulations and for understanding general education requirements. They are held responsible for the requirements of a major in effect at the time they officially declare a major. If students change majors, they are responsible for the requirements of the major in effect when they officially change majors.

Requirements for graduation as well as those for various curricula and degree programs may change after students matriculate at Clarion. In most instances, such changes will not be retroactive, although students will have the option to elect to meet the new program requirements, if desired. Changes in professional certifications or licensure standards may cause an exemption of this policy.

Library Services

Library Catalog: Students may access the library's catalog from home through Clarion University's Library home page. The Clarion University Library home page can be found at <http://www.clarion.edu/library>. From the library home pages, students are directed to various links such as library information, the library catalog, online journals, reference web sites, and other academic links.

Online Journals: Online journals and other digital databases can be accessed from home via the library home pages. All students have automatic access to Clarion University digital databases when they are registered for classes.

Interlibrary Loan Request: Requests for interlibrary loan can be placed from Clarion University Library's home pages. Students should request interlibrary loans from the campus at which they are attending classes.

Computer Access and Technology

All students are provided with usernames and passwords to utilize the various computer services.

In addition to the traditional forms of communication, nursing students will utilize university email, Desire 2Learn (D2L), and [MyClarion](#). [Eagle Mail](#) is the Clarion University Student Email service.

[Desire2Learn](#) (D2L) learning management system is used for all online courses and the ASN program. [MyClarion](#) is the student information system for Clarion University. Students, faculty, and staff utilize [MyClarion](#) for registration, grades, financial aid, billing, and many other services. [MyClarion](#) is the official listing for your course schedule. Nursing students are expected to use the university e-communication systems when corresponding with nursing faculty, administration and staff.

Class Cancellation Notification

Information concerning class cancellation at The College of Health Science and Human Services may be obtained by dialing 814-676-6591, Ext.1200. A recorded message will inform the caller of the status of class sessions. The message is updated as necessary according to conditions affecting class meetings. Announcements of closure of university classes will be broadcast over local television and radio stations.

Advisement

It is the purpose of the academic advisement program at Clarion University to:

- assist students in their growth and development;
- promote advisor-advisee relationships characterized by trust, mutual respect, and openness;
- establish a climate of purposeful learning which maximizes student growth and minimizes student withdrawal.

In the advisor-advisee relationship, the student is primarily responsible for seeking academic advisement from the advisor. The central roles and responsibilities of the advisor are to:

1. Assist students in developing sound academic programs by:
 - a. exploring with students their individual interests, abilities, and goals;
 - b. assisting students in developing an academic plan that satisfies graduation requirements;
 - c. offering advice in the selection and sequencing of courses which meet requirements for general education, major, and electives;
 - d. monitoring student progress and helping students make desired adaptations in their programs.
2. Make known to students the programs, resources, and services available in the university.
3. Be a responsive listener to students and to assist them by referral to specialized sources of help when needed.
4. Discuss matters of general university adjustment with students.
5. Keep informed about university policies, regulations, programs, and procedures in order to accurately answer student questions and concerns.

In the advisor-advisee relationship, the student's responsibilities are:

1. Meet with their advisor as frequently as necessary to keep the advisor informed about changes in progress, course selection and career goals;
2. Seek sources of information which will assist them in making life/career decisions;
3. Contact the advisor when confronted with major academic problems and to keep the advisor aware of other problems which may affect their academic performance;
4. Meet all graduation requirements, following the academic plan established in consultation with their advisor;
5. Maintain personal records of academic progress and to resolve any discrepancies on the official grade reports; and
6. Become knowledgeable about university regulations, program requirements, and procedures.

For more information on advising, contact the University Advising Services Center in 435 Becht Hall or the Center's Website at: [University Advising Services](#)

Class Registration

The following is a brief synopsis from the Registrar's Office Registration Page at: <http://clarion.edu/academics/registrar-office/registering-for-classes/index.html> of the steps involved in registering for classes at Clarion University. It is the responsibility of the student to be aware of University regulations and requirements as published in the Clarion University Catalog and the ASN Student Handbook. Please review this webpage for more information.

Advisement & Preparing for Registration

1. Each semester all students (both graduate and undergraduate) should prepare for registration several weeks ahead of time using the following steps: Look forward to and read your registration scheduling email. This email is sent to your Eagle Mail account and directs you to your [MyClarion](#) account for your registration scheduling time, earned credit hours, advisor(s), and any registration holds.
2. Review your academic progress. This can be done through your MyClarion Academic Advisement Report (degree audit).
3. Address any registration holds you have on your account. Contact each office that has a hold on your account and take the appropriate action to remove the hold. Students should correct holds at least 24 hours in advance of registering.

4. Make an appointment to see your advisor during their regularly scheduled office hours. It is important for you to discuss your academic progress with your advisor. A discussion with your advisor prior to registration can help you clarify any degree or graduation requirements and help you avoid the Drop/Add/Swap process. Several departments activate an advisor hold flag which must be removed prior to registration. First year freshmen and new transfer students are required to meet with their advisor to review and discuss degree requirements. The advisor hold will be removed to permit registration after that meeting. Students should always bring the following to their advisement appointment: a proposed class schedule, alternate course selections, and any questions you have for your advisor.
5. Plan a tentative course schedule. Be certain to check course availability, general education flags and requirements, co-requisite and pre-requisite courses, and any additional restrictions for a course. Also, pay special attention to course notes. These notes list restrictions or special circumstances. Be sure to show your advisor your tentative schedule during your advising appointment. Graduate students should not enroll in an elective course without prior approval from their advisor. Continue to check course availability on the web until the time you register. This will help determine your need for alternate course selections.

Registering for classes

Eligibility is based on the number of credits you have earned as of October 1. Web 29 registration is available seven days a week from 8 a.m. to 11 p.m. during the registration period. Protecting your username and password will keep your information confidential.

Instructions for Registering for Classes:

In order to register for classes, you must login to MyClarion at <http://www.clarion.edu/about-clarion/computing-services/myclarion/>

Before Registering Each Semester

Note: For step-by-step directions for a given service, please see the Student Documentation section of the www.clarion.edu/myclarion web site.

- Update your address, phone and emergency contact information
- See your advisor
- Check for holds
- View your enrollment date

Other MyClarion Services

[MyClarion](#) provides a comprehensive set of on-line student services. Access MyClarion to:

- Add, Drop or Swap a class
- View your student account or make a payment

- View financial aid
- View your schedule
- View your course history
- View your grades

Student Services

In order to provide activities and services designed to promote students' academic and personal development, the Student Affairs Division at Clarion University has professional staff assigned to a variety of areas. Students are referred to Clarion University's Undergraduate Catalog for a brief description of the available services. For more detailed information, students should call the Student Affairs Office at The College of Health Science and Human Services of Clarion University at 814-676-6591, Ext. 1269. Available services include, but are not limited to the following: career, personal counseling, health, learning support, and financial aid.

Student Involvement in Governance

There are many opportunities for students to become actively involved in governance at The College of Health Science and Human Services, including the Nursing Club, Student Senate and various committees. Appropriate student representation at nursing faculty meetings is welcomed. Interested students should contact nursing faculty and/or the College of Health Science and Human Services Student Affairs Office (814) 676-6591, ext. 1269.

Student Rights

The Student and University Affairs Office promotes responsible citizenship by protecting student rights and maintaining the principles outlined in the Student Rights Handbook at <http://www.clarion.edu/student-life/student-affairs/conduct-policies-and-judicial-services/student-code-of-conduct/index.html> . The office administers campus disciplinary procedures, seeks to maintain a positive living and learning environment and encourages the building of a respectful and inclusive community.

The office also serves as a resource to the University community regarding conflict management and resolution by providing services that promote the development of critical life skills. A mediation service was recently added to assist students in resolving interpersonal conflicts. Trained mediators guide the process, and the parties voluntarily participate in a structured setting to reach a workable solution.

Grade Appeal Process

Disagreements between students and faculty members concerning grades, yet not related to alleged violation of the academic honesty policy, should be appealed in the following manner. The student

should first discuss the problem with the faculty member who issued the grade. If not resolved to the student's satisfaction, they should then discuss the matter with the appropriate department chair. Subsequent appeals may be heard in private conference with the student or in a conference involving both the student and faculty member by the college dean and provost, in that order. The decision of the provost shall be final. Should the department chair be the faculty member who issued the grade in question, the student may proceed immediately to a meeting with the college dean after discussing the grade with the faculty member(s). Should the dean be the faculty member who issued the grade in question, the student should proceed to a meeting with the appropriate department chair after discussing the grade with the course instructor; a subsequent appeal may be made to the Provost. The student, faculty member, and department chair must be informed of the decision at each administrative level. All grade appeals must be initiated no later than six months after the final course grade has been issued. Cases involving an alleged violation of students' academic rights may be heard by the university Conduct Board. A student who has a grievance involving academic rights must file a complaint with the vice president for student and university affairs to initiate the hearing. Policy retrieved from the *Student Rights, Regulations and Procedures Online Handbook* located at the Conduct Policy (<http://www.clarion.edu/search/index.html?q=Conduct+POlicy>) and Judicial Services (<http://www.clarion.edu/academics/student-success-center/writing-center/student-rights-14.pdf>)

EXPENSES AND FINANCIAL AID

Complete information regarding tuition, fees, payments schedules, residency status and student accounts can be found in the "Financial Aid" section of the Clarion University Catalog at: <http://www.clarion.edu/tuition-and-financial-aid/financial-aid/>

Withdrawals

Individual Course Withdrawal Policy

An undergraduate student is permitted five individual course withdrawals at Clarion University. Exceptions may be made for withdrawals due to documented extenuating circumstances with approval of the instructor, advisor, and college dean.

All class withdrawals must be initiated by completing a class withdrawal form, which is signed by the student's advisor. If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s). Classes a student drops during the period of drop/add will not appear on the student's record. Course withdrawals between the end of the second and tenth weeks may be made without penalty. After the beginning of the 11th week of a semester or the second half of a Summer Session, a course from which a student withdraws shall be finally reported with a grade of E. Exceptions may be made for withdrawals due to documented extenuating circumstances such as illness or some other unavoidable occurrence with approval of the instructor, advisor, and college dean.

Withdrawal from the University

Students may withdraw from the university (all courses) through the last day of classes. If a withdrawal is not made through the Office of the Registrar, a failing grade will be recorded for the affected course(s).

Any student who withdraws from the university either during or at the end of a semester must notify the Office of the Registrar in writing of his or her intention to withdraw and the reason for withdrawal. The written notification is necessary for completion of the student's permanent record. Failure to comply with the regulation will constitute an unofficial withdrawal and may affect the student's chances of future readmission.

University withdrawals, which are recorded with grades of WX, are not included in the limit of five individual course withdrawals.

Withdrawal forms are available on-line through the [Registrar Office Academic Forms](#)

Refunds for withdrawals

University Refunds of tuition and fees for class withdrawal are granted in accordance with the policy established by the Pennsylvania State System of Higher Education Board of Governors and are subject to change at any time by the board. To receive a refund, students must officially withdraw through the Registrar's Office. Additional information on the financial implications of withdrawal can be found in the [Undergraduate Catalog](#) under Financial Assistance.

Financial Aid

Admission to the ASN program does not include financial support. Information about financial assistance available to undergraduate students may be obtained by contacting the Financial Aid Office at The College of Health Science and Human Services of Clarion University at 1-877-VENANGO or at Clarion University at 814-393-2315. Scholarship information is available through Venango Admissions and the Department of Nursing Office.

ASN students may apply for federal financial aid such as Pell Grants and Stafford loans. Eligibility for federal aid is determined by the Free Application of Federal Student Aid (FAFSA)

A number of scholarships are available to Clarion University students and prospective students attending classes on Venango Campus or taking The College of Health Science and Human Services Programs. Scholarships are made available by businesses, service organizations, the faculty of Venango, and the Clarion University Foundation. Each of the sponsoring agencies set certain criteria for their scholarship(s). Students are requested to submit one application to the College of Health Science and Human Services of Clarion University Scholarship Committee. The committee will make a determination of all the scholarships for which the applicant is eligible and consider him/her for each one of them. A listing of all Venango scholarships is available in the Venango Administration Office.

Scholarships not administered by the College of Health Services and Human Services of Clarion Scholarship Committee may require a separate application sent to the sponsor. Scholarships administered through the Department of Nursing will be posted on the ASN listserv as the applications become available each year. Detailed information regarding scholarships can be found on the [Venango College Scholarships web page](#)

CLINICAL REQUIREMENTS

Due to mandated regulations, various health care agencies, organizations, and community agencies require verification of specific clearances and health requirements of individuals working in these settings. All Clarion University nursing students are required to complete and file the following items / forms:

- CPR certification
- Felony form
- Immunization records including yearly influenza vaccination
- Liability insurance
- Core performance *and* student core performance (signed by healthcare provider and student)
- "Request for Criminal Record Check" (Act 34)
- "Child Abuse History Clearance" (Act 33)
- FBI background clearance which includes fingerprinting.
- Drug testing

Clearances

Due to mandated regulations, various health care agencies, organizations, and community agencies require verification of criminal clearance of individuals working in these settings. Since the Department of Nursing utilizes numerous agencies with this requirement, all Clarion University nursing students must file a "Request for Criminal Record Check" (Act 34) with the Pennsylvania State Police, and a "Child Abuse History Clearance" (Act 33) with the Department of Public Welfare. All students will be required to have a FBI background clearance which includes fingerprinting. Students will not be permitted in a clinical course without all clearances being on file in the nursing department.

All clearances must be dated within three months (3 months) of entering the program. Application forms and detailed instructions are included with the admission packet and are available from the secretary in the Department of Nursing at Clarion and/or Venango Campuses.

Processing of the application can take several weeks, so it is advisable to begin application as soon as possible after receipt. These clearances will be valid for the time a student is enrolled in the ASN program. If a student takes a leave of absence or is otherwise separated from the ASN program, new clearances must be submitted.

Felony Statement

Under Pennsylvania law, the State Board of Nursing may not issue a license to an applicant who has been convicted of certain felonious acts. Students in the ASN program, who have been convicted of a felony, may not be eligible to take the State Board Licensing Examination (NCLEX). Prior to entrance into the ASN Program all students are required to sign a felony statement. This statement verifies that the student has read the State Board's Felony Policy and understands the ramifications of this policy to obtaining a license as a registered nurse in the state of Pennsylvania.

Some felony and/or misdemeanor convictions are considered prohibitive offenses and prevent the student from participating in certain clinical experiences and/or agencies. For more information contact the nursing department or: www.aging.state.pa.us/psonline/cwp/view

CPR Certification

All nursing students are required to maintain certification in cardiopulmonary resuscitation (CPR) throughout their enrollment in the nursing program. Students must be certified in adult, infant, and child CPR as well as the use of the AED. Students will not be permitted to engage in clinical practice without proof of current CPR certification.

Health Requirements

In addition to the clinical requirements above, students must either show proof of immunity of **Hepatitis B** or sign a statement acknowledging the risks of contracting this disease. **The Department of Nursing highly recommends that students receive the Hepatitis B vaccine.** Testing for tuberculosis is required prior to admission and must be repeated before beginning the second year of the ASN program. Additional immunizations may be required by clinical agencies.

Students have an ethical duty to report any health condition that would pose a risk to their patients or interfere with the performance of their duties. Both the student and the examining health care provider must initial a set of Program Performance Standards, indicating that there is no apparent reason why the student would be unable to perform the duties of a nursing student.

Influenza Vaccination Policy

In accordance with policies of clinical agencies, nursing students are required to have an annual Influenza vaccine prior to October 31 of each academic year. Written verification must be provided that the vaccine was received. This proof is to be given to the nursing secretary. Any student NOT receiving the vaccine may be required to wear a mask when in clinical per the policy of that clinical agency.

Liability Insurance

The terms accountability and liability reflect the expanded responsibilities of today's practicing nurse. Nurses are being required to assume complete responsibility for their own judgments, decisions, and actions.

Nurse Practice Acts places the burden of liability upon the individual nurse. In addition to moral and ethical accountability nurses must assume full legal responsibility for their nursing practice. For this reason, the Department of Nursing of Clarion University requires that each Associate of Science in Nursing student have liability insurance during their nursing education. It is the responsibility of the nursing student to obtain appropriate insurance coverage prior to admission into the Associate of Science in Nursing Program. Information regarding liability insurance for nursing students is obtained through the Department of Nursing at Venango.

Clinical Attire

The Department of Nursing requires that each nursing student purchase at least two complete uniforms and one matching jacket to be worn during the two years in the Associate of Science in Nursing Program at Clarion University of Pennsylvania. When the student purchases the uniform, he/she must also purchase three Clarion University of Pennsylvania "patches" which will be sewn onto the uniform by the company. Other uniform requirements include; white shoes (no open toes or clogs) and white or navy socks to be worn with pants uniforms and flesh-colored hosiery with a skirt uniform. No artificial nails are allowed due to infection control issues. The student is expected to follow any / all regulations set by the clinical facility; this may include (but not limited to), covering any tattoos, naturally occurring hair color, no piercings except for one pair of studded earrings.

Students must also purchase a Nursing Student Photo Identification Badge (different from the Clarion University Student Identification). The badge replaces the name pin and **must** be worn at all clinical sites. The badge is non-transferable to any other student and will have validity markings added at the start of each semester. The badge **must** be returned to the nursing department at the end of each semester and upon leaving the ASN program.

Students are expected to wear their uniform and name badge to all clinical and on campus clinical lab experiences. Uniforms are **NOT** to be worn to other classes or in the community.

Clinical Rotations

Clinical assignments are made by the faculty. Throughout the ASN program, students will rotate between several agencies; Students must be available for variations in length (6 hour and/or 12 hour) and times (morning, afternoon, evening) and days (Mondays-Fridays) of clinical experiences. On occasion, weekend clinical rotations must be scheduled.

Transportation

Students must assume all responsibility for transportation to and from the assigned clinical agency. Reliable transportation is necessary as "car-pooling" is not always an option. Most clinical agencies are within a 50-mile radius of The College of Health Science and Human Services campus.

Clinical Evaluation

Clinical evaluation is a process for determining that nursing students are achieving the established goals identified in the clinical learning objectives. Because nursing is a practice profession, clinical experiences are essential and are regulated within an educational program by the state's Nurse Practice Act. No individual can be certified as a graduate without successfully passing both the clinical and didactic portions of the educational program.

In addition to the statutory regulations regarding the safe practice of nursing, there are a number of professional ethical regulations or codes which also establish guidelines for safe practice and are recognized internationally (Patient's Bill of Rights, International Council of Nurses Code for Nurses, American Nurses Association). If a student cannot demonstrate an ability to deliver care at the expected level required in a course, the faculty member has a responsibility and the authority to remove the student so as not to compromise safety and welfare of the assigned client.

As part of contractual agreements with clinical agencies, the institution may request a student not be assigned if their health, behavior, or performance is found unacceptable to the standard of the institution.

Clinical agencies may, at any time, request additional requirements be met prior to participation in a clinical experience at that agency. This may include, but is not limited to, substance abuse testing.

Clinical evaluation within the ASN program at Clarion University of Pennsylvania measures the student's ability in relation to established standards and objectives, **not** in comparison to the performance of other students.

The Clinical Evaluation Tool is a means by which students will have ongoing evaluation of their clinical progress during clinical rotations. Anecdotal notes are written, at least, bi-weekly by nursing faculty and a graded (pass/fail) clinical evaluation is given at mid-term and end of the semester. The grade considers both the anecdotal record and evidence of progress over time. Students must receive a "pass" grade at the conclusion of each clinical rotation in order to progress/graduate.

Students receiving a "needs improvement" or an "unsatisfactory" on anecdotal notes or at each clinical rotation in order to progress/graduate.

Students receiving a "needs improvement" or an "unsatisfactory" on anecdotal notes or at mid-term clinical evaluation must make an appointment to meet with the appropriate faculty member within one week to initiate a learning contract. See Retention Policy and Procedure for additional information.

NOTE: During all clinical rotations, students are expected to evaluate themselves (mid-term and final). This self-perception of progress is reviewed with the faculty in light of the faculty's evaluation and differences are discussed. Students are encouraged to comment in writing on their evaluation.

At Clarion University, clinical performance is based on the following outcomes:

1. Makes appropriate Nursing Judgments
2. Promotes Human Flourishing
3. Develops a Spirit of Inquiry
4. Portrays Professionalism

Administration of Medications

1. All students must pass a written medication administration test **prior** to being permitted to pass medications in the clinical area. Specific details are provided at the beginning of the semester. See Math Exam Policy (Appendix H).
2. Students are expected to assume responsibility for their own learning and client safety by:
 - a. reading a variety of resources.
 - b. preparing adequate pre-clinical references for medications to be given.
 - c. assimilating information necessary for safe functioning in the clinical setting.
 - d. questioning the clinical instructor when uncertain about any medication.
 - e. prior to passing medications in the clinical area, students must successfully pass the medication skills test.
3. All students must seek direct supervision of the clinical instructor, or their designee, when administering:
 - a. intravenous solutions
 - b. parenteral medications
 - c. narcotics
 - d. heparin
 - e. insulin
4. First year students must seek direct supervision of the clinical instructor when:
 - a. administering all medications.
 - b. calculating drug dosages.

Safety Procedures

Blood borne pathogen precautions:

The following policy is based upon the guidelines distributed by the Centers for Disease Control and Prevention, Public Health Service, and U.S. Department of Health and Human Services.

Admission/Progression - Consistent with our mission, the Department of Nursing adopts a non-discriminatory stance in relation to admission and progression of students in the nursing programs. Inquiry into HIV status is not part of student, faculty, or staff application processes. Students are informed of health hazards inherent in nursing education programs, including those that might pose additional risks to the personal health of HIV+ persons. Actual HIV infection, HIV-Related conditions, or AIDS does not alone constitute a basis for denial of admission or progression in the nursing programs. Rather, each case will be responded to on the basis of its particular facts.

Education - Each semester, standard and transmission-based precautions will be reviewed with students prior to clinical experience and updated printed information will be distributed. Students will also be apprised of the availability of current information via the CDC Hotline (1-800-342-AIDS) or via the web at <https://www.cdc.gov/>

Standard Precautions

Standard Precautions aim to reduce the risk of disease transmission in the health care setting, even when the source of infection is not known. Standard Precautions are designed for use with all patients who present in the health care setting and apply to:

- Blood and most body fluids whether or not they contain blood
- Broken skin
- Mucous membranes

To reduce the risk of disease transmission in the health care setting, the Department of Nursing required the use of the following Standard Precautions:

1. Wash hand immediately with soap and water before and after examining patients and after any contact with blood, body fluids and contaminated items – whether or not gloves were worn. Soap containing an antimicrobial agent is recommended.
2. Wear clean, ordinary thin gloves anytime there is contact with blood, body fluids, mucous membrane and broken skin. Change gloves between tasks or procedures on the same patient. Before going to another patient, remove gloves promptly and wash hands immediately, and then put on new gloves.
3. Wear a mask, protective eyewear and gown during any patient-care activity when splashes or sprays of body fluid are likely. Remove the soiled gown as soon as possible and wash hands.
4. Handle needles and other sharp instruments safely. Do not recap needles. Make sure contaminated equipment is not reused with another patient until it has been cleaned, disinfected, and sterilized properly. Dispose of non-reusable needles, syringes, and other sharp patient-care instruments in puncture-resistant containers.
5. Routinely clean and disinfect frequently touched surfaces including beds, bed rails, patient examination tables and bedside tables.

6. Clean and disinfect soiled linens and launder them safely. Avoid direct contact with items soiled with blood and body fluids.
7. Place a patient whose blood or body fluids are likely to contaminate surfaces or other patients in an isolation room or area.
8. Minimize the use of invasive procedures to avoid the potential for injury and accidental exposure. Use oral rather than injectable medications whenever possible.

When a specific diagnosis is made, find out how the disease is transmitted. Use precautions according to the transmission risk.

If airborne transmission:

1. Place the patient in an isolation room that is not air-conditioned or where air is not circulated to the rest of the health facility. Make sure the room has a door that can be closed.
2. Wear a HEPA or other, biosafety mask when working with the patient and in the patient's room.
3. Limit movement of the patient from the room to other areas. Place a surgical mask on the patient who must be moved.

If droplet transmission:

1. Place the patient in an isolation room.
2. Wear a HEPA or other, biosafety mask when working with the patient.
3. Limit movement of the patient from the room to other areas. If patient must be moved, place a surgical mask on the patient.

If contact transmission:

1. Place the patient in an isolation room and limit access.
2. Wear gloves during contact with patient and with infectious body fluids or contaminated items. Reinforce hand washing throughout the health care facility.
3. Wear two layers of protective clothing.
4. Limit movement of the patient from the room to other areas.
5. Avoid sharing equipment between patients. Designate equipment for each patient, if supplies allow. If sharing equipment is unavoidable, clean and disinfect it before use with the next patient.

Source: <https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html>

Disaster and Safety Protocols at Clinical Facilities

All students are expected to follow the Emergency ‘CODE’ protocols established at each clinical facility. Facility specific protocols will be reviewed during clinical orientation. In the case of an actual bomb threat or actual fire, the students are to gather as a group with their instructor, destination prearranged, and will immediately leave the facility.

STUDENT LIFE

Student Identification Cards

Clarion University student identification cards are used to access meal plans, library services, and gain entrance to residence halls, campus activities, and the recreation center. Student IDs can also purchase goods and materials with Eagle Dollars. Call the Frame Administrative office for information about Flex Dollars/Eagle Dollars.

It is the student’s responsibility to ensure that the ID card remains in working condition. If the ID card is lost or damaged, it must be replaced by the student. Student ID cards are available through Venango Student Affairs, Robert W. Rhoades Center, Room 117, telephone: 814-676-6591, Ext. 1269.

Student Housing

Apartment-style residence facilities for the College of Health Science and Human Services of Clarion University students are directly across the street from the campus. More information about the apartments is available by contacting the Director of Students Affairs, (814) 676-6591, Ext. 1269.

Meals

The Cross Rhoades Café is located on the upper level of the Robert W. Rhoades Center and provides comfortable seating, a lounge area, and cybercafé. Food choices include made-to-order sandwiches, soups, salads, hot entrees, beverages, fresh fruits and vegetables, and baked goods. The café also serves Caribou Coffee and coffee drinks. Cross Rhoades Café accepts the Flex Plan, Eagle Dollars, cash, and credits cards.

Health Insurance

Students are encouraged to carry private health insurance. In an attempt to offer students an affordable health insurance option, Clarion University has collaborated with nine other universities in the State System of Higher Education to offer an economical and comprehensive insurance policy administered by Consolidated Health Plans to those students not otherwise covered. Consolidated Health Plans’ website is <https://consolidatedhealthplan.com/>. Students are required to have medical insurance coverage to participate in university-sanctioned and/or approved activities, including intercollegiate sport.

Parking Regulations

Students enrolled in the ASN Program are eligible for parking privileges at both Venango and Clarion campuses. At Clarion Campus, Venango students are permitted to park in the commuter designated lots marked with a red dot. Students may secure a parking permit at the Administrative Office at Venango College. The cost of the permit will be added to the tuition bill from Clarion University.

CLARION UNIVERSITY OF PENNSYLVANIA
DEPARTMENT OF NURSING
ASSOCIATE OF SCIENCE IN NURSING

<u>Curriculum Plan</u>	Clock Hours		
	Lec.	Lab	Credit
FIRST SEMESTER			
NURS 101 Nursing Process I	3	0	3
NURS 111 Nursing Process I: Clinical Practice	0	6	2
NURS 121 Nursing Process I: Practice Laboratory	0	3	1
NURS 131 Nursing Health Assessment	2	0	2
BIOL 251/261 Anatomy and Physiology I	3	2	4
PSY 211 General Psychology	3	0	3
	11	11	15
SECOND SEMESTER			
NURS 102 Nursing Process II	4	0	4
NURS 112 Nursing Process II: Clinical Practice	0	12	4
NURS 133 Pharmacological Aspects of Nursing	1	0	1
BIOL 252/262 Anatomy and Physiology II	3	2	4
PSY 260 Developmental Psychology	3	0	3
	11	14	16
THIRD SEMESTER			
NURS 201 Nursing Process III	4	0	4
NURS 211 Nursing Process III: Clinical Practice	0	12	4
NURS 233 Pharmacological Aspects of Nursing II 1 0 1			
MATH 117 Math for Health Sciences (<i>greater than 110</i>)	3	0	3
ENG 111 Writing II	3	0	3
	11	12	15
FOURTH SEMESTER			
NURS 202 Nursing Process IV	4	0	4
NURS 212 Nursing Process IV: Clinical Practice	0	12	4
NURS 203 Nursing Seminar	2	0	2
NURS 234 Pharmacological Aspects of Nursing III	1	0	1
COM ___ (<i>113</i>), 160, 216, 217, 300, 312, 320, 360, or 420	3	0	3
	10	12	14

Total Credits=60

1 Hour Lecture=1 Credit

3 Hour Nursing Laboratory=1 Credit

2 Hour Biology Laboratory=1 Credit

Curriculum Requirements

I. Liberal Education Skills	6 credits
A. English Composition	3 credits
B. Math 117 Math for Health Sciences (>110)	3 credits
II. Liberal Knowledge	17 credits
A. Biological Sciences	
• Anatomy & Physiology I	4 credits
• Anatomy & Physiology II	4 credits
B. Social and Behavioral Sciences	
• General Psychology	3 credits
• Developmental Psychology	3 credits
C. Arts and Humanities	
• COM (Choose from several).....	3 credits
III. Nursing	37 credits
A. Nursing Process I: Fund of Nursing Practice	3 credits
B. Nursing Process I: Fund of Nurs Clinical Practice ...	2 credits
C. Nursing Process I: Fund of Nurs Practice Lab.....	1 credit
D. Nursing Health Assessment	2 credits
E. Nursing Process II	4 credits
F. Nursing Process II Clinical Practice	4 credits
G. Pharmacological Aspects of Nursing I	1 credit
H. Nursing Process III	4 credits
I. Nursing Process III Clinical Practice	4 credits
J. Pharmacological Aspects of Nursing II	1 credit
K. Nursing Process IV	4 credits
L. Nursing Process IV Clinical Practice	4 credits
M. Pharmacological Aspects of Nursing III	1 credit
N. Nursing Seminar	2 credits
TOTAL	60 Credits

Course Descriptions

NURS 101 Nursing Process I: Fundamentals of Nursing Practice.....3 crs
 Introduces students to the concepts of individual, health, and environment. Emphasizes the nursing process as the basis for client-centered care. Provides the theoretical foundation for the development or cognitive, psychomotor, and communication skills necessary to care for clients and promote healthy responses. Examines the needs of culturally diverse individuals within the context of their functional health patterns. Prerequisites or co-requisites: BIOL 251/261 and PSY 211. Co-requisites: NURS 111,121, and 131. Fall, annually.

NURS 111 Nursing Process I: Fundamentals of Nursing Clinical Practice2 crs
 Clinical practice experience provides opportunities for the student to implement the objectives identified in NURS 101 and 131. Students care for elderly and/or chronically ill clients who require basic nursing interventions in long-term care settings. Six clinical hours weekly. Co-requisites: NURS 101 and 121. Fall, annually.

NURS 121 Nursing Process I: Fundamentals of Nursing Practice Lab1 cr
 Provides students with the opportunity to learn basic nursing skills required to deliver nursing interventions to clients experiencing alterations in their health status. Enables nursing students to acquire beginning skills and confidence through practice in the college learning laboratory. Three laboratory hours weekly. Co-requisites: NURS 101 and 111. Required of all ASN students. Prerequisite or co-requisite: NURS 131. Fall, annually.

NURS 131 Nursing Health Assessment2 crs
 Teaches students beginning skills in assessing the health of clients through health histories and physical examinations. Provides students with opportunities to practice assessment skills. Required of all ASN students. Open to any student with permission of the instructor. 2 credits. Fall, annually.

NURS 102 Nursing Process II4 crs
 This course focuses on the application of the nursing process in acute care settings for individuals across the life span. The nursing process is explored as it relates to the care of clients in crisis from rape/sexual assault/domestic violence and clients with ineffective response to crisis (chemical dependency/suicide). Consideration is given to the nursing care of the clients with musculoskeletal, gastrointestinal, and gynecologic dysfunction. Human reproduction in health and illness is the focus of the last portion of the course. Four lecture hours per week. Students must obtain a score of B (80%) or greater to advance to the next nursing semester. Prerequisites: Minimum grade of “B” in NURS 101, 121, 131, and “C” in BIOL251/261, “PASS” in 111. Co-requisites: NURS 112, NURS 133, BIOL252/262, and PSY 260 may be taken as prerequisite or co-requisite. Meets spring annually.

NURS 112 Nursing Process II: Clinical Practice4 crs
 Clinical practice experience provides opportunities for the student to implement the objectives identified in NURS 102 and NURS 133. Students care for clients in crisis and clients across the life span having musculoskeletal, gastrointestinal and gynecologic dysfunction. Provides clinical

experience in the obstetrical setting with mothers and newborns. Offers increased opportunities 45 for medication administration. Twelve clinical hours weekly. Co-requisites: to NURS 102 and 132. Prerequisites: Minimum grade of "C" in BIOL251/261; minimum grade of "B" in NURS 101, NURS 121, and NURS 131, and a "Pass" in NURS 111. Spring, annually.

NURS 133: Pharmacological Aspects of Nursing: I.....1 cr
 Provides the foundation for the pharmacological aspects of nursing. Emphasizes the nursing process and drug therapy; pharmacologic principles; lifespan considerations; legal, ethical, and cultural considerations; and patient education and drug therapy. Correlates with content delivered in NURS102 Nursing Process II. Focuses on the pharmacological management of the client with Musculoskeletal, Pain, Gastrointestinal, Nutritional, Substance Abuse, Women’s Health Disorders. Emphasizes major drug classifications, actions and drug effects, indications, adverse effects and toxicity, nursing interventions and patient teaching in these areas. Required of all ASN students. Spring annually.

NURS 201 Nursing Process III4 crs
 Focuses on the application of the nursing process to individuals across the life span in acute care and community settings. Utilizes the nursing process in determining the care of clients having cancer, and the care of clients with cardiovascular, respiratory, sensory, and urinary and renal dysfunctions. Co-requisite: NURS 211. Prerequisites: PSY 260, minimum grade of “C” in BIOL252/262, and minimum grade of “B” in NURS 102 and 133, and “Pass” in NURS 112. Fall, annually.

NURS 211 Nursing process III: Clinical Practice4 crs
 Clinical practice experience provides opportunities for students to implement objectives identified in NURS 201. Students care for clients across the life span having cancer and clients having respiratory, cardiovascular, sensory, urinary and renal dysfunctions. Provides opportunities for the administration of intravenous medications and development of skills in comprehensive client assessment. Twelve clinical hours weekly. Co-requisite: NURS 201. Prerequisites: minimum grade of “C” in BIOL 252/262 and minimum grade of “B” in NURS 102 and 133, and “Pass” in NURS 112. Fall, annually.

NURS 233: Pharmacological Aspects of Nursing: II.....1 cr
 Builds on the foundations of the pharmacological aspects of nursing in NURS 133 (part I) and correlates with content delivered in NURS 201 Nursing Process III. Focuses on the pharmacological management of the client with Cancer, Cardiovascular, Anemia, Respiratory, and Infection, Sensory, and Urinary/Renal disorders. Emphasizes major drug classifications, actions and drug effects, indications, adverse effects and toxicity, nursing interventions and patient teaching in these areas. Required of all ASN students. Pre-requisite NURS 133. Fall annually

NURS 202 Nursing Process IV.....4 crs
 Focuses on the application of the nursing process in a variety of settings to individuals across the life span. Explores the nursing process as it relates to the care of clients having immune, neurologic, endocrine and psychiatric-mental health dysfunction. Emphasizes the nursing management of selected clients requiring critical care. Co-requisite: NURS 234 and NURS 212. Prerequisites: minimum grade of “B” in NURS 201 and “Pass” in Nursing 211. Spring, annually.

NURS 212 Nursing Process III: Clinical Practice4 crs
 Clinical practice experience provides opportunities for students to implement objectives identified in NURS 202 and 203. Students care for acutely ill clients across the life span having immune, neurologic, endocrine, and psychiatric-mental health dysfunctions. Provides opportunities for delivery of care to increasing numbers of clients and guided practice in refining interpersonal and decision-making skills required of the graduate nurse. Twelve clinical hours weekly. Co-requisites: NURS 234, NURS 202, and NURS 203. Prerequisites: minimum grade of “B” in NURS 201 and “Pass” in NURS 211. Spring, annually.

NURS 234: Pharmacological Aspects of Nursing: III.....1 cr
 Builds on the foundations of the pharmacological aspects of nursing in NURS 133 (part I) and NURS 233 (part II) and correlates with content delivered in NURS 202 Nursing Process IV. Focuses on the pharmacological management of the client with Immune, Endocrine, Neurologic, psychiatric-mental health disorders. Emphasizes major drug classifications, actions and drug effects, indications, adverse effects and toxicity, nursing interventions and patient teaching in these areas. Required of all ASN students. Pre-requisite NURS 133 and NURS 233. Spring annually.

NURS 203 Nursing Seminar2 crs
 Introduces students to relevant issues and current and future trends in nursing and healthcare. Provides opportunities for students to explore ethical issues that nurses often encounter. Emphasizes role transition from student to graduate nurse. Prerequisites: Minimum grade of “B” in NURS 101, 102, and 201. Spring annually.

ASN Elective Course Descriptions

NURS 100 Introduction to Professional Nursing.....3 crs
 Students who participate in this course will develop a beginning understanding of the role of the professional nurse. The history of nursing and fundamental nursing principles will be examined. The role of nursing within the healthcare delivery system will be explored. An overview of the nursing process will be provided, and students will have the opportunity to practice some basic psychomotor skills required in nursing. No prerequisites. Offered each semester as needed.

SIMULATION LAB POLICIES AND PROCEDURES

The College of Health Science and Human Services Simulation Lab Mission Statement

The College of Health Science and Human Services Simulation Lab helps demonstrate the core values of the ASN program by providing a state-of-the-art simulation-based research and training center that will assist students in the advancement of quality patient care and safety.

This aim will be accomplished through enhancement of multidisciplinary health care research and education, thus fulfilling these goals:

1. To work in cooperation with the College of Health Science and Human Services in creating a safe environment for patients by using simulation and other state of the art educational technology in the training and assessment of the healthcare system professionals.
2. To provide a well-equipped, state-of-the-art teaching, ideal learning, and research environment and area for independent and supervised practice, throughout the students' academic career.
3. To provide resources and to promote the acquisition of basic as well as advanced skills and / or behaviors that are considered essential for undergraduate nursing students and advanced practice roles to master.
4. Evaluation of the learner outcomes such as knowledge gained, self-efficacy, behavioral changes, technology competency, and procedural accuracy that change or occur as a result of simulation-based education.

Simulation Lab Environment

The College of Health Science and Human Services Simulation Lab is considered a professional environment. All lab users shall respect the privacy, rights, privileges, health, and safety of others.

Expected Behavior

The College of Health Science and Human Services Simulation Lab environment is non-threatening and professional, thus enhancing learning. Users are expected to remain respectful at all times. Because the scenarios can appear life-like, anxiety levels can escalate. During simulation, especially the debriefing segment, individuals are asked to refrain from negative comments that are meant to demoralize. This is an open learning environment. Positive feedback and suggestions for improvement are encouraged. The staff encourages the learners to think out loud and work as a team.

Treatment Rooms

If a real individual (actor/actress) is used as a standardized patient, then shoes must be removed prior to bed access. No other individuals are allowed in bed while a simulation mannequin is in the bed.

Food or Drink

No food or drink is permitted in the College of Health Science and Human Services Simulation Lab, including the control rooms.

Writing utensils

The use of pens can damage the simulation mannequins. Please use pencils in the appropriate areas within the simulation area.

Simulation Control Room/Audio-Visual Equipment

The control room is only to be accessed by faculty or individuals that are granted permission specifically by the College of Health Science and Human Services Simulation Lab Coordinator and/or designees (College of Health Science and Human Services faculty members). The audio/visual equipment, including the laptops, is for simulation purposes only. Only individuals that are trained on the KB Port system may access and manipulate the audio/visual equipment.

Communication Devices: The Department of Nursing recognizes the extensive use and benefit of cellular phones and other communication devices, beepers, pagers, I Phones, texting, etc. However, use of these devices creates disruption and distraction. The use of these devices is strictly forbidden during a simulation. Please advise those who may need to contact you in an emergency to call the Department of Nursing (814-676-6591, ext 1252). Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or an unsatisfactory evaluation.

Universal Precautions

Proper cleaning of hands using hand sanitizer will be evaluated prior to using simulation. Hand sanitizer is to be used in the simulation environment in the same manner as the clinical environment. If health care institutional protocol would indicate, then don masks, gloves, and gowns in accordance with the scenario when practicing in the simulation center.

Tobacco: Use of cigarettes, cigars, pipes, chewing tobacco or smokeless and/or electronic cigarettes, is not allowed in the Simulation Lab at any time.

Pre Scenario Activities

As directed by your faculty/instructor, institution or association, all assigned pre-scenario activities should be completed prior to the simulation experience. Lack of preparation may result in an inability to participate in the scenario. Arrive 15 minutes prior to your simulation time dressed appropriately.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/environment.asp>

Access to Sim Lab

The Simulation Lab Coordinator, College of Health Science and Human Services faculty, Administration, and CUP Campus Police are the only personnel allocated unlimited access. All other faculty and students must contact the appropriate personnel as listed above for access.

Faculty members/instructors must schedule instructional time via email prior to utilizing simulation rooms. The Simulation Lab Coordinator and/or designee will grant approval.

All users in the simulation center are required to maintain a clean environment. The simulation course instructor is responsible for ensuring that the lab is ready for the next clinical group.

Students must be supervised at all times while in the simulation center. The scheduled faculty member/instructor must be available throughout the instructional session. The scheduled faculty member/instructor or Sim Lab Coordinator and/or designee (College of Health Science and Human Services faculty) must exit last to ensure the doors are locked.

Students and/or faculty members/instructors are accountable for any damages incurred to the models or equipment while using the lab.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from website: <http://risecenter.rmu.edu/sites/RISE/policies/access.asp>

Simulation Laboratory Dress Code

Students of Clarion University Nursing Program are to follow the Guidelines for Professional Appearance Policy when practicing in the College of Health Science and Human Services Simulation Lab.

Students should dress in clinical attire in accordance with their policy and procedures per clinical instructors. Students are to wear appropriate clinical attire – complete uniform – neat in appearance and bring necessary equipment (stethoscope, watch, pencil) for simulation experiences. No flip-flops or sandals are to be worn in the simulation area due to possible injury to feet due to heavy equipment or sharp objects. Closed toe shoes are required. Hair should be off face, appearance should be neat and organized and appropriate closed toe shoes should be worn. Stethoscopes and reference material can be used to help reference during simulation if permitted by the clinical instructor. Simulation experiences should be treated as realistic clinical experiences.

The dress code is considered to be a part of being prepared for clinical. Failure to wear your uniform and dress appropriately will result in an unsatisfactory for accountability and responsibility for the assigned clinical experience.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/dressCode.asp>

Care of Simulation Laboratory Supplies

All users have a vested interest in the maintenance of the lab and the equipment that is used within this environment. Failure to properly maintain and clean the environment and supplies is considered neglectful and may result in the loss of simulation center privileges as determined by the College of Health Science and Human Services Simulation Lab Coordinator and/or College of Health Science and Human Services faculty.

The mannequins are very heavy. Use good judgment and proper body mechanics when manipulating the mannequins. Avoid using sharp instruments as much as possible around the mannequins.

Leave the area as you would leave your clinical area. The simulation center must remain neat, uncluttered, safe, and prepared for the next users of the simulation center. This includes, but is not limited to the following:

- All beds must be remade.
- Clean all supplies after use in the simulation experience. For example, urinals and bedpans should be drained, cleaned, and dried. Equipment is wiped clean.
- Clean the desk area.
- Chairs should be pushed in and organized.
- Organize materials on tables and in cabinets.
- Return all supplies to the appropriate areas. Dispose of all used supplies (i.e. wet gauze).

- Properly dispose of any sharps in the appropriate sharps containers.
- Return equipment to the appropriate storage area.
- Placed soiled linen in the hamper. Please re-fold clean linens that can be re-used.
- Staff/instructors are to remain in the area until all others have exited.

Adapted from the Robert Morris University RISE Center. Retrieved June 3, 2012, from RMU website: <http://risecenter.rmu.edu/sites/RISE/policies/careOfSupplies.asp>

Clarion University Student Hospital: SIMULATION ADVISORY

Simulation is meant to create an environment that present nursing students with problem-solving experiences that require ‘real time’ assessment and interventions in a nonthreatening, supportive learning environment. As a setting for the provision of learning experiences, Clarion University Student Hospital is striving to provide learning experiences nursing students may or may not encounter in the clinical environment.

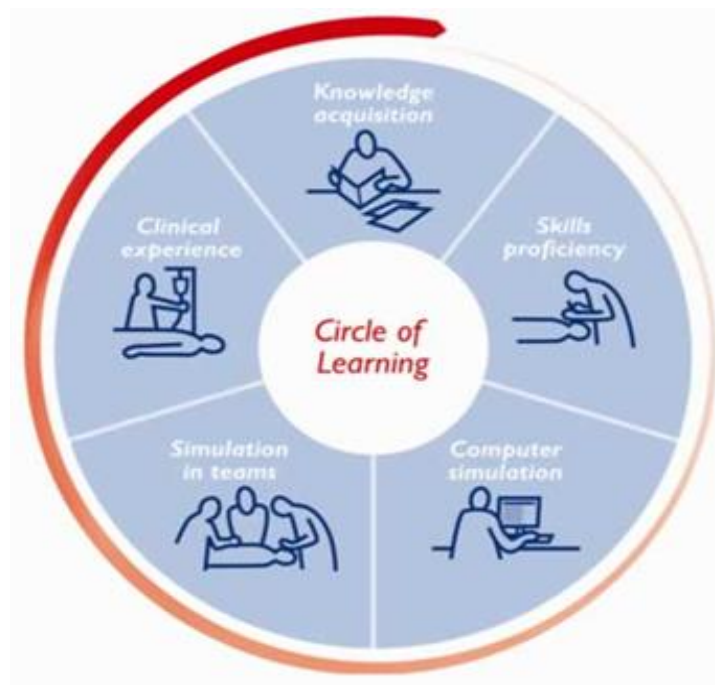
A Simulator’s Bill of Rights

These rights can be exercised on the simulator / “patient’s” behalf by the nursing instructors at Clarion University.

1. Students have the right to be able to “suspend disbelief” during the simulation. This means being able to act (pretend!) as if the mannequin is a real person and the simulation a real event!
2. The simulator / patient has the right to respectful and considerate care.
3. Simulator / patient has the right to know the identity of physicians, student nurses, and others involved in their care.
4. The simulator / patient has the right to and is encouraged to obtain from nursing students relevant, current, and understandable information concerning diagnosis, treatment, and prognosis related to their “care.”
5. The simulator / patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
6. The simulator / patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
7. The simulator / patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted in order to protect each simulator / patient's privacy.
8. The simulator / patient has the right to expect that all communication and records pertaining to their care will be treated as confidential by the student (**review HIPPA practices**). The simulator/ patient has the right to expect that Clarion University Student Hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.

9. Clarion University Student Hospital is mandated to advise simulator “patient” of their rights under state law and hospital policy to make informed medical choices, ask if the simulator “patient” has an advance directive, and include that information in patient records.

Conclusion: The purpose of the simulation is meant to help bridge the gap between what is learned in nursing theory/lab and practice in the clinical setting. This is a time to put together all of the things you are learning in theory (how & why), assessment skills, nursing lab skills and clinical skills. One of the major benefits of using simulation is that it provides the opportunity for active / interactive learning without any risks to patient safety and leads to improvements in patient care. The nursing instructors at the College of Health Science and Human Services of Clarion University work together to help provide this learning experience, and as explained in the introductory letter, this is not a graded experience, but one meant to help students learn.



References:

American Hospital Association. (1998). Patient Bill of Rights. Retrieved September 14, 2011, from website: American Hospital Association Home Page http://www.aha.org/search?q=Patient+Bill+of+Rights&site=redesign_aha_org|HPOE

Jefferies, P. (2007). Getting in S.T.E.P.with Simulations. Retrieved from <http://www.thefreelibrary.com/Getting+in+S.T.E.P.+with+simulations%3a+simulations+take+educator...-a0177991434>

APPENDIX A

**AMERICAN NURSES ASSOCIATION
SCOPE AND STANDARDS OF PRACTICE (2010)**

The Standards of Professional Nursing Practice consists of Standards of Practice and Standards of Professional Performance, which include the following:

Standards of Practice for the Registered Nurse

1. Assessment – Collects comprehensive data pertinent to the healthcare consumer’s health or the situation

2. Diagnosis – Analyzes the assessment of data to determine the diagnoses or issues

3. Outcomes Identification – Identifies expected outcomes for a plan individualized to the healthcare consumer or the situation

4. Planning – Develops a plan that prescribes strategies and alternatives to attain expected outcomes

5. Implementation – Implements the identified plan

- a. Coordination of Care: Coordinates care delivery
- b. Health Teaching and Health Promotion: Employs strategies to promote health and a safe environment
- c. Consultation: (Advanced Practice)
- d. Prescriptive Authority and Treatment (Advanced Practice)

6. Evaluation – Evaluates progress towards attainment of outcomes

Standards of Professional Performance for the Registered Nurse

7. Ethics- Practices ethically

8. Education – Attains knowledge and competence that reflects current nursing practice

9. Evidence-Based Practice and Research-Integrates evidence and research findings into practice

10. Quality of Practice – Contributes to the quality of nursing practice

11. Communication- Communicates effectively in all areas of practice

12. Leadership – Demonstrates leadership in the professional practice setting and the profession

13. Collaboration – Collaborates with healthcare consumer, family and others in the conduct of nursing practice

14. Professional Practice Evaluation - Evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations

15. Resource Utilization – Utilizes appropriate resources to plan and provide nursing services that are safe, effective and financially responsible

16. Environmental Health Practices in an environmentally safe and health manner

**APPENDIX B
SIMULATION LABORATORY DOCUMENTS**

**CLARION UNIVERSITY
ASN PROGRAM
CONFIDENTIALITY AGREEMENT
Simulation/skills laboratory**

As a nursing student enrolled in the ASN Program at Clarion University (Venango Campus), I will actively be participating in clinical nursing simulations. I understand that the content of these simulations will be kept confidential in order to maintain the integrity of the learning experience for me and my fellow students. It would be unethical for me to share any information regarding simulation scenarios with my fellow students. I will also be observing fellow students within the clinical simulation laboratory, and I will not discuss their performance with anyone outside of the simulation laboratory.

I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information is prohibited, and serious consequences may occur if I violate this agreement. I will exemplify Clarion Nursing Department's values of integrity, respect for human dignity, and confidentiality.

Student name (Print)_____

Student signature_____

Date_____



CLARION UNIVERSITY
ASN PROGRAM
PHOTOGRAPHY AGREEMENT
Simulation/skills laboratory

As a nursing student enrolled in the ASN program at Clarion University (Venango Campus), I will actively be participating in clinical nursing simulations. I understand that photographs may be taken during the simulation experience. I agree that the nursing faculty at Clarion University may photograph me during the simulation and use these photographs for the benefit of the simulation experience and Clarion University Simulation Lab.

Student name (print): _____

Student signature: _____

Date: _____

APPENDIX C

ASN Student Handbook Acknowledgement Form

I have read the contents of the Associate of Science in Nursing Student Handbook and had the opportunity to ask questions. I agree to abide by all program and clinical policies as outlined in this handbook and Clarion University Undergraduate Catalog.

I understand that violation of these policies may result in disciplinary action, including dismissal from the ASN program.

A signed copy of this form will be placed in my nursing student file.

Student Name (print): _____

Student Signature (sign)_____

Date: _____

APPENDIX D

COLLEGE OF HEALTH SCIENCE AND HUMAN SERVICES /CLARION UNIVERSITY OF
PENNSYLVANIA - DEPARTMENT OF NURSING

EVENT REPORT

An event is any happening related to student performance, which is not consistent with the educational practices of the Nursing Program, or one in which the safety of the individual is jeopardized.

Date of Event:

Student:

Level of Student:

Educator:

DESCRIPTION OF EVENT-By the student

Signature_____

DESCRIPTION OF EVENT-By the educator

Signature_____

OUTCOME OF EVENT

REPORT OF STUDENT CONFERENCE:

Date:

RECOMMENDATION:

Date:

Reviewed by (signature):

Date:

**APPENDIX E
PLAN FOR SUCCESS CONTRACT and RETENTION ALGORITHM**

**CONTRACT
PLAN FOR SUCCESS**

Student Name: _____ **Date:** _____

Comments: (e.g., test scores/attendance/clinical issues)

Recommendations:

- _____ Learning Support Center
- _____ Peer tutoring/Study group
- _____ Read textbook and other required materials
- _____ Review notes within 24 hours of class & Review all notes each week
- _____ Practice relaxation techniques/thinking about thinking
- _____ Use flashcards, care maps, concept maps, or other visual helps _____
- _____ Practice NCLEX type questions r/t _____
- _____ Complete case studies r/t _____
- _____ Limit extracurricular activities
- _____ Meet with instructor weekly to review care plans/clinical activities/clinical work
- _____ Contact Office of Student Affairs regarding potential disability-related accommodations
- _____ Counseling: referred to _____
- _____ Other: _____

Signature of Faculty Member: _____

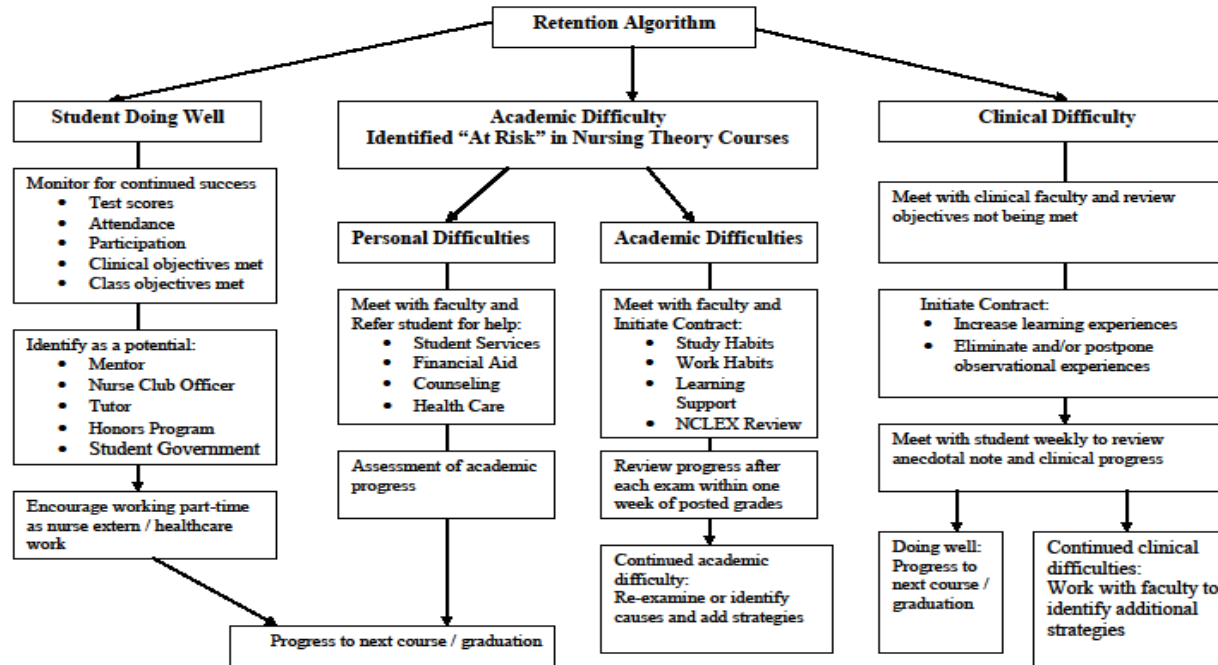
Signature of Student: _____

***Give student a copy and keep a copy for the student's records.**

Student: _____
 Date Initialed: _____

Faculty: _____
 Course: _____

CLARION UNIVERSITY OF PENNSYLVANIA
 DEPARTMENT OF NURSING
 ASSOCIATE OF SCIENCE IN NURSING



APPENDIX F

Exam / Quiz / Test Policy

All Clarion University's Nursing Program courses have faculty-generated unit and final exams. Prior to any exams, students are encouraged as needed to seek clarification of the concepts from faculty and Nursing Program tutors.

Students are expected to demonstrate honesty and integrity and are not to utilize textbooks, notecards or personal assistance during the exam process.

Prior to the exam: Access to cell phones is not allowed during an exam; students are to have their cellphones turned off and laid in front of them flipped screen down during exams. All books, coats, backpacks and other belongings will be placed at the front or sides of the classroom. No hats or sunglasses are allowed.

During an exam: At the discretion of the faculty teaching the theory class, the student(s) may be given a piece of paper to be used as scratch paper. Once the student(s) have the scratch paper, they are ***not*** allowed to make / copy any notes or access any outside resources to make notes (this includes accessing information on D2L). The student must turn in the scratch paper at the end of the exam prior to leaving the room or the student will receive a zero on the exam. Additionally, students may not have any textbooks or notebooks on the desk at any time. Only nursing issued calculators, scratch paper, and pencils are permitted. Bottled water or drinks without a label may be permitted only if approved by faculty prior to the exam.

“Select All that Apply” (SATA) Questions

- In order to help prepare you for the NCLEX faculty utilize "Select All That Apply" questions on all Nursing Program exams. At the discretion of the faculty teaching the course, the student may be given partial credit for the correct portion of the answer.

Computer Testing

- Each unit exam will be administered on the related D2L course site.
- At the discretion of the faculty teaching the theory class, that faculty will decide whether or not students will be able to go back and review previous questions.
- Exams will automatically be submitted at the end of the time limit indicated, whether or not the student has answered every question.
- Faculty teaching the theory course will determine whether students will be able to review the correct answers after the exam is completed.
- Faculty teaching the theory course will determine if rationales will be given immediately after the exam for the questions that were missed by the student. This will occur only after all students have taken the exam. If course faculty chooses to not allow students to view rationales immediately after submission of exam, then that faculty will determine when students can review rationales for questions missed.

- The student is required to leave the room once the answer review has been completed, or if there is no review, then immediately after submission of exam. Please be courteous to those students still taking the exam.
- Once a thorough item analysis is completed by the course faculty, the exam results will be posted to the related D2L course site.

Academic Honesty regarding cheating

1. Students enrolled in Clarion University nursing programs, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied.
2. Definitions: (as used in this rule):
 1. "Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to earn undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:
 - a. Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use;
 - b. Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted;
 - c. Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor;
 - d. Securing, giving or exchanging information during examinations;
 - e. Presenting data or other material gathered by another person or group as one's own;
 - f. Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
 - g. Cooperating with another to do one or more of the above; and
 - h. Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - i. Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.

Group Exam Reviews

At the discretion of the instructor, a group exam review may be held on a date determined by course faculty. During the review, faculty selected questions and/or concepts will be presented

for better student understanding. This group exam review will be the only opportunity to review exam questions.

During exam reviews, students are not to have any materials on their desk including textbooks, papers, writing utensils, cell phones, laptops, recording devices or any other items to be determined by faculty. All exam reviews will be conducted in a professional and orderly manner in a controlled environment.

Respect and courtesy are to be demonstrated by both students and faculty. Failure to conduct oneself in a professional and courteous manner will result in the immediate discontinuation of the exam review.

Tardiness

If a student is late, he/she will only be allowed the allotted time remaining to complete the exam. Time limits for online exams will be enforced. Examinations and/or quizzes are scheduled to be given during the regularly scheduled class time; unless otherwise identified by the instructor. This includes quizzes / exams on D2L, paper exams, and any HESI testing. It is expected that the student will complete the exam/quiz during the scheduled class time. Unless the student has an identified and documented learning disability *prior* to the exam/quiz, there will be no extra time allotted for the completion of the exam/quiz. The examination schedule is posted well in advance of the actual test date, and therefore, students are expected to take the examination on the scheduled day. In addition, a comprehensive final examination will be given during “finals” week. Only excused absences will be accepted. Makeup of an examination will be scheduled at the **convenience of the instructor**. Students are expected to schedule an appointment to meet with the instructor to review an exam within **one** week of receiving grades for that examination. However, due to large class size, it is at the discretion of the instructor when review of the exam is scheduled. In case of the need to use paper tests, students are cautioned to mark the SCAN-TRON answer sheet carefully. Any changed answers may result in a reading error and loss of that point. NO SCAN-TRON sheets will be returned to the students.

The instructor is not required to give make-up examinations and/or quizzes, nor accept class work missed as a result of an unexcused absence.

Disability Support: If you are a student with a documented disability and require accommodations in order to complete the requirements of this course, please contact the Office of Student Affairs – Venango College of Clarion University *or* the Office of Student Affairs of Clarion University as soon as possible so that they may assist you in providing appropriate verification of the requested accommodations.

Academic Honesty: “Students at Clarion University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, Residence Hall Handbook, Student Rights, Regulations, and Procedures Online handbook, and ASN / BSN handbook.

Among the conduct regulations addressed are acts of academic integrity, including plagiarism or cheating on assignments, examinations, or other academic work; or without prior approval of the instructor, submitting work already done for another course.” Academic dishonesty will not be tolerated in this class and will be dealt with in a serious and formal manner. Penalty for academic dishonesty in this course may result in failure of the course for this semester. Course withdrawals to avoid such a failure will not be permitted. Please review Clarion’s **Academic Honesty Policy** at [Clarion University Academic Honesty Policy](#) and the **ASN / BSN4Y Handbook**.

I have read and understand the testing policy for Clarion University.

Print your name

Date

Signature

References for the development of this policy include:

National League for Nursing. (2012). The fair testing imperative in nursing education. Retrieved from: http://www.nln.org/docs/default-source/about/nln-vision-series-%28position-statements%29/nlnvision_4.pdf

Kent State University. (2018). Policy register. Retrieved from: <https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>

APPENDIX G

Social Media Policy

Purpose: The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The Department of Nursing's presence or participation on social media sites is guided by university policy. This policy applies to Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. According to the American Nurses Association (ANA) (2012), distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

General Information: Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, Twitter, Facebook, YouTube, Snap Chat, InstaGram, and MySpace, etc.

Reference resources should be used to clarify the nurse's role and responsibilities. Please review the National Council State Boards of Nursing's (NCSBN) White Paper: A Nurse's Guide to Use of Social Media and the American Nurses Association's (ANA) Principles for Social Networking and 6 Tips for Nurses Using Social Media (2012). See website for the ANA used as a reference: <http://nursingworld.org/Nurses-MostHonestEthicalProfession>

The intent of this policy is for the protection of sensitive and confidential information. As new technologies and social networking tools emerge this policy may/will need to be updated. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations. As a nursing student you will want to represent the University and the School in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

Policy: In your role as a nursing student it is your responsibility to protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a nursing student.

- It is expected that during clinical and classes use of electronic devices employed for social media will be used only as authorized by faculty.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. The Department of Nursing recognizes the extensive use and benefit of cellular phones and other communication devices, beepers, pagers, blackberries, etc. However, use of these devices creates disruption and distraction. The

use of these devices is strictly forbidden during class. Please advise those who may need to contact you in an emergency to call the Department of Nursing (814-676-6591, ext. 1252 for Venango and ext. 1851 for Clarion). Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or an unsatisfactory evaluation.

- Use of electronic devices, e.g., computers, notebooks, etc. during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student.
- Be aware of your association with Clarion University of Pennsylvania in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Clarion University's behalf, unless you are authorized to do so in writing.
- HIPAA and FERPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Additionally, it is understood that students must adhere to the academic honesty policy of Clarion University. Students are not allowed to post any lecture material, or material related to exam questions or quizzes on social media.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Procedure/Considerations

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Clarion University nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing is one of the most trusted professions in the United States. Therefore, nursing students are preparing for a profession, which provides services to a public that also expects high standards of behavior.
- Respect your audience; please do not assume that everyone agrees with you.
- Adhere to all applicable university privacy and confidentiality policies.

- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, slanderous, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

By signing this Social Media Policy, I understand and agree to abide by the contents of this policy. I also understand the consequences of potential dismissal from the nursing program for violating this policy.

Name: _____ Date: _____

Signature: _____

References:

The Social Media Policy for Clarion University School of Health Sciences is adopted / adapted from Social Media Policy, the Student Handbook of Clarion University, and the Student Handbook of Purdue University of Nursing retrieved from: http://hilo.hawaii.edu/depts/nursing/social_media_policy.php

American Nurses Association. (2011). Fact sheet: Navigating the world of social media. Retrieved from: <http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Fact-Sheet-Navigating-the-World-of-Social-Media.pdf>

Department of Education. (2015). Family Educational Rights and Privacy Act (FERPA). Retrieved from: <http://www2.ed.gov/policy/gen/guie/fpco/ferpa/index.html>

National Council State Board of Nursing. (2011). NCSBN White Paper: A nurse's guide to use of social media. Retrieved from: https://www.ncsbn.org/Social_Media.pdf

Appendix H

Math Exam Policy

Math Exam Policy:

The math exam must be completed and passed with a 95% score or better. All students will have three attempts to pass the math exam, if the first attempt is unsuccessful then the student must contact learning support services (Kyle Vickers 814-393-1344, room 319 Montgomery Hall) and initiate tutoring services as soon as possible. The student will be permitted to take the next math exam per the predetermined schedule listed below and must complete tutoring services after each unsuccessful math exam.

ASN students starting the full program in the first semester must take the math exams as follows: the 1st exam must be taken week 13 of NURS 121, the 2nd exam must be taken week 15 of NURS 121, and the 3rd exam must be taken week 1 of NURS 112. Transferring or readmitted students starting in the second semester of the ASN program will have the opportunity to take the math exams during NURS 112: the 1st exam must be taken during week 1, the 2nd exam must be taken during week 3, then the 3rd exam must be taken during week 5. LPN students will also have an opportunity to take the math exams as follows: the 1st exam must be taken during week 13 of NURS 131, the 2nd exam must be taken during week 15, and the 3rd exam must be taken during the 1st week of NURS 112.

All students who are unsuccessful with the first math exam are required to complete tutoring services at the learning support center and must also complete the *Learning Support Center Tutoring Session Agreement* form in order to take both the second and third math exams. The *Learning Support Center Tutoring Session Agreement* form must be turned in to the designated instructor administering the math exam. The second/third math exams will be administered by a designated nursing instructor according to times/dates that are available with their schedules. The student must arrange for a time and date for the second/third math exams with one of these designated nursing instructors.

A student will not be permitted to pass medications in NURS 112 until the math exam is passed with a score of 95% or higher. A student who does not pass the math exam after three attempts, therefore cannot administer medications in NURS 112. Any students unsuccessful on the 3rd math exam will be unable to meet the requirements of NURS 112 due to medication administration being a component of the course expectations.

I have read, understand, agree to abide by the above math policy:

Student name (Print)

Date

Student signature

Learning Support Center Tutoring Session Agreement

(Print student's name) _____

(Student's signature here) _____ agrees to complete the recommended sessions of tutoring in preparation for his/her next math exam per the agreement written below. Student must take the next math exam within two weeks from the first exam.

Student's tutor please fill out your recommendations with student's agreement below:

(List dates for tutoring sessions each week) _____

(List how many hours/minutes of tutoring for each session) _____

Please sign and date with each tutoring session the student attends below:

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

Date _____ **Tutor Signature:** _____

***Student must turn in this completed form to his/her nursing instructor administering the math exam.**

APPENDIX I
UNSAFE CLINICAL PRACTICE POLICY

I. PURPOSE: The purpose of this policy is to establish clear expectations regarding student performance in the clinical setting and to explain the consequences of unsatisfactory, unsafe or unethical student clinical practice. The student and the nursing faculty have joint responsibility within their roles to ensure student nurses practice safely. Unsafe student practice increases risk for, or may cause, harm of various forms to patients and/or others. The Unsafe Clinical Practice Policy was developed to provide processes to follow when unsafe student practice is suspected or observed.

This policy shall apply to every nursing student enrolled in the College of Health Science and Human Services clinical or clinical lab courses within the nursing program.

II. EXPECTATIONS: Within their role as educators, clinical instructors are professionals who adhere to regulatory Standards of Practice for Registered Nurses, The College of Health Science and Human Services (CHHS) policies, and the American Nursing Association's (ANA) Code of Ethics. Clinical instructors use their professional judgment in the assessment of students. Clinical instructors are professionals responsible for guiding students to achieve clinical course outcomes. Within this role, clinical instructors continuously assess students, think critically about student practice, consider context, and promptly identify and deal with situations where students are not achieving the expected course outcomes.

The Nursing Faculty expects students to practice safely;

1. Students have the responsibility to practice competently, without undue risk to themselves or others, and to maintain fitness for duty throughout all clinical hours.
2. Students are expected to demonstrate growth in meeting the program outcomes in clinical practice through application of knowledge, skills and attitudes from previous and concurrent courses.
3. Students are expected to demonstrate growth in clinical practice as they progress through the course and to achieve the abilities-based learning outcomes described in the course blueprints and other appropriate documents.
4. Students are expected to be prepared for clinical practice in order to provide safe, competent patient care. Preparation expectations should be detailed in the course syllabi and course associated document(s).

When a faculty member makes a professional judgment that a student's psychological and/or physical condition or behavior is indicative of an inability to perform in accordance with course-specific clinical standards then the student may be asked to leave the clinical area. Any student who demonstrates unsatisfactory clinical performance (see DEFINITIONS section) may be placed on a clinical remediation plan or probation by the course or clinical faculty member, and/or the Undergraduate Coordinator. Any student who demonstrates clinically unsafe or unethical nursing practice (see DEFINITIONS section) will be dismissed from the clinical area by the faculty and further action may be taken (see PROCEDURES below).

III. PROCEDURES: A faculty member may remove a student from the clinical area or deny access to the clinical area because of an unprofessional appearance, inadequate preparation or unsafe or unethical practice on that day. Inability to participate in clinical will result in a grade of unsatisfactory for the day and is considered an unexcused absence. If the same student needs to be dismissed from the clinical area on more than one occasion then the student may be removed from the course due to unsafe or unprofessional behavior.

When an incident occurs that a faculty member believes may constitute unsafe or unethical practice the faculty member shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member shall notify the Undergraduate Coordinator and/or Nurse Administrator immediately following such an incident that prompted removal of the student from the clinical setting.

If the Department Chair/Nurse Administrator or designee determines that the incident is serious and therefore merits investigation by the Safety Committee, the Clinical Safety Committee will review the student's clinical performance evaluation(s), academic record and obtain any additional information which they deem important either prior to the hearing or after the hearing. Upon completion careful and deliberate review and analysis of all pertinent information, the Clinical Safety Committee will present a recommendation to the Chair/Nurse Administrator or designee, whose decision may include anything from dismissal of the original charge to dismissal of the student from the program of study.

The timeline for this recommendation may vary depending upon such factors as the need for additional information and the time in the semester. However, the written report should be presented within 5 business days if possible.

The Department Chair/Nurse Administrator or designee will then make a decision regarding the disposition of the complaint and notify the student in writing of the outcome.

The student has the right to follow the published University procedures in the event of course failure or program dismissal.

In the case of unsatisfactory clinical practice or of a referral from the Department Chair/Nurse Administrator or designee for remedial instruction, the clinical faculty member shall coordinate with the course faculty member on the development of a remediation plan.

The remediation process will be as follows:

The clinical faculty member will identify the specific skill(s)/behavior(s)/course content that require remediation. A clinical referral form will be completed and given to the student. The remediation plan must begin within 5 business days of the referral date.

After the student successfully completes the remediation, the appropriate faculty member will provide documentation and record the date of session(s) and place the form in the student file.

Students who demonstrate consistently unsatisfactory clinical performance are at risk for course failure.

Every student in the program is expected to act in a safe and ethical manner consistent with the ANA Code of Ethics for Nurses.

Examples of unsafe or unethical practice include but are not limited to:

- Negligence in patient care.
- Unprofessional behavior either at the laboratory or at the clinical agency.
- Substantiated act(s) of patient abuse, either physical or verbal.
- Ongoing unsatisfactory performance documented by the clinical instructor.
- Neglect of duty with actual cause or potential to cause patient harm.
- Fraudulent or egregious acts.
- Demonstrated and/or documented patterns of incompetence.
- Personal conduct that adversely effects the learning environment and/or the instructor's ability to perform his/her responsibilities.
- Exhibiting aggressive or intimidating behavior (e.g., profanities, threats, loud talking, rudeness, verbal coercion) toward or in the presence of faculty, staff, peers, patients/clients or agency personnel.
- Falsifying a client's record.
- Violation of HIPAA regulations (i.e. breach of clients' confidentiality).
- Failure to adhere to principles of safe nursing practice (i.e. safe medication administration).
- Inadequate preparation for clinical responsibilities.
- Inability to recognize limitations and/or failure to seek appropriate help in time-sensitive situations.
- Dishonest communication with clients, families, faculty and/or agency staff.
- Denying responsibility for one's actions.

DEFINITIONS:

Unsatisfactory clinical practice is defined as a failure to perform up to the minimum standards established for the specific clinical experience.

Unsafe or unethical clinical practice is defined as behavior observed by or reported to faculty that is actually or potentially detrimental to the client, the client's family and/or to the health care agency.

Regulatory practices: The student practices within the boundaries of CHHS, the guidelines and objectives of the Department of Nursing, and follows the rules and regulations of the health care agency. Examples of unsafe, unsatisfactory or unacceptable performance include but are not limited to the following:

- failure to notify the agency and/or clinical instructor of clinical absence as outlined in the course descriptions.
- presenting for clinical practicum under the influence of drugs and/or alcohol.
- failure to make up clinical absences if deemed necessary by the clinical instructor.
- habitual unexcused tardiness to clinical assignments.

Continuum of Unsafe Practice

Unsafe practice occurrences, behavior, or patterns of behavior can pose differing levels or degrees of risk and/or harm to the patient that can be presented along a continuum from minimal risk (Level 3) to unacceptable risk (Level 2) to high risk or actual harm (Level 1).

Level 3 unsafe practice is a demonstration of, or potential for, unsafe practice where an occurrence, event, attitude, or student behavior presents minimal risk for patient harm. The clinical instructor would initiate a focused assessment process to further determine whether student practice is safe. It is recognized that safety of student clinical practice is a dynamic situation and a potential for unsafe practice, Level 3, may escalate at any time to Level 2 or 1 and, at that time, require the clinical instructor to initiate either the Collaborative Assessment of Student Abilities (CASA) Supplemental or immediate suspension from clinical and/or program processes.

Level 2 unsafe practice is an occurrence, event, attitude, student behavior, or pattern of behavior that places the patient or others at an unacceptable risk for harm (physical, emotional, psychosocial). With Level 2 unsafe student practice the clinical instructor initiates the Supplemental CASA process.

Examples of Level 2 unsafe practice include, but are not limited to, repeated medication errors, inadequate knowledge about medications, and lack of preparation for patient care. Unsafe student practice is identified or assessed and described by the clinical instructor using the CASA.

Level 1 unsafe practice is an occurrence, student behavior, or pattern of behavior that compromises patient safety and results in high risk for harm, or actually harms the patient or others. Level 1 unsafe practice requires initiation of the immediate suspension process whereby a student is not permitted to attend clinical practice and the Faculty of Nursing Unsafe Practice Review Committee (UPRC) is called to investigate the reported Level 1 unsafe practice. Level 1 unsafe practice is inconsistent with safe, competent patient care and results in high risk for harm, or actual harm.

Examples of Level 1 unsafe practice occurrences include, but are not limited to student:

- breach of patient confidentiality or privacy;
- display of violent behavior, angry emotional outbursts;
- display of anxiety, stress, or behavior(s) that raise the risk for patient harm;
- practice error or adverse event (i.e. medication, procedure or treatment);
- consistent display of inappropriate level of nursing knowledge, skill and/or ability to plan and deliver safe nursing care;

- Failure to act to ensure the safety and well-being of a patient.

Level 1: Suspension Process

It is recognized that Level 1 unsafe practice can occur at any point during the clinical rotation and requires the clinical instructor to initiate the immediate suspension process. Level 1 unsafe practice is an occurrence, student behavior, or characteristic that compromises patient safety and results in high risk for harm, or actually harms the patient or others. Level 1 unsafe practice is inconsistent with the Canadian Nurse's Association Code of Ethics and places the patient at unacceptable risk for harm or actually causes harm.

The clinical instructor's responsibility when Level 1 unsafe nursing practice is observed or reported by another:

1. Documents in detail a written report of the unsafe practice case and circumstances, setting out the name of the student, the alleged facts, a description of the unsafe nature of the practice, and grounds warranting suspension, including names and evidence from witnesses, if applicable
2. Advises the student that the suspension process has been initiated
3. Discusses with the student the incident that led to the suspension process
4. Informs the student that suspension from clinical practice requires an investigation by the Committee.
5. Informs the student about Student Services in order to engage an Advocate for the student and appeal process.
6. Notify the Chair/Nurse Administrator or designee.

References:

American Nurse Association. (2018). About code of ethics. Retrieved from: <http://www.nursingworld.org/codeofethics>

New Brunswick School of Nursing. (2013). Unsafe practice policy. Retrieved from: https://healthsciences.humber.ca/assets/files/.../BN_Unsafe_Practice_Policy_June3-13.pdf

Rutgers School of Nursing. (2017). RBHS policy: Student rights, responsibilities and disciplinary procedures. Retrieved from: nursing.rutgers.edu/policies/Stdnt_Unsafe_Clinical_Practice.pdf

The College of New Jersey Nursing. (2017). Behavior in practice settings. Retrieved from: <https://nursing.tcnj.edu/students/policies/practice-settings/>