

LOCK HAVEN UNIVERSITY



ASN NURSING STUDENT PROGRAM GUIDE

**Academic Year
2019-2020**

CLEARFIELD and LOCK HAVEN CAMPUS
Associate of Science in Nursing

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LHU Clearfield Nursing Program

The information in this version of the Associate of Science Nursing Program Guide is subject to change. The program guide is not intended to nor does it contain all regulations that relate to students.

LOCK HAVEN UNIVERSITY
Associate of Science in Nursing
PROGRAM GUIDE

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Dear ASN Student,

Welcome to Lock Haven University Associate of Science in Nursing Program. Congratulations on your decision to enter a rewarding yet challenging career. You are embarking on a lifelong learning experience. Although Nursing is physically and emotionally demanding, the joy and satisfaction of knowing you can make a difference in someone's life each day makes it all worthwhile.

Whether you are newly transitioning into college or continuing your education, hard work lies ahead. If you have questions or concerns about your educational experience, contact your academic advisor or myself. Each of us in the Nursing Department is committed to assisting you in accomplishing your goal of becoming a RN.

Sincerely,

Jennifer DellAntonio

Jennifer DellAntonio, D.Ed., MSN, RN, CNE
Associate Professor
Chairperson, Nursing Department

STUDENT RESPONSIBILITY FOR ACADEMIC PROGRAM

Each student is individually and personally responsible for learning the requirements of the curriculum in order to graduate. Accordingly, students are responsible for information contained within the Nursing Student Program Guide, the University Student Handbook, and the University Catalog (all online).

It should be understood that information and policies presented in the aforementioned catalog/handbooks are subject to change before a new edition is published.

Your signature will be required on the Acknowledgement of Receipt and Understanding form found at the end of this program guide.

OVERVIEW OF ASN PROGRAM

Accreditation / Approval Statement

Lock Haven University is accredited by:

Middlestates Association Commission on Higher Education

The Nursing Program is fully accredited by:

Accreditation Commission for Education in Nursing, Inc. (ACEN)

3343 Peachtree Road, NE Suite 500

Atlanta, GA 30326

404-975-5000

www.acenursing.org

The Lock Haven University Nursing Program is fully approved by:

Pennsylvania State Board of Nursing

PO Box 2649

Harrisburg, PA 17105-2649

717-783-7142

www.dos.state.pa.us

Equal Educational Opportunity Statement

Lock Haven University, a member of PASSHE does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability or age in its programs and activities.

Affirmative Action Plan

EQUAL OPPORTUNITY STATEMENT

Lock Haven University welcomes students, faculty and staff from all racial, religious, national and socioeconomic backgrounds. The University does not discriminate in admission or access to its program and activities on the basis of handicap, gender or minority status.

SOCIAL EQUITY/AFFIRMATIVE ACTION

Lock Haven University is firm in its resolve that equal employment shall be accorded to all qualified individuals without regard to race, religion, color, disability, national origin, age, sex.

The ultimate objective of this policy is the abolition of practices which tend, inadvertently or otherwise, to discriminate against women and minorities. Such conduct has the effect of substantially interfering in a severe and pervasive manner with an individual's work or academic performance, or of creating in a severe and pervasive manner an intimidating, hostile or offensive working or academic environment to a reasonable person.

The objective of the Lock Haven University Social Equity/Affirmative Action Plan is to facilitate equal opportunity by taking positive, aggressive steps to improve the employment and educational conditions for all who choose our University as their place of work or study. By enlisting the aid and cooperation of all segments of the campus community behind the equal opportunity effort, the objectives of the Lock Haven University Social Equity/Affirmative Action Plan shall be accomplished.

All inquiries concerning the program are encouraged to be submitted to the designated Director of Social Equity/ Affirmative Action of Lock Haven University at (570) 484-2838.

This policy is in compliance with federal and state law, including but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IV of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act.

AMERICANS WITH DISABILITIES

No otherwise qualified student with disabilities shall, on the basis of his/her disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity sponsored by this University.

Office of Civil Rights GUIDELINES

Lock Haven University is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and disability in its activities, programs, or employment practices as required by Title VI, Title VII or Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Section 504 Coordinator, at Lock Haven University, Lock Haven, PA 17745 570- 484-2838. For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, call 570-484-2838.

OMBUDSMAN

The Assistant to the President/Director of Social Equity serves as the University Ombudsman. Administrators, faculty, staff and students can consult with the Ombudsman in the event they have specific problems on campus and are in need of a mediator to assist them. Every consultation is confidential. Please contact the Ombudsman to set up an appointment at 570-484-2838 or stop in East Campus J-202.

Taken from the Lock Haven University Student Planner 2013-2014

ASN Program Purpose

The Lock Haven University Associate of Science in Nursing Program facilitates the development of skills and provides the theoretical background necessary to ensure graduate nurses who are capable of delivering quality nursing care to all individuals and families in a variety of settings within the community. The ASN serves as a foundation for further study towards a baccalaureate degree in nursing.

ASN Program Philosophy

The Lock Haven University Associate of Science in Nursing Program provides an affordable, comprehensive education to students from diverse backgrounds. It provides the skills and the theoretical background necessary to ensure graduate nurses who are capable of delivering quality nursing care to individuals and families in a variety of settings within the community. Maslow's Hierarchy of needs is the conceptual framework that provides continuity and language for the program. The curriculum integrates three major threads throughout the program: mental health concepts, pharmacology and nutrition. Lifespan concepts are integrated throughout the curriculum.

The Nursing Program subscribes to the mission statement of Lock Haven University and bases the curriculum on the following beliefs about the person, environment, health, nursing and nursing education.

Person – is viewed as an intelligent being that possesses traits and characteristics that make them unique beings with personal dignity and self-worth. Persons, as members of society, are adaptive and continually interact with their environment as they strive to achieve maximum health potential. As a person evolves through their life cycle, they use their intellect and free will to make conscious choices regarding their health needs and health care. Persons have basic human needs but may differ in culture, values, health practices and spirituality.

Environment – consists of physiological, psychosocial, cultural, philosophical, developmental and spiritual conditions and forces impacting the person's health. Environmental conditions and forces continually change and interact, forming a complex context for nursing practice. The nurse has the responsibility to assess the environment at the level impacting the person, manage its constraints and utilize its resources to promote the health of the person.

Health – is a dynamic state in which individuals adapt to alterations in their internal and external environment; so that there is a state of physical, emotional, socioeconomic, and spiritual well being. Health encompasses levels of wellness and illness; and nursing assists individuals when there is an alteration in their health status. The nursing faculty believes that individuals have inherent rights to receive the appropriate health care needed to achieve their optimal health potential. Within this context, health care is provided to assist individuals and families in meeting their basic needs in accordance with their capacity, goals and life style.

Nursing – is an art and science characterized by critical thinking, clinical competence, accountability, and commitment to the value of caring, and interdisciplinary collaboration. Nursing applies to persons across the life span and within various cultures. It is based upon

interpersonal communications among the individual, the family, and the nurse. It involves assessing, planning, implementing, and evaluating the human needs of the individual in health and illness. An important part of the nursing process includes health teaching by the nurse to assist individuals in the promotion and maintenance of health. In cooperation with other members of the health team, nursing care is delivered in accordance with the legal and ethical standards of the nursing profession and in response to societal health needs.

Nursing Education – is the process by which the learner develops a knowledge base for nursing practice progressing from simple to complex. This base includes knowledge and skills from nursing science as well as the humanities and the natural, behavioral and social sciences. Faculty provides an environment conducive for integration of concepts from these disciplines to the practice of nursing in a variety of supervised clinical settings.

The faculty believes students must be actively involved in the learning process to acquire clinical proficiency and to be socialized into professional roles. These roles include provider of care, manager of care and member within the discipline of nursing. Associate degree education is a means of preparation for these roles, and provides experience for the nursing student at the entry level. The associate degree graduate will practice in diverse settings where policies and procedures are specified and guidance is available.

Faculty views learning as a life-long process and subscribes to the belief of career mobility. In accordance with this, an advanced placement option is offered to Licensed Practical Nurses desiring to obtain an associate degree. In addition, distance education for Licensed Practical Nurses is offered at remote sites, enabling these individuals to overcome access barriers by providing a unique educational experience through the use of technology. The nursing program also provides a foundation for further study towards a baccalaureate degree in nursing.

The Lock Haven University Associate of Science in Nursing Program facilitates the development of skills and provides the theoretical background necessary to ensure graduate nurses who are capable of delivering quality nursing care to all individuals and families in a variety of settings within the community.

The Nursing Department educational objectives (terminal program objectives) are outlined in the Nursing Program Guide. These objectives were reviewed by the Nursing Department Curriculum Committee and additions of the NLN core values and QSEN competency standards are included. See

ASN Standards of Clinical Practice

The Lock Haven University Associate of Science in Nursing Program subscribes to the American Nurses Association Standard of Clinical Practice. (Nursing: Scope and Standards of Practice, 2010) (See Appendix A)

Program Outcomes

For Accreditation purposes: It is anticipated that -

1. Eighty percent (80%) or more of students will graduate with the class in which they initially enrolled.
2. The program's 3 year mean for the licensure exam pass rate will be at or above the national mean for the same three-year period and at least 80% for first time takers.
3. All licensed graduates so desiring will be employed in a registered nurse position within one year of graduation.
4. Commitment to professional development will be evident in 90% of the graduates responding to the Graduate Questionnaire.
5. Employers will rate the nursing practice of graduates as generally "Agree" to "Strongly Agree" in all areas identified as Educational Objectives on the Employer Evaluation.
6. Eighty percent (80%) of the nursing students will evaluate the program as "satisfactory".

Please note: The University does not guarantee any specific outcome to individual students.

ASN CURRICULUM

ASN End of Program Outcomes

Lock Haven University Associate of Science in Nursing Program prepares the graduate to:

1. Integrate knowledge and principles from nursing and general education course to facilitate care of individuals/families in various health care settings within the community.
2. Integrate the nursing process to assist individuals/families throughout the life cycle in reaching their optimal level of health.
3. Provide comprehensive quality nursing care to individuals/families during alterations in their human needs.
4. Incorporate therapeutic communication skills in providing continuity of care to individuals and families in selected health care settings.
5. Refine health teaching appropriate to the human needs of individuals/families in order that they may achieve their maximum health potential.
6. Evaluate nursing care according to legal and ethical standards of the nursing profession
7. Demonstrate accountability and responsibility while providing nursing care.

ASN Curriculum Track Sheet

INTELLECTUAL FOUNDATION	9 sh
ENGL100: Composition	3 sh
Oral Communication	3 sh
(COMM 100, 102, 103, or 104)	
Mathematical and Computational Thinking	3 sh
(MATH101 or higher)	
KNOWLEDGE AND INQUIRY	9 sh
Natural Science Inquiry (at least one lab)	3 sh
(WAIVED)	
Historical, Behavioral, and Social Science Inquiry	3 sh
(PSYC100)	
Philosophical, Literary, and Aesthetic Inquiry	3 sh
PERSONAL & SOCIAL RESPONSIBILITY	3 sh
Global Awareness and Citizenship	3 sh
(<i>must be Historical Foundation</i>)	
TOTAL GEN ED SEM HOURS REQUIRED	21 sh

Major Area and Cognate Courses	49 sh
PSYC240 (Dev. Psychology)	3 sh
BIOL215 (Microbiology)	4 sh
HLTH115 (A&PI/lab)	4 sh
HLTH120 (A&PII/lab)	4 sh
NURS101	8 sh
NURS102	8 sh
NURS201	8 sh
NURS202	8 sh
NURS212	2 sh
TOTAL ASN DEGREE HOURS =	70 sh

Lock Haven University Clearfield and Lock Haven Campus
Associate of Science in Nursing –COURSE SEQUENCE
CURRICULUM WORKSHEET

FIRST SEMESTER (Fall)

ENGL100 English Composition (3 sh)	_____
PSYC100 Intro to Psychology (3 sh)	_____
HLTH115 Anatomy & Physiology I/lab (4 sh)	_____
<i>NURS101 Fundamental of Nursing (8 sh)</i>	_____ (18 sh)

SECOND SEMESTER (Spring)

PSYC240 Dev. Psych: Life Span (3 sh)	_____
HLTH120 Anatomy & Physiology II/lab (4 sh)	_____
<i>NURS102 Nursing II (8 sh)</i>	_____ (15 sh)

THIRD SEMESTER (Fall)

BIOL215 Microbiology (Lab) (4 sh)	_____
<i>NURS201 Nursing III (8 sh)</i>	_____ (12 sh)

FOURTH SEMESTER (Spring)

<i>NURS202 Nursing IV (8 sh)</i>	_____
<i>NURS212 Nursing Transition (2 sh)</i>	_____ (10 sh)

OTHER COURSES REQUIRED TO COMPLETE THE ASN DEGREE:

Math101 (or higher) (3 sh)	_____
Philosophical, Literary, and Aesthetic Inquiry (3 sh)	_____
Speech: COMM100, 102, 103, or 104 (3 sh)	_____
Global Awareness & Citizenship (3 sh) <i>(must be Historical Foundation)</i>	_____
Elective (3 sh)	_____ (15 sh)

Total Credits Required for Graduation: 70 (sh)

ASN NURSING MAJORS: A minimum cumulative (overall) 2.70 GPA, and a “C” or above in nursing and science courses (A&PI/lab; A&PII/lab and Microbiology cannot be older than 8 years) is required to progress in the program.

If you transfer courses from another university, remember that only your credits transfer, not your grades.

Theoretical Experience

The theoretical evaluation of students occurs in the classroom setting via the instructor designed examinations and written assignments. The percentage of these methods which determines the final theory grade is identified by the instructor, as well as included in the syllabus, at the beginning of each course.

Medication Calculation Exam Policy

Calculating medications is an integral part of the clinical experience and having this knowledge is imperative. Therefore, Nursing 101 faculty will administer the initial med-calc exam up to a total of three (3) times, if necessary, on three (3) consecutive weeks. A student's grade on the initial exam in Nursing 101 will be the score used in the calculation of the grade for the course; however a student will have to obtain a 94% on the exam in order to pass medications during clinical. Any student who does not obtain a 94% on the first exam will be given the opportunity to attend a review session and retake the exam up to two (2) more times. If the student does not obtain a 94% on the third exam, the student will not be able to meet clinical objectives for this course resulting in **a failing grade of "E"**. A med-calc quiz will be required at the beginning of each semester. Throughout the program, each unit exam will include at least 5% med-calc questions.

Assessment Technologies Institute/Comprehensive Assessment & Review Program (ATI/CARP)

What is ATI?

- ATI stands for Assessment Technologies Institute (ATI). ATI offers an Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and to decrease program attrition.
- The ATI Comprehensive Program is utilized throughout level I and level II of the Associate of Science in nursing (ASN) degree program.
- ATI tools can help students prepare more efficiently, as well as increase student confidence and familiarity with content and computerized NCLEX-RN testing.
- The ATI program includes books, Nurse Logic, Learning Systems, on-line practice exams and proctored exams over the major content areas in nursing. It also includes indicators of critical thinking and provides a comprehensive prediction of how well a student will perform on the NCLEX state board exam. The ATI books are to supplement the course content and enhance student learning. They are not to replace the course textbooks.

What is a Proficiency Level?

The proficiency level is a way to assign a grade for test performance. Listed below are descriptions of what each proficiency level means and how grades will be assigned for the ATI test. The proficiency level is printed on the student's ATI results sheet. The goal of LHU is for students to achieve **at least a proficiency level 2**.

ATI Proficiency Level	Contribution to Student Grade
Proficiency level 3	Student receives 100% . No remediation is necessary. Indicates student is likely to succeed on NCLEX-RN in this content area. Students are encouraged to engage in continuous focus review to maintain and improve their knowledge of this content.
Proficiency level 2	Student receives 94% . No remediation is necessary. Indicates student is fairly certain to meet NCLEX-RN standards in this content area. Students are encouraged to engage in continuous focus review in order to improve their knowledge of this content.
Proficiency level 1	Student receives 85% . Remediation is required according to instructor's directions. Indicates student is just likely to meet NLCEX-RN standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.
Proficiency "below level 1"	Student receives 75% . Remediation is required according to instructor's directions. Indicates a need for thorough review of this content area. Students are strongly encouraged to develop and complete an intensive plan for focused review.

What is Remediation?

To remediate means to review an area that is not fully understood. The instructor will provide a description of the remediation plan for the material that applies to the course. Remediation is required for proficiency level 1 or "below level 1." Remediation is mandatory but the requirements may vary depending on the course.

When completing remediation activity that is not proctored (i.e. on the internet at home or out of the classroom), be aware that the instructor has access to detailed information about the timing and duration of remediation efforts.

Remediation Guidelines

Student directions:

1. Go to the www.atitesting.com website, student home page. Locate and print the **Individual Performance Profile** results of the assessment where you **did not meet a proficiency level 2**.
2. On the Profile, use the **Topics to Review** section to drive your remediation. Each **Topic to Review** on this report reflects an incorrect answer you selected on the test.
3. Write each **Topic to Review** on a note card.
4. Use either your nursing textbooks or the ATI review modules (on the ATI website) to locate reference material about your missed question.
5. On the back of each note card write **two or three valuable points** about the specific topic on the other side of the card.

6. Review these valuable points at least **5** times.
7. Take a Practice Review of the same assessment to evaluate your improvement of learning.

ATI Test Placement and How Test Counts in the Course Grade*

Course Number	ATI Test	% of Course Grade
NURS101	Critical Thinking Entrance Fundamentals	0% 5%
NURS102	Maternal Newborn Nursing Care of Children	7.5% 0%
NURS201	Mental Health	10%
NURS202	Pharmacology Comprehensive Medical Surgical	5% 15%
NURS212	Critical Thinking Exit Leadership Comprehensive Predictor	0% 20% 20%

***Subject to change**

Comprehensive Predictor Assessment

Students in Nursing 212 will take the Comprehensive Predictor Exam; this is very important in preparing to take the NCLEX State Board Exam. The Comprehensive Predictor Assessment is a 180-item assessment designed to reflect the content areas of the current NCLEX RN blueprints. This tool provides information of the student's probability of NCLEX success, as well as detailed information about strengths and weaknesses.

Virtual ATI

Students are required to complete Virtual ATI, a self-paced, on-line, NCLEX review course. This review course aligns with the current NCLEX test plan. Through collaboration with an experienced nurse educator: a virtual coach, students are engaged in a personalized, assessment driven NCLEX review. The review is individualized as the student progresses, so special focus is given to topic areas that need more attention. NCLEX pass rates are nearly 100% when students follow their coaches' recommendations.

RN Customized Live NCLEX Review by ATI

A three day workshop at Clearfield Campus is provided May of graduation. After reviewing students' predictor exam results, ATI educators will provide a customized workshop specifically tailored for the group.

CLINICAL INFORMATION

Clinical Experience

Before beginning the clinical experience, the student must have professional liability insurance, CPR certification, criminal records check, FBI cogent fingerprinting, child abuse clearance, drug testing, and an annual physical examination. A flu shot will be required by November 1 of the academic year. An annual exam is required.

The nursing instructor prepares and posts students' assignments prior to clinical. On assigned clinical day student reports to the clinical area in full uniform, on time and adequately prepared. The instructor may dismiss students who do not complete the required pre-clinical preparations, and this will be considered an unexcused absence for the day. The instructor checks and initials the clinical experience checklist.

Student clinical performance will be evaluated weekly via the Weekly Clinical Evaluation Checklist/Comments Instruction form. Further discussion will be held by appointment as needed. Both verbal and written midterm and final evaluations will be given to the students during the semester.

Permission to leave the clinical area during clinical experience must be obtained by the student from the instructor.

Clinical Absence Policy

All clinical and nursing lab experiences are mandatory. Exceptions will not be made for childcare, transportation, work schedules, doctor's appointments, vacation, or family related activities. Each absence of this nature is considered unexcused and the student will be placed on clinical warning. Any further unexcused absences may result in clinical failure. The clinical instructor maintains a comprehensive clinical attendance record for all students assigned to instructor's clinical group.

If absent for clinical due to student illness, the student is **required** to call the clinical site **before morning report** and follow the policy of the clinical instructor. Failure to follow this procedure will lead to unexcused absence.

If ill for two clinical days or nursing lab experiences, whether consecutive or sporadic per semester, the student must provide a Student Clinical Release Form-Medical signed by physician, nurse practitioner, or Physician's Assistant. In order to continue with clinical, the student must provide a Student Clinical Release Form-Medical outlining any limitations. Any restrictions will be reviewed by faculty on an individual basis and according to hospital policy. The student is responsible to adhere to any limitations. The release form or a written medical excuse must be presented to the clinical instructor upon returning to the program. The student will not be permitted on the clinical area until the form is filed in the health record. After second excused clinical absence, the student is placed on clinical warning. Any further absences will result in clinical failure. **Extenuating circumstances may be reviewed by nursing faculty on an individual basis. However, this does not guarantee additional time will be granted.** The Department Chairperson of the Program shall have the authority to apply these requirements within his/her academic discretion. (A copy of the Student Clinical Release Form-Medical can be found in the back of this handbook. Additional copies are available in the Nursing Office.)

Absences due to inclement weather will be evaluated on an individual basis by faculty.

When unable to attend clinical or nursing lab experiences, the student is required at all times to follow the directions of the clinical instructor. Clinical make-up days will be at the discretion of the individual instructor, and will be based on the student's ability to meet clinical objectives for that semester. The student is responsible for the content covered during any absence. The student will be required to demonstrate satisfactory performance of skills covered in nursing lab experiences by appointment with the clinical instructor.

Specific instructions are provided for hospital rotation sites regarding notification of planned absence at the beginning of each rotation.

If he/she is unable to attend clinical experience, the student is expected to notify the assigned hospital nursing unit of his/her planned absence.

Penn Highlands Clearfield	(814) 765-5341
Penn Highlands DuBois	(814) 371-2200
Mount Nittany Medical Center	(814) 234-6702*
Punxsutawney Hospital	(814) 938-1800

Penn Highlands DuBois Behavioral Health	(814) 375-4321
Cen-Clear Child Services	(814) 342-5678
UOC Surgical Services	(814) 231-2102
Penn Highlands DuBois/CVICU & ICU	(814) 375-3386
Punxsutawney Hospital Short Procedure	(814) 938-1800
Simulation Lab/Dee Hanna/call Nursing Office	(814) 768-3450

**Mount Nittany Medical Center: Leave name, school name and brief message after tone.*

Clinical Dress Code

The uniform of the program is a symbol of nursing and should be worn with dignity and pride. The uniform shall be clean and neatly pressed. Males must wear white socks with their uniform, with a plain white shirt underneath, if necessary, and the required uniform slacks. Clean, intact white nursing shoes must be worn with the uniform.

Both men and women must wear their student nurse photo ID badge when in uniform and carry a stethoscope, bandage scissors and a hemostat. The lab coat must be worn buttoned with name badge over street clothes when obtaining patient information for clinical assignments. No blue jeans, shorts, or sweat pants may be worn in the clinical area. When in uniform, a lab coat/jacket may be worn or a long sleeve white undergarment, if necessary. *No sweaters may be worn during clinical.*

Pregnant students must wear a student maternity uniform.

When in uniform, jewelry is restricted to a wedding band, watch, and one pair of post earrings with only one earring per ear in lower lobe (no necklaces). No visible piercing other than ear lobe. Visible tattoos will be dealt with on an individual basis. Make-up may be worn in moderation. Nails shall be clean and trimmed; only clear nail polish may be worn. No artificial nails. Perfume and cologne should not be worn. No chewing gum is permitted during clinical. Dress code must be in alignment with hospital policy.

Hair shall be clean and worn away from the face and off the collar. Beards, sideburns and mustaches shall be kept clean and trimmed. No unusual hair colors, i.e. blue, purple or green.

Professional appearance is at the discretion of the faculty.

Clinical Experience Evaluation

The student's clinical performance is evaluated on a Weekly Clinical Evaluation Checklist/Comments Instruction form and reviewed with each student. Written assignments are evaluated with written comments. The student has the opportunity to review and discuss their evaluation of performance with the instructor weekly.

The student's clinical performance will be based on the respective course objectives. The content from this evaluation tool will be utilized to complete both the midterm and final evaluations. At midterm evaluation, if the student receives a "Needs Improvement" or "Unsatisfactory" for any of the course objectives, a Quality Improvement Plan will be implemented. At final evaluation, a total of 19 points or more need to be accumulated for each course objective. If less than 19 points is obtained for any objective, the student will receive an "Unsatisfactory" and fail the clinical portion of the course. The final grade for the nursing course will be "E" since both the theory and clinical portion must be passed in order to pass the course. "E" indicates dismissal from the nursing program.

The mid-term/final evaluation tool identifies specific clinical objectives that relate to the course objectives. The content from the weekly evaluation tool will be utilized to complete the midterm and final evaluations. Each sub-objective will receive a Satisfactory (S) or an Unsatisfactory (U). A student must receive a Satisfactory (S) for all sub-objectives in order to pass the course.

Pertaining to issues of absences due to student illness, inclement weather, faculty illness or any other department related activity, scores will be calculated to the appropriate number of clinical days on unit.

Portfolio

Your portfolio is a collection of your completed assignments for each nursing course. The specific assignments for each course are found on the course syllabi. The portfolio provides evidence that you have successfully completed the student learning outcomes for each course. Your responsibilities include:

1. Completing course assignments successfully.
2. Inserting the designated assignments in the portfolio.
3. Having the portfolio available for faculty review during midterm and final evaluations of each course.
4. Maintaining the portfolio throughout the program.

Social Media Policy

The Social Media Policy provides Lock Haven University (LHU) nursing students with rules to participate in social media.

Definition: Social Media is a conventional term of electronic communication through which users create online communities to share information, ideas, personal messages, email or video hosting sites.

First and foremost, all nursing students must recognize their ethical and legal obligation to maintain patient privacy and confidentiality at all times. As a nursing student it is important to represent Lock Haven University Department of Nursing in a fair, accurate, and legal manner while protecting the department's reputation.

1. Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
2. Students will face sanctions for posting of materials that is defamatory, profane, threatening, harassing, hateful or humiliating to patients, students, hospital staff, preceptors, nurse, LHU faculty and staff, employers and co-workers included. Sanction will be determined by the Faculty Organization Committee of the Nursing Department
3. Improper use of social media may result in being sued for defamation, invasion of privacy or harassment.
4. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.
5. The use of pseudonymous email addresses or online identities can be investigated and traced so their use does not protect the student from responsibility and any liabilities related to posting online materials and or social media.
6. Students must promptly report any identifiable breach of confidentiality of privacy in regard to self, other nurses and/or other nursing students.
7. Students must be knowledgeable of hospital and health care institution policies, relevant state and federal laws and professional standards regarding patient privacy and confidentiality and their application to social and electronic media.
8. The Department of Nursing may take action to dismiss any student from the Nursing program who violates the social media statement.
9. Students must not share, post or otherwise disseminate any information (including images) about a patient or information gained in the nurse-patient relationship with anyone unless there is care-related need to disclose the information or other legal obligation to do so.

Student must not use social media during clinical hours or at any time on the clinical agency's equipment or property.

Confidentiality

All individuals associated with patient care must respect the privacy of those served by the facility. Clinical facilities require the student to sign a confidentiality statement.

Students must refrain from discussion of patient information in public places, or with their families and friends. An innocent statement could lead to unnecessary stress or legal action. In addition, all paperwork must reflect confidentiality of the patient. Lock Haven University Nursing Program will follow all HIPAA guidelines.

Administration of Intravenous Push Medications

Students in the Lock Haven University, Associate of Science in Nursing program will follow the policy of the individual hospital of their clinical rotation with regard to the intravenous push medications.

Needle Stick / Significant Exposure

When a student receives a needle stick/significant exposure, he/she will follow the policy of the institution where they are assigned.

Latex Sensitivity

Any student with a latex sensitivity is responsible for notifying their clinical instructor of the allergy. Accommodations will be made according to assigned hospital's latex sensitivity policy.

STUDENT OPPORTUNITIES & RESPONSIBILITIES

Academic Advisement

Every nursing student enrolled at the Lock Haven University has an academic advisor. Advisors help students select courses, develop their academic interest, and monitor academic progress. The responsibility for effective academic advisement rests with both faculty and students. The faculty member is responsible for communicating accurate and up-to-date academic information and helping make an effective plan. The student is responsible for scheduling an appointment each semester with their advisor. In addition, the student is responsible for carrying out the academic plan and actively seeking help.

Abilities Required in Nursing Courses

Nursing courses require that students possess the following abilities:

1. Mobility to transfer and mobilize the non-ambulatory patient and assist an ambulatory patient utilizing safety measures. Ability to lift and/or support in order to safely reposition, transfer, and ambulate patients.
2. Musculo-skeletal control to perform gross and fine motor tasks inherent in required skills; e.g., the administration of medications; safely carrying a newborn and performing activities of daily living for the patient unable to do so for himself.
3. Visual ability to read medical records, labels on medication containers and calibrations on devices used to make physiological measurements.
4. Ability to hear sounds of spoken verbal communication, as well as sounds that indicate changes in the patient's physiological condition (i.e. breath sounds, blood pressure, apical pulse.).
5. Speech ability to speak to focal clients and members of the health team utilizing effective verbal communication skills, and speech which can be understood by all persons across the life span.
6. Emotional stability to accurately perceive situations influencing the care of assigned patients and to make unimpaired observations and judgments regarding care of assigned patients.

** If a student should present with any physical or cognitive limitation, each case will be reviewed on an individual basis. Documentation is required. Reasonable accommodations will be made if possible.*

Classroom and Clinical Cell Phone Policy

Cell phones are to be turned off or on vibrate during class.

The use of cellular telephones in the clinical setting is prohibited. Clinical settings include all environments utilized in any of the clinical courses: skills laboratory, acute care facilities, sub-acute care and rehabilitation facilities, long-term care facilities, clinics and physician offices, and community resources.

Permission to carry cell phones on vibrate for emergency contacts are up to the discretion of the clinical instructor. Any student wishing to request special permission must discuss their situation with their clinical instructor prior to attending clinical.

The recommendation is cell phones should not be stored in backpacks, coats, lockers, etc. Phones not stored in secured areas increases the risk of theft of the cell phone and other personal items. The safest storage area for cell phones is locked in the student's vehicle during clinical hours.

Inappropriate cellphone usage will be addressed on an individual basis according to the indiscretion.

Keep Informed

Students are expected to check their LHU email daily and make sure their mailbox is not full. Also, student cell phone messages need to be cleared for clinical instructors to leave messages especially on inclement weather clinical days.

Faculty will only use a student's LHU email account for correspondence.

Students are expected to check the announcement board in the D2L course companion daily.

Faculty will notify students of changes in nursing department policies and/or procedures via the LHU email and D2L announcement board.

A drop box, in each D2L nursing course companion, will contain the policy and/or procedure change for students' reference. Each student is expected to respond to the appropriate drop box indicating the policy/procedure change was received, read and understood.

Any changes in policy/procedures are added to the nursing program guide when reviewed and updated annually.

Class Attendance

The university recognizes that the grade a student earns in a course should be a measure of comprehension and achievement. Regular class attendance promotes both of these goals. Therefore, the concept here is that the student has the responsibility for regular class attendance. Attendance will be required of specific nursing courses. This will be indicated on individual syllabi. Absence due to an assigned field trip or other official university business will constitute an excused absence with makeup privileges. Otherwise, makeup of class work or examination is at the discretion of the instructor. This policy is administered at the student-instructor level. The nursing faculty believes all students should be self-directed and responsible individuals.

Graduation with Honors

Students in the Associate of Science in Nursing Program who have completed 34 or more of the 70 credit degree at Lock Haven University with an honors GPA, excluding the final semester, will be listed in the graduation program as: Cum Laude (3.50 to 3.59), Magna Cum Laude (3.60 to 3.74), and Summa Cum Laude (3.75 to 4.00). The final determination of honors will be based upon the GPA at the end of the final semester and the student will receive notification with diploma.

Scholarships and Awards

Students must submit the application and meet the criteria stated on the scholarship description. For a complete list of scholarships available to nursing students, check the Lock Haven University website under Admissions.

Other Scholarships Available to Nursing Students:

1. Clearfield Hospital Auxiliary – Nursing Department
2. Clearfield School of Nursing Alumnae Scholarship – Nursing Department

3. APSCUF Scholarship - online
4. Nightingale Award of Pennsylvania – for info go to: www.nightingaleawards.org
5. Diana Kerin Memorial Scholarship – Main office of Clearfield Campus
6. Clearfield Nursing Educational Award – Nursing Department

****Highest Academic Achievement Award for a Nursing Student****

*The Nursing Department Chair will determine the recipient of this award.

1. Student must be in second year of nursing program.
2. Student must have achieved the highest GPA.
3. Student must have completed 34 or more of the 70 degree credits at the Lock Haven University, excluding the final semester.
4. In the event more than one student qualifies, the candidate with the most LHU credits will be chosen.
5. After reviewing criteria #3, if more than one student still qualifies, the candidates in question will be interviewed by the Faculty to determine how the individual plans to apply their academic achievement to their chosen nursing profession.

Student Participation in Organizational Activities

The faculty's philosophy of nursing education is that the process includes more than the development of skills but also an awareness of attitudes, group dynamics and opportunities for personal and professional growth. To enhance this development, the Nursing Department students elect representatives to the department curriculum committee and are appointed to ad hoc committees to provide student perspectives. Students also have the opportunity of belonging to the University's Student Organization, which provides additional opportunities for professional, educational, social and community activities. These organizations/committees for student participation are listed below with brief descriptions.

1. **Student Organization:** See University Handbook/Clearfield Campus (on website)
2. **Curriculum Committee:** The purpose of this committee is to plan, implement, evaluate and revise the nursing curriculum consistent with the philosophy and objectives of the department and responsive to the current trends in nursing, education, and health care.

Function of the Committee

- a) review course descriptions and curriculum plan for the department handbook
- b) approve policies and procedures relative to the curricular aspects of the department.
- c) act on recommendations made by faculty and/or special committees.
- d) develop, revise and approve forms/records utilized in the curriculum.
- e) discuss student concerns presented by student representatives.
- f) edit and forward course proposals to the University Curriculum Committee.

Membership

- a) Chairperson-Department Chair
- b) All Nursing faculty
- c) One (1) student representative from each class, both of which are elected annually

Student representative functioning duties include:

- 1) elicit student concerns/suggestions appropriate for faculty consideration related to the department and curriculum
- 2) report committee agenda/decisions to respective student bodies.

This committee meets monthly.

3. **OADN Nation Honor Society:** In the Spring of 2018, the Organization for Associate Degree Nursing (N-OADN) approved the formation of a national honor society for LHU's nursing program. Lock Haven University has been chartered as the Epsilon Upsilon Chapter. To be considered for membership:

- Students must have attained a 3.0 overall GPA.
- Students must have attained and maintained a 3.0 GPA in all nursing courses (cannot receive less than a B in ALL ASN nursing courses)
- Students must have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.

Students who meet eligibility requirements will be invited for *consideration* for induction into the Epsilon Upsilon Chapter of Alpha Delta Nu during the 1st week of the Fall semester of the second year in the RN nursing program. Participation is *optional*. If the student wishes to join Alpha Delta Nu, the following is expected:

- Complete a group Capstone project during the Fall Semester of the second year.

Transportation

While attending the Lock Haven University Nursing Program, the student will receive many learning experiences in a variety of educational settings. Students must assume the responsibility for personal transportation to and from all clinical sites as the University does not provide this service between educational settings.

State Board Regulations and National Council Licensing Examinations

The prospective student will be assisted in the preparation of the application for the licensure examination, the application for state licensure, and the application for a temporary practice permit upon satisfactory completion of the program. The University has no control over the scheduling of the licensure examination. Students wishing to take examinations in other states should discuss the matter with the Nursing Department Chairperson.

The National Council Licensing Examination (NCLEX) will be Computer Adaptive Testing (CAT), and individual scheduling is to be done by the candidate. Information regarding this process will be given to the student prior to graduation.

BSN Education Opportunities

Students who intend to pursue the RN to BSN may take one BSN nursing course during the summer between 1st and 2nd level and one per semester in the second year of the ASN program. Requirements are a 2.7 GPA overall and a 3.0 GPA in nursing. First level ASN students are not permitted to take RN to BSN nursing courses.

ACADEMIC POLICIES OF ASN PROGRAM

Relationship between Clock and Credit Hours

FIRST LEVEL

	CLOCK HOURS		Credits
	Lecture	Lab/Clinical	
<u>FIRST SEMESTER</u>			
ENGL100 English Composition	3	0	3
HLTH115 Anatomy & Physiology I / Lab	3	1	4
PSYC100 Introduction to Psychology	3	0	3
NURS101 Nursing I: Fundamentals of Nursing	<u>5</u>	<u>9</u>	<u>8</u>
TOTAL	14	10	18
<u>SECOND SEMESTER</u>			
PSYC240 Development of Psychology: Life Span	3	0	3
HLTH120 Anatomy & Physiology II / Lab	3	1	4
NURS102 Nursing II	<u>4</u>	<u>12</u>	<u>8</u>
TOTAL	10	13	15

SECOND LEVEL

<u>THIRD SEMESTER</u>			
BIOL215 Microbiology	3	1	4
NURS201 Nursing III	<u>4</u>	<u>12</u>	<u>8</u>
TOTAL	7	13	12
<u>FOURTH SEMESTER</u>			
NURS202 Nursing IV	4	12	8
NURS212 Nursing Transition	<u>2</u>	<u>0</u>	<u>2</u>
TOTAL	6	12	10
<u>OTHER COURSES REQUIRED TO COMPLETE THE ASN DEGREE:</u>			
MATH101 (or higher)	3	0	3
Philosophical, Literary, & Aesthetic Inquiry	3	0	3
Speech: COMM100, 102, 103, or 104	3	0	3
Global Awareness & Citizenship	3	0	3
Elective	<u>3</u>	<u>0</u>	<u>3</u>
TOTAL	15	0	15

TOTAL CREDITS: 70

1 hour lecture = 1 credit

3 hours lab/clinical = 1 credit (Nursing)

Please note: Nursing students **MUST** follow the sequence of courses as outlined in the Associate Degree Curriculum Plan once they begin the program (as shown above in "First thru Fourth Semester"). General education courses may be taken prior to entrance into the nursing program and "Other Courses Required to Complete the ASN Degree" may be taken prior or during the two years of the nursing program. The acquisition of general education credits at Lock Haven University that could apply to the Associate of Science Degree does not guarantee admission into the nursing program

Grading Policy

The academic requirements for the ASN Program are higher than the University at large. The student must earn a grade of “C” in theory and “Satisfactory” in clinical for the following courses – Nursing 101, 102, 201, and 202. The student must receive a “C” in Nursing 212.

The clinical experience is evaluated Satisfactory or Unsatisfactory instead of being awarded a letter grade. To receive credit for the clinical component, the student must not only pass clinical but receive a “C” or above in theory. Clinical failure (unsatisfactory performance) results in an “E” for the course.

All objectives and course requirements for nursing courses must be met before advancing into the next semester. The programmatic need in the nursing curriculum mandates completion of one nursing course before advancing into the next.

Grading Scale

94-100	A
87- 93	B
81- 86	C
75- 80	D
74- below	E

Quizzes / Exams Policy

It is understood that an excused absence from regularly scheduled classes does not excuse the student from responsibility for examination, knowledge of assignments, or the learning to be facilitated by the class. **All quizzes/exams missed due to an unexcused absence will result in the student receiving a grade of zero for same.**

The Nursing Department STRONGLY URGES and at times requires regular attendance due to the amount of material covered. Exceptions for quizzes and exams will not be made for child care, transportation, work schedules, or personal reasons while you are a part of the nursing program.

If absent on the day of a scheduled exam or quiz due to illness, the student is expected to call the Nursing Office at 768-3450 before 8:30 a.m. Any notification to the Nursing Office after 8:30 a.m. will be considered an unexcused absence, which will result in a grade of zero.

The student missing a quiz/exam must take the quiz/exam the next day the student is present.

A student may not make up more than one (1) quiz/exam per semester. Further quizzes/exams will result in a zero. Extraordinary circumstances will be evaluated individually.

Incomplete Grades

Incompletes are to be given only in cases where the student through no fault of his/her own, has been unable to complete the work of the semester. Incompletes are not to be given merely to allow extra time for a student to complete course work. Programmatic need in the nursing curriculum mandates that incompletes in nursing courses must be made up within two (2) weeks following the end of the semester for which the incomplete grade was given or they will automatically be converted to failure with the exception of courses completed spring of the academic year. A student may be placed on clinical warning at any point in the semester.

Retention / Promotion

The policy for retention/promotion in the Associate of Science in Nursing Program is:

1. Students within the nursing program are to maintain a cumulative/overall GPA of a 2.70 on a 4.0 scale.
2. Achievement of a "C" level or above in the theory portion and credit on the clinical section of the nursing courses.
3. Achievement of a "C" level or above in each of the following courses: Anatomy and Physiology I/lab; Anatomy & Physiology II/lab; and Microbiology.
4. If student's GPA falls below a 2.7 after taking an intersession course, the student will not be permitted to return to nursing until GPA is brought up to a 2.7 or higher.

Warning / Dismissal

Unsatisfactory/unsafe clinical performance will result in placement on clinical warning. A student may be placed on clinical warning at any point in the semester. A clinical warning remains in effect throughout the semester in which it takes effect. An unsatisfactory clinical evaluation at the end of the course will result in a final grade of "E" for the nursing course, i.e. failure of the nursing course. Placement on clinical warning will be documented on the Summary of Clinical & Academic Performance form. Once a student is dismissed or withdraws, the deadline for the exit interview with the Department Chairperson must be within 30 days.

Leave of Absence / Withdrawal Policy

Any student requesting a Leave of Absence or Withdrawal from the Nursing Program/University must make his/her request in writing to the Chairperson of the Nursing Department. ***This letter must include a reason for requesting the leave or withdrawal and the student's plans for University return.***

1. The Department Chairperson has the right to request a personal interview with the student requesting the leave or withdrawal before a decision is made.
2. The Department Chairperson will present the request to the nursing faculty with all pertinent information.
3. No Leave of Absence or Withdrawal will be granted for longer than one year or two full semesters. Upon return, the student must begin in the nursing course in which leave or withdrawal occurred.

4. If the leave or withdrawal is granted, the student will be informed as such and must withdraw officially from the Nursing Program. At this time, the student will be informed of any conditional requirements for his/her return.
5. Before returning to the Nursing Program, the student is asked to notify the Nursing Department Chairperson of his/her intent, the semester before he/she is to return in order to register for the required courses at the Lock Haven University of PA Clearfield Campus.
6. To withdraw from a nursing course, the student needs to follow the withdrawal from a class or course change as outlined in the Student Handbook.
7. If leave of absence is taken for medical reasons, the individual must provide a Student Clinical Release Form-Medical prior to his/her leave. Upon request for return, the student must provide another Student Clinical Release Form-Medical.
8. The student may request only one Leave of Absence/Withdrawal throughout their enrollment in the nursing program. (Extenuating circumstances may be reviewed by the Nursing Faculty on an individual basis.)

Maternity Leave

The department does not require the pregnant student to take a leave of absence unless your healthcare practitioner imposes a lifting restriction on you. Upon medical confirmation of pregnancy, the student should communicate this fact to the clinical instructor, or health records committee. In order to continue with the nursing program, the student must provide a Student Clinical Release Form - Pregnancy indicating any limitations. The student must submit one of these forms every semester while enrolled during pregnancy. The student is responsible for adhering to the limitations and hospital policies. Post delivery, the student must provide another Student Clinical Release Form - Pregnancy from the physician. According to the Clinical Absence Policy, if the student is absent for two clinical days, or nursing lab experiences, whether consecutive or sporadic per semester, the student will be placed on clinical warning. Any further absences may result in clinical failure. Extenuating circumstances will be reviewed by nursing faculty on an individual basis. **However, this does not guarantee additional time will be granted.** (A copy of the Student Clinical Release Form-Pregnancy can be found in the back of this handbook. Additional copies are available in the Nursing Office.)

Compassionate Leave

Student must notify their instructor that they need to be absent for such leave. Two clinical days are permitted for the death of a member of the family: mother, father, brother, sister, husband, wife, significant other, child, grandparent, aunt, uncle, cousin. This is not considered under the clinical absence policy as a clinical absence.

Readmission Policy

1. Readmission to the nursing program involves the professional judgment of the nursing faculty with its recommendation based upon a majority vote of the faculty, and the student's satisfactory completion of the readmission criteria as stated below. If the student is readmitted into the nursing program, he/she **MUST** repeat both components of the course in which achievement was unsatisfactory.

- a. Overall GPA of 3.00.
- b. The student **must successfully pass with a Level 2 or higher** the designated Assessment Technologies Institute (ATI) exam(s):
 - Readmission into Nursing 102, Fundamentals of Nursing.
 - Readmission into Nursing 201, Fundamentals of Nursing and Obstetrics.
 - Readmission into Nursing 202, Fundamentals of Nursing, Obstetrics, Pediatrics, and Mental Health Nursing.

*****STUDENTS ARE PERMITTED TO TAKE THE ATI EXAM(S) ONLY ONE TIME*****

- c. Letter of request for readmission by the student including a Learning Contract which is a mutual agreement between the student and professor that clearly outlines concrete learning outcomes for program success. This learning contract will include the following:
 - Description of the reason(s) you left the program.
 - Analysis of factors that led to this outcome.
 - Specific measurable goals that will be accomplished to facilitate program success.
 - Plan of action to meet your goals; be specific.
 - Submit plan in typed word format, and print a copy for submission.
 - The learning contract must be signed/ dated, and will become a part of the student record. This contract will remain in effect throughout the entire program.
- d. The learning contract must also be presented to a nursing faculty member/advisor for review.
- e. The student must provide documented proof of weekly tutoring sessions for the entire semester through the Student Learning Resource Center.
- f. Students who wish to re-enter the nursing program who have been gone for the program for one (1) year or (2) full semesters, must repeat his/her nursing studies beginning with Nursing 101 pending seat availability.
- g. It should be understood that a student dropped from the nursing program is not by such action dropped from the University. Either academic probation or academic suspension from the University is based upon failure to achieve academic standard and is detailed in the University catalog. Thus, a student who is dropped from nursing for unsatisfactory performance in nursing courses may be eligible to transfer into another area of study.
- h. A student may request readmission to the nursing program only one time.

- i. A student requesting readmission to the nursing program after a medical leave must submit a Student Clinical Release Form – Medical, and evaluated on an individual basis by the faculty.

Dismissal Due To Low GPA

1. Students who are dismissed from the Nursing Program due to failure to maintain a 2.70 GPA will be required to do the following prior to readmission:
 - a. Overall GPA of 3.00.
 - b. Letter of request for readmission by the student including a Learning Contract which is a mutual agreement between the student and professor that clearly outlines concrete learning outcomes for program success. This learning contract will include the following:
 - Description of the reason(s) you left the program.
 - Analysis of factors that lead to this to this outcome.
 - Specific measurable goals that will be accomplished to facilitate program success.
 - Plan of action to meet your goals; be specific.
 - Submit plan in typed word format, and print a copy for submission.
 - The learning contract must be signed/ dated, and will become a part of the student record. This contract will remain in effect throughout the entire program.
 - c. The learning contract must also be presented to a nursing faculty member/advisor for review.

Grade Appeal Policy

Informal Procedure

If a student believes the final course grade awarded by the instructor has resulted from an error in calculation or recording of the grade or reflects an unwarranted deviation from grading procedures and course outlines set out at the beginning of the course, the student should discuss the matter with the instructor and if unsatisfied, with the department chair in the department in which the course was offered.

Formal Procedure

If a student believes that an improper final course grade has been assigned and is dissatisfied with the outcome of an informal procedure, a formal appeal may be filed on the following grounds:

1. Error in Calculation or Recording of a Grade.
2. Arbitrary and Capricious Evaluation: Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily during the first week of the course) or a grade assigned arbitrarily and capriciously

on the basis of whim, impulse or caprice. The student may not claim arbitrariness and capriciousness if he/she disagrees with the subjective professional evaluation of the instructor.

The following steps must be followed: The student submits a written statement to the instructor explaining his/her request to review the grading procedure. Possible outcomes from step 1:

- a. Faculty member finds in the student's favor — a grade change will be processed at the Registrar's Office.
- b. Faculty member determines original grade is appropriate — the student will be notified in writing by the faculty member within 10 working days. (Reasonable and necessary extensions of time may be granted by the reviewing officer at any point in the process.)

If the outcome is 2B and the student is not satisfied with that decision, the student may prepare a written complaint which contains supporting evidence and indicates the desired solution. This complaint must be submitted to the dean of the college in which the course is offered and the faculty member within 20 regular semester class days from the dated response of the faculty member. Within 10 working days, the dean shall hear the evidence by each side and may collect further evidence. Both sides must be given access to such evidence and given the opportunity to rebut it. The dean shall attempt to achieve a negotiated settlement and will notify in writing the student and the faculty member of his/her findings and decision within 10 working days of the meeting.

If the student is not satisfied with the dean's decision, he/she may appeal in writing to the Provost/Senior Vice President for Academic Affairs within 10 working days of the dated response of the dean. The appeal must be accompanied by a copy of the written complaint that was given to the dean and faculty member in step 3.

Within 10 working days, the Provost/Senior Vice President for Academic Affairs shall hear evidence by each side and may collect further evidence. Both sides must be given access to such evidence and given the opportunity to rebut it. The Provost/Senior Vice President for Academic Affairs shall attempt to achieve a negotiated settlement and will notify in writing the student and the faculty member of his/her decision within 10 working days. The Provost/Senior Vice President for Academic Affairs shall take whatever action is necessary to restore equity in the situation. This includes the assignment of an equitable letter grade or a W or P where appropriate. The decision of the Provost/Senior Vice President for Academic Affairs shall be final within the University. Revised 7/29/13 Approved – President – January 2014 (implementation fall 2014)

Taken from the Lock Haven University Student Undergraduate Student Handbook 2016-2017, pgs. 14-15.

Drug and Alcohol Policy

The Lock Haven University Nursing Program prohibits the manufacture, use, consumption, possession, and/or distribution of drugs and alcohol during enrollment in the Nursing Program. With this understood, the Lock Haven University Nursing Program acknowledges the following:

1. For the purpose of this policy, the term “drug(s)” shall mean (i) controlled substances which are illegal to possess, use, and/or distribute under Pennsylvania and/or Federal law; (ii) controlled substances which are legally obtainable under Pennsylvania and/or Federal law, but not which were not legally obtained; and (iii) substances which are legal to possess or use but which the student misuses, abuses or uses in a manner or for a purpose other than that which is prescribed. The term drug(s) shall also include alcohol, along with any other controlled substance as defined by Pennsylvania and/or Federal law.
2. Students are expected and required to report for clinical experience and class on time and in appropriate mental and physical condition.
3. Testing:
 - a. All nursing students shall be subjected to drug testing two weeks prior to beginning the Nursing Program. The Nursing Program reserves the right to withdraw any offer of admission or prohibit progression in nursing based upon the results of such testing or the refusal to submit to such testing.
 - b. The Lock Haven University Nursing Program may require any student to submit to drug and alcohol testing upon reasonable suspicion that the student is or appears to be under the influence of drugs or alcohol or who otherwise exhibit signs, symptoms, and/or effects of drug or alcohol use, misuse, or abuse.
 - c. Students returning from substance abuse programs must submit to random drug testing in a manner determined by the program director.
 - d. Clinical sites may require additional drug testing. Failure to comply will result in clinical failure.
 - e. All students may be tested randomly during their enrollment in the Nursing Program.
4. Discipline:
 - a. Students involved in violations may be referred to proper legal authorities and subject to dismissal from the program.
 - b. Any prospective student who refuses to submit to testing shall not gain admission in to the Nursing Program.
 - c. Any prospective student testing positive for drugs or alcohol shall be refused admission into the Nursing Program.
 - d. Any enrolled student who refuses to submit to testing shall be subject to dismissal.
 - e. Any enrolled student testing positive for drugs or alcohol shall be subject to dismissal.
 - f. Students with drug dependency or substance abuse problem, while enrolled in the Lock Haven University Nursing Program, are encouraged to seek help in dealing with the condition. Students who voluntarily seek assistance, within an approved licensed treatment facility, may not jeopardize their enrollment. However, clinical performance problems and other violations of school policy will continue to be noted and may subject the student to the disciplinary process.

- g. Any person attempting to or knowingly and willfully alter or substitute a sample provided by that person or another person for testing shall be immediately dismissed from the Nursing Program.
 - h. Any student testing positive while in a substance abuse program, will be immediately dismissed.
 - i. Students are required to adhere to the University drug policy which states "Possession, sale, use, transfer, purchase or delivery of illegal drugs and/or paraphernalia on campus is prohibited". Violations of this University policy may result in dismissal from the University.
- 5. Access to the test results and/or Counseling Progress Reports shall be treated confidentially. The results of any test performed under this policy shall be disclosed to the Chairperson/Director of the Nursing Program. In addition to the nursing student involved, the department chair/director shall release information on a need-to-know basis to the following individuals: nursing clinical instructor, nursing course chairperson, student advisor, University counselor (if used for referral), and the members of the three person review panel appointed by the nursing department.
- 6. As a further condition of continuing enrollment, students must abide by the terms of this policy and must immediately report to the Chairperson of the Nursing Program any conviction or arrest for any offense involving a violation of Pennsylvania or Federal drug laws for violations occurring during enrollment in the Nursing Program. Failure to do so will result in immediate dismissal from the Nursing Program.
- 7. Any students receiving Financial Aid may lose the Financial Aid if convicted of a drug related offense. In accordance with federal statutes governing distribution of federal financial aid, students convicted of a drug related offense could lose entitlement to awarded funds. An established appeal process can be reviewed with the Director of Student Financial Services of Lock Haven University.
- 8. Testing is at the student expense.
- 9. If a student tests positive for a prescribed drug, the person must obtain a written statement from the prescribing physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
- 10. Students testing positive or those criminally charged with drug/alcohol violations are entitled to a hearing before a panel for a review of allegations or charges. The three-person panel consists of a student, a non-nursing faculty member and a member of the nursing faculty. Any disputes with the decision of the panel may be appealed with the chairperson/director of the nursing department.

Please see the online student handbook for the University drug and alcohol policy at <http://www.lockhaven.edu/documents/LHU%20Handbook1617.pdf#search=student%20handbook>

Student Academic Records Policy

The privacy and confidentiality of all student records shall be preserved. Students are given opportunity to review all grades and clinical evaluations before they are filed. Students are granted access to their educational records subject to reasonable regulations as to time, place, and supervision. Transcripts will be released only with written permission of the student or graduate according to University procedure.

It may be necessary for accrediting and approving bodies to examine student files as part of their evaluation process.

Policy Related to Anatomy & Physiology I and II and Microbiology for the ASN

- a. There is no limit on the number of times a student may take Anatomy & Physiology I and II and Microbiology.
- b. A student may take Anatomy & Physiology I and II prior to beginning the nursing program or concurrently with NURS101 and NURS102 respectively. A grade of at least a C must be achieved in order to progress in the nursing program.
- c. Microbiology must be taken concurrently or prior to NURS201. A grade of at least a C must be achieved in order to progress in the nursing program.
- d. A "C-" is not accepted for the sciences.
- e. If transferring one of the sciences to LHU from another school or if time has passed since the sciences were taken at LHU, the course cannot be older than 8 years.

Student Employment Policy

The faculty does not restrict the nursing student from seeking and/or maintaining employment. When students are employed in a health agency, they may not be employed as a registered or practical nurse unless they are currently licensed as a LPN. Students are encouraged to consider their health, academic workload, and scholastic progress during employment.

Graduation Policy

Students must meet all University and Nursing Department requirements to be eligible for graduating from the Associate of Science of Nursing Program are as follows:

1. Completion of the Associate of Science in Nursing curriculum - 70 credit hours,
2. A grade of "C" must be achieved in all Nursing courses and "C" in HLTH115 (Anatomy and Physiology I/lab), HLTH120 (Anatomy and Physiology II/lab), and BIOL215 (Microbiology)
3. Attainment of an overall GPA of a 2.70 on a 4.00 scale.

STUDENT SERVICES

Counseling Services

The Department of Academic Development and Counseling's Counseling Services is an integral part of LHU Clearfield Campus. The Counseling Service's broad mission is to serve the Clearfield Campus Community. The LHU Clearfield Campus presently offers a campus counselor two days per week throughout the fall and spring semesters. The services provided include consultation and counseling to students with personal, psychological, emotional or

academic adjustment issues. Consultation and education regarding mental health topics and issues affecting students is also available to faculty and staff. The Counseling Service utilizes a brief, solution-focused therapy model that is based on the students' needs and goals.

Tutoring Services

The Clearfield Campus Student Learning Resource Center serves as a central location to provide tutoring and resource material to support student academic success at the Clearfield Campus. The Center offers tutoring and support in all courses. Take advantage of the one-on-one help from professors, or schedule a time to meet with a peer tutor! Located in Founders Hall, 1st floor in Room 102. Phone 814-768-3699.

Website <http://www.lockhaven.edu/clearfield/resources.html> .

Special Accommodations for Students with Documented Disabilities

A student requesting accommodations under Section 5.04 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), must submit official documentation of his/her disability to the Director of Disability Services at (570) 484-2926. This request must also be submitted to the Nursing Department Chairperson who will collaborate with the Academic Development Counseling Professor at the Lock Haven Campus. A determination will be made to see if reasonable accommodations can be established to assist the student in meeting the theoretical and/or clinical objectives. The Department Chairperson will notify the student and clinical faculty of the accommodations required.

The Office of Disability Services for Students is an extension of the services provided by the Department of Academic Development and Counseling. Although the Clearfield Campus is not barrier free, reasonable accommodations are used to guarantee program access to qualified individuals with a disability. The Office of Disability Services receives and reviews written documentation that verifies the existence of a disability which must be provided by each student requesting disability services and accommodations. The Disability Services counselor is also responsible for meeting/discussing with potential students and their families and matriculated students who are struggling in their academics; the accommodations that Clearfield Campus can provide to make for the student's academic pursuits more attainable. The Disability Services counselor also provides ongoing support and academic counseling, provides letters of accommodation, and fields questions and concerns of students, parents, faculty and staff.

Student Health Services

1. The student health records committee in the nursing department will verify all student health records. Students are not allowed in the clinical setting without all required documents.
2. Students must assume total responsibility for the cost of any health care needed during the student's program of studies.
3. Health insurance is recommended and is the responsibility of each individual student.
4. If a student requires health care while on the clinical setting, they must seek appropriate care.

5. If the student experiences a medical emergency while at the Clearfield Campus, 911 will be notified for transport to the local hospital emergency room.
6. If a student requires health care while on main campus, they may go to the Glennon Health Services. (Details of these services are available in the University Student Handbook.)

Student Learning Resource Center

Overview

The primary mission of the LHU Clearfield Campus Student Learning Resource Center (SLRC) is to address the learning needs, academic performance and the retention of its students (learners). Our services exist to help cultivate independent learning strategies, personal responsibility, intellectual maturity, and the lifelong learning potential of our learners. SLRC provides resources and programs that strive to increase the probability of each student achieving academically to their fullest potential.

The secondary mission of the SLRC is to be a comprehensive learning support center by extending its services to faculty, staff, and community. Administration, librarian, faculty, staff, students, SLRC committee, support staff, and the community are essential partners to promote and accomplish the mission and the goals identified through the SLRC strategic plan.

The SLRC is a resource for faculty, staff, students and the Clearfield community. Best Practices in education emphasize the importance of providing proper resources both human and financial to accomplish the goals of a student learning center. Consulting with administration and faculty to discuss student learning needs and creating a warm environment for students to participate in the services offered through the Center are also important to the success of student learning centers. The student services offered through the SLRC are in line with Best Practices in education. The SLRC provides academic support for students through the following services: Exploratory Studies Advising Program, Tutorial, Career, and Counseling and Disability Services and a facility with access to the latest technology.

Tutorial Services

The SLRC also offers Tutorial Services. The SLRC partners with faculty and students to provide academic support for all interested students. Students have the opportunity to work with peer tutors or with the course instructor. Students may receive individual or group tutoring with a peer tutor or faculty member. This service is free to any student that may be interested. Tutors are paid providing them with an opportunity to earn money while in school. They also gain valuable experience which can be added to their resume. The SLRC also provides a meeting space for this service. Clearfield Campus students also have access to the online free tutoring offered through the Lock Haven Campus.

Career Services

Career Service Programs offers support to on career identification through activities geared toward self and career awareness, career exploration and preparation. The Career Fair is hosted by the SLRC. The campus community and Clearfield community collaborate to provide opportunities for the community and students to explore and identify careers that may be compatible with their personalities. The opportunities for internships, volunteering and

mentoring possibilities are explored through the businesses and organizations that participate in the annual career fair as well as through the

The marketing/admissions representative year long work building partnerships with businesses to secure jobs, internship and mentoring opportunities for the students. Workshops and presentations are designed and delivered by the SLRC staff, faculty and local organizations and businesses. These workshops are used to help students navigate their way through the preparation and exploration process and culminate in the implementation of their career choice. The SLRC created a career resource book with information about organizations and businesses that have participated in the career fair for use by students and the community. The resource book is a collection of internship, volunteer experiences and potential job opportunities available.

Other Academic Support Services

Workshops offered through the SLRC include cover letter and resume writing, interviewing, test taking and study skills, relaxation techniques and APA style citation.

Technology Services

The SLRC's facilities are open to students, faculty and staff. The SLRC is equipped with state of the art technology. Students have wireless internet access and space to plug in their laptops. The SLRC has purchased a laptop computer that can be used by tutors, tutees, and faculty. Faculty and students also have access to the Smart Board. The SLRC has a website which is managed by the Librarian. Students can visit the website to learn about upcoming events, presentations or workshops. Students can also access electronic handouts of the presentations. Links to services offered by the main campus can also be accessed. The LED board on campus is also a place that students can find up to date information on upcoming events and community happenings. This resource is also accessible to the Clearfield community.

Clearfield Campus Library Services

See Appendix D for information on library services.

REQUIREMENTS FOR ASN STUDENTS

All Documentation and Paperwork must be acquired by student and sent to:

LEVEL I: EMAIL / PO MAIL / DROP OFF PAPERWORK TO:
Nursing Office (lhunursing@lockhaven.edu)

LEVEL II: UPLOAD ALL PAPERWORK TO:
Dr. Joy DuGan (jdugan@lockhaven.edu)

CPR Certification

Students are expected to maintain certification in cardiopulmonary resuscitation while enrolled in the nursing program. (One Man, Two Man, Infant, Child, Choking and the Automated External Defibrillator-AED) Failure to maintain this certification will prevent the student from participating in the clinical experience and result in an unexcused clinical absence.

Liability Insurance

Professional liability insurance within required limits must be maintained by the student while enrolled in the program (\$1,000,000 – \$3,000,000 aggregate). Forms for professional liability insurance are available through the Nursing Office.

Pennsylvania Criminal Record Check, Child Abuse Clearance, and FBI Cogent Fingerprinting

All nursing students must follow the Nurse Practice Act (Act No. 185-109) of Pennsylvania which states "... The Board of Nursing shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act", or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country, unless:

1. At least ten years have elapsed from the date of conviction; and
2. The applicant satisfactorily demonstrates to the board that he/she has made significant progress in personal rehabilitation; and
3. The applicant otherwise satisfies the qualifications contained in or authorized by this act; and
4. Child abuse clearance must be free of any convictions during their lifetime or you cannot be accepted into the program. If a conviction occurs while a student is enrolled in the program, the student will be dismissed from the program; and
5. Results of the criminal background check may affect the outcome of admission to the clinical component of the Nursing program at Lock Haven University.

Students are required to obtain the Criminal Record Check and the Child Abuse Clearance and FBI Clearance prior to admission and yearly after being enrolled. When registering for Cogent Fingerprinting choose the "**DEPARTMENT OF PUBLIC WELFARE (DPW)**" as the site to register.

Student Health Records

A physical examination is required of all students prior to enrollment and on an annual basis. This examination is to be done by a licensed physician or physician's assistant or qualified nurse clinician of the student's choice. All forms and results are to be sent to the Nursing Office before classes commence in the fall.

1. A health record is kept by the nursing department for each student for the entire period of enrollment.
2. All consultation, laboratory studies, diagnostic tests and other studies are incorporated into the student's health record.
3. It is the student's responsibility to upload all health record information to designated faculty member before the onset of the semester.

Pre-entrance health examination shall include the following: complete physical examination; laboratory tests, including complete blood count and 2-step PPD (verification by MD if the student had TB and unable to receive PPD).

Immunizations required are MMR (measles, mumps, and rubella), Varicella (chicken pox), polio, tetanus, Hepatitis B. If proof of immunization not available, titers must be submitted demonstrating immunity.

LEVEL II: Annual exam includes: A physical examination update and one step TB test.

Failure to furnish required health records will prevent the student from participating in the clinical experience and result in an unexcused clinical absence and may result in course failure.

4. Flu shot is required by both levels between September 1 and the end of October. Proof of vaccination needs to be on record in the Nursing department.

APPENDIX A

LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING

AMERICAN NURSES ASSOCIATION SCOPE AND STANDARDS OF PRACTICE (2015) Standards of Practice for the Registered Nurse

The six (6) Standards of Practice describe a competent level of nursing care as demonstrated by the nursing process:

1. **Assessment:** Collects comprehensive data pertinent to the patient'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 patient or the situation.
4. **Planning:** Develops a plan that prescribes strategies and alternatives to attain expected outcomes.
5. **Implementation:** Implements the identified plan.
Elaborating this standard are five others:
 - a. Coordination of Care
 - b. Health Teaching and Health Promotion
 - c. Consultation
 - d. Prescriptive Authority and Treatment
6. **Evaluation:** Evaluates progress towards attainment of outcomes.

American Nurses Association (ANA). (2015) *Scope and Standards of Nursing Practice* (3rd ed.). Silver Springs, MD: ANA.

AMERICAN NURSES ASSOCIATION SCOPE AND STANDARDS OF PRACTICE (2015) Standards of Professional Performance for a Registered Nurse

The eleven (11) Standards of Professional Performance that describe a competent level of behavior in the professional role:

1. **Ethics:** Practices ethically
2. **Education:** Attains knowledge and competency that reflects current nursing practice.
3. **Evidence-Based Practice and Research:** Integrates evidence and research findings into practice.
4. **Quality of Practice:** Contributes to quality nursing practice.
5. **Communication:** Communicates effectively in a variety of formats in all areas of practice.
6. **Leadership:** Demonstrates leadership in the professional practice setting and the profession.
7. **Collaboration:** Collaborates with the healthcare consumer, family and others in the conduct of nursing practice
8. **Professional Practice Evaluation:** Evaluates his or her own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
9. **Resource Utilization:** Utilizes appropriate resources to plan and provide nursing services that are safe, effective and financially responsible.
10. **Environmental Health:** Practices in an environmentally safe and healthy manner.
11. **Culturally Congruent Practice:** Practices in a manner that is congruent with cultural diversity and inclusion principles.

American Nurses Association (ANA). (2015) *Scope and Standards of Nursing Practice* (3rd ed.). Silver Springs, MD: ANA.

APPENDIX B

QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) GOALS

Using the Institute of Medicine (2003) competencies for nursing, QSEN faculty have defined pre-licensure and graduate quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency:

- **Patient-Centered care**

“Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.”

- **Teamwork and Collaboration**

“Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.”

- **Evidence Based Practice**

“Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.”

- **Quality Improvement**

“Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.”

- **Safety**

“Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.”

- **Informatics**

“Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.”

APPENDIX C

NLN Competencies for Graduates of Associate Degree and Diploma Programs



Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

Professional Identity

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 practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry

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.

**Developed by the NLN Nursing Education Advisory
Council Competency Work Group**

APPENDIX D

CLEARFIELD CAMPUS LIBRARY

Nursing Resources and Student Services

Library Hours: Monday-Thursday 8 – 5; Friday 8 - 3

Introduction to Library Services & Resources

The library offers a wide array of resources to compliment your nursing courses and to provide information needed for assignments, case studies, processes, procedures, clinicals, self-study and more.

Visit the Library When You....

- ✓ Need help with getting started with an assignment or your research
- ✓ Need help finding nursing or other types of information
- ✓ Have to find information in addition to what is available in your textbook
- ✓ Need to view nursing videos or access nursing software
- ✓ Want a quiet place to study individually or as a group
- ✓ Need to find nursing books, journals and articles

Getting help at the Library

Contact your librarian anytime that you need help, have questions about using the library and our resources or need assistance finding the right information. Who to contact:

Stephanie Kulas, skulas@lockhaven.edu

2nd Fl. Library

814-768-3411

Office Hours: Mon.-Thurs., 9-4; Fri., 9-3; Evening hours by Appt.

LHU Nursing Resources Webpage

The library maintains a Nursing Resources Library Guide that provides quick access to information and databases most used by nursing students. Access the web page at

<https://library.lockhaven.edu/nursing>

Library Services Overview

✓ ILLIAD/EZBorrow – Interlibrary Loan delivery services allowing you to obtain free of charge, books, articles and materials not owned by the LHU Libraries. For more information about these services contact:

Dan Davis, Library Technician

2nd Fl. Library

814-768-3412

- ✓ Reserves – Access required readings and videos identified by your professor.
- ✓ Copier/Scanner – Copying and scanning is available in the library. No charge.
- ✓ Change Machine
- ✓ Media Equipment – A variety of equipment such as cameras, video cams, calculators, headphones and more are available for borrowing.
- ✓ Media Room – TV/VCR/DVD/Computer equipment is available as well as a collaborative workstation for engaging in group work and study.

Nursing/Medical Book Collection (Print and Electronic)

The library provides access to a reference and circulating collection of nursing encyclopedias, handbooks, manuals, nursing care plans, NCLEX practice materials, lab and diagnostic books and a wealth of other materials to support you in your studies and while on clinical. Many items are now also available electronically.

Articles – Print and Online Databases

The nursing student will be required throughout their academic career to access a variety of nursing journals. The library maintains 20+ print journal subscriptions and provides access to hundreds of online journals, many available in full-text.

Commonly used Nursing Databases include but are not limited to:

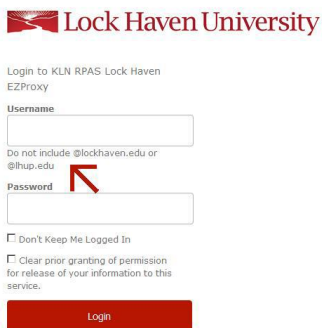
- ✓ CINAHL
- ✓ Nursing Reference Collection
- ✓ ClinicalKey
- ✓ ALHealth Source
- ✓ Medline
- ✓ PUBMed

Citing Sources

Nursing students are required to use the APA style when creating citations. Examples of APA Style can be found at the following webpage: *Style Guide Links* at <http://library.lockhaven.edu/citation>. Ask us for help if you need assistance.

Remote Access

Many online databases are accessible from anywhere that you have access to a computer and the internet. When accessing databases off-campus you will need to authenticate permission using your LHU user name and password. Full instructions are available at <http://library.lockhaven.edu/offcampusaccess>




Lock Haven University

Login to KLN RPAS Lock Haven
EZProxy

Username

Do not include @lockhaven.edu or @lhup.edu

Password 

Don't Keep Me Logged In

Clear prior granting of permission for release of your information to this service.

REMEMBER

We are here to support you in your studies. Ask for help anytime that you need assistance in using the library or our resources.

**LOCK HAVEN UNIVERSITY
ASSOCIATE OF SCIENCE IN NURSING**

STUDENT CLINICAL RELEASE FORM - MEDICAL

Physician's Permission for Student to Attend Clinical

_____, who is enrolled as a student nurse in the Lock Haven University Associate of Science in Nursing program.

On reverse is list of "Abilities Required in Nursing Courses" which indicates the physical demands, if any, to which he/she may be exposed in his/her clinical rotation.

Please complete the following information and return this form so that we may cooperate with you to assure the health and safety of this student during their nursing clinical experience.

Student is ____/ is not ____ able to perform the duties as outlined in the list of abilities.

RESTRICTIONS/COMMENTS:

_____ I recommend that the student take a Leave of Absence.

The student maintains sole responsibility for adhering to restrictions or comments as above and for attainment of clinical objectives.

Physician's Signature

Date

Student's Signature

Date

Return to: Lock Haven University, Nursing Department
Health Records Committee
201 University Drive
Clearfield, PA 16830

**LOCK HAVEN UNIVERSITY
ASSOCIATE OF SCIENCE IN NURSING**

STUDENT CLINICAL RELEASE FORM - PREGNANCY

Physician's Permission for Student to Attend Clinical

_____, who is enrolled as a student nurse in the Lock Haven University Associate of Science in Nursing program, has recently reported her pregnancy to our department

On reverse is list of "Abilities Required in Nursing Courses" which indicates the physical demands, if any, to which she may be exposed in her clinical rotation. In addition, the student may be exposed to disagreeable conditions such as:

- prolonged standing/walking
- exposure to body substances
- exposure to cytotoxic drugs
- exposure to infectious disease

Please complete the following information and return this form so that we may cooperate with you to assure the health and safety of this student during their nursing clinical experience.

Student is ____/ is not ____ able to perform the duties as outlined in the list of abilities.

RESTRICTIONS/COMMENTS:

_____ I recommend that the student take a Leave of Absence.

The student maintains sole responsibility for adhering to restrictions or comments as above and for attainment of clinical objectives.

Physician's Signature

Date

Student's Signature

Date

Return to: Lock Haven University, Nursing Department
Health Records Committee
201 University Drive
Clearfield, PA 16830

Approved: F.O. 5/98; Reviewed: 4/02; 8/13

Lock Haven University Department of Nursing Exam Testing Policy

A. Prior to testing

1. It is important to manage your personal computer.
2. Make sure all computer updates are complete.
3. The Respondus® Lockdown Browser must be downloaded onto the laptop for testing prior to the testing time.
4. Inform instructor if there is a problem with personal computer before exam begins.
5. All quizzes/exams missed due to an unexcused absence (child care, transportation, work schedules, or personal reasons) will result in the student receiving a grade of zero. If absent on the day of a scheduled exam or quiz due to illness, the student is expected to call the Nursing Office at 768-3450 before 8:30 a.m. Any notification to the Nursing Office after 8:30 a.m. will be considered an unexcused absence, which will result in a grade of zero.

The student missing a quiz/exam must take the quiz/exam the next day the student is present. A student may not make up more than one (1) quiz /exam per semester. Further quizzes/exams will result in a zero. Extraordinary circumstances will be evaluated individually.

B. Testing Site

1. Testing is done in the classroom.
2. Bring personal computer, charger and Ethernet cord.
3. Arrive 10-15 minutes prior exam starting.
4. Complete any required ATI Practice Exams prior to testing. Refer to course syllabus for further requirements.
5. Paper and calculators will be provided. Bring your own pencils or earplugs.
6. No personal items will be allowed at your desk. This includes any beverages, gum, or food items. During all examinations, backpacks will be placed at the front of the class room with **PHONES TURNED OFF**. This includes the removal of Fitbit and smartphone watches, or any electronic devices.
7. Instructors will **NOT** answer any questions related to exam content once testing begins.
8. Instructors will provide password to begin test.
9. You will not be able to leave the test site until all students have completed the exam.

C. Late for Exams

1. We encourage all students to arrive early for exams. Exams will start on time. Anyone coming in late disrupts the testing environment.
2. Students who arrive late will **NOT** receive any additional time to complete the exam.

3. Students who are late for an exam on more than one occasion may incur academic penalties at the instructors' discretion.

D. Remediation

1. Students who achieve less than 81% on any nursing exam are encouraged to contact and meet with a faculty member within one week to review the exam and address testing issues.

E. Academic Honesty

1. Lock Haven University forbids academic dishonesty (cheating). Students who commit acts of academic dishonesty shall be subject to the sanctions outlined in the Academic Honesty Policy, which may be found in the University Catalog (online) and in the Student Handbook. This policy applies to all students registered at Lock Haven University during or after their enrollment.

F. Exam Review Policy

1. The purpose of reviewing the exam is to identify patterns of mistakes or subject deficiencies. Things to look for: Are you struggling with Select All That Apply (SATA) questions, are you changing answers, is there a specific concept you missed multiple times, are you missing key words etc.
2. Faculty will announce in D2L when quizzes/exam are available for review.
3. When reviewing your exam:
Bring your laptop for the review
Quizzes/exams are reviewed through the Respondus® Lockdown Browser
Faculty will give students present for the review access to the quiz/exam
You will review the questions that you answered incorrectly
NO cell phones or other electronic devices allowed during the review
Notebooks, textbooks, and writing utensils are not permitted.
4. Faculty reviewed the questions and quiz/exam statistics prior to the review and will not engage in debate over the correct answer(s)

Acknowledgement of Receipt and Understanding

My signature indicates I have read the above Exam Testing Policy and agree to comply with the guidelines contained.

PRINT NAME

Signature

Approved: FO 10/2017

Date

**LOCK HAVEN UNIVERSITY
ASSOCIATE OF SCIENCE IN NURSING
CLINICAL CONTRACT**

Clinical is a critical component of learning in Nursing. In clinical, the student represents the nursing profession and Lock Haven University (LHU). Students are expected to be professional and provide safe client care. In order to do this students are expected to:

***Be prepared for clinical.** This means that all clinical preparation must be completed before the time you are expected to be at clinical. Students who are unprepared for clinical will be removed from the clinical site and sent home from clinical. Consistently being unprepared for clinical will result in failure of the clinical portion of the course, hence failure in the course.

***Provide safe client care.** Clinical is learning experience where students apply what is learned in class. Therefore students are evaluated, on a weekly basis, on their ability to consistently perform safe client care. Students who are unsafe in clinical practice will fail clinical, hence will fail the course.

*Each clinical experience across the program of study builds on each other in complexity and performance expectations. Expected student performance for the clinical is clearly detailed by program and learner outcomes in the clinical evaluation tool for each nursing course.

*Students must complete all clinical paperwork at a satisfactory level in order to pass the clinical portion of the course. Consistently late or minimally performed clinical paperwork will be considered inadequate and result in a non-passing clinical grade.

*Students will be formally evaluated by faculty at mid-clinical and at the end of the clinical experience. Students will complete a clinical-evaluation at the end of each clinical, including out rotation experiences.

*All clinical and nursing lab experiences are mandatory. At times students become ill or have an emergency and are not able to attend clinical. If absent for clinical due to student illness, the student is required to call the clinical site before morning report and follow the policy of the clinical instructor. Failure to follow this procedure will lead to unexcused absence. Please refer to the ASN Nursing Student Program Guide for further information concerning clinical dress code.

*Students are accountable for professional ethical behavior at all times. This includes, but is not limited to, academic honesty, professional appearance, positive attitude and respectful demeanor with faculty, patients and their families, nurses, physicians, preceptors, other students and other members of the health care team. Inappropriate behavior includes, but is not limited to, the use of offensive language, gestures or remarks while representing LHU in all settings: hospital, patient room, campus, class room and online. Failure to present a professional image at all times will result in dismissal from clinical and an "E" as the final grade for the nursing course.

*All individuals associated with patient care must respect the privacy of those served by the facility. Students must refrain from discussion of patient information in public places, or with their families and friends. In addition, all paperwork must reflect confidentiality of the patient. Lock Haven University Nursing Program will follow all HIPAA guidelines. **Student cell phones and beepers are not permitted on the clinical areas.** Students who breach patient confidentiality in clinical practice (written, verbal or bring cell phones onto the clinical area) will fail clinical, hence will fail the course.

(Print Student Name) _____ (Date) _____

(Student Signature) _____

(Clinical Faculty Signature) _____ (Date) _____

Approved: CC 9/8/14 Revised: 12/14, 8/15

**LOCK HAVEN UNIVERSITY
ASSOCIATE OF SCIENCE IN NURSING**

Weekly Clinical Evaluation Checklist/Comments Instruction Form

This form will provide a summary of the student's clinical performance weekly. The student's clinical performance will be based on the respective course objectives. The content from this evaluation tool will be utilized to complete both the midterm and final evaluations. At midterm evaluation, if the student receives a "Needs Improvement" or "Unsatisfactory" for any of the course objectives, a Quality Improvement Plan will be implemented. At final evaluation, a total of 19 points or more need to be accumulated for each course objective. If less than 19 points is obtained for any objective, the student will receive an "Unsatisfactory" and fail the clinical portion of the course. The final grade for the nursing course will be "E" since both the theory and clinical portion must be passed in order to pass the course. "E" indicates dismissal from the nursing program.

*** Pertaining to issues of absences due to student illness, inclement weather, faculty illness or any other department related activity, scores will be calculated to the appropriate number of clinical days on unit.*****

3- Exceptional Performance- consistently exceeds expectations at all times

- Consistently safe and accurate.
- Use of time: completes all patient care assignments on time.
- Requires minimal instructor guidance and prompting.
- Consistently demonstrates improvement in efficiency, coordinator of care, and confidence throughout the clinical experience.
- Demonstrates independence in thought and action.
- Assignments are turned in on or before the due date.
- All areas of assignments are addressed in a complete and thorough manner, information is accurate and presentation of material is professional in appearance.
- Accountable for nursing actions.

2- Performs as expected for this level

- Safe and accurate most of the time.
- Requires some prompting and support.
- Demonstrates improvement in efficiency, coordination of care, and confidence.
- Uses instructor guidance and supervision.
- Prepared for clinical experience.
- Presents a professional image (appropriately dressed, attitude, and demeanor).
- Assignments are turned in on due date, and material is professional in appearance.

1- Needs Improvement

- Unskilled and inefficient, continuous verbal and/or physical direction required.
- Lacks accountability for own practice.
- Requires continuous instructor prompting and support.
- Assignments are turned in after the due date.
- Information on assignments is missing or not factual.
- Obvious gaps are noted in information.
- Lack of professional appearance and/or demeanor.

0- Unsatisfactory- unsafe or inappropriate clinical practice

Unsafe or inappropriate clinical practice is any act, practice or omission during clinical practice that fails to conform to the accepted standards of the nursing profession. Unsafe clinical practice may directly or indirectly cause physiological and/or emotional harm to others.

Unsafe or inappropriate clinical performance may include, but is **not limited** to the following behaviors:

1. Fails to prepare for clinical assignments by not obtaining sufficient data as to patient's diagnosis, needs, and nursing care.
2. Fails to accurately assess, determine significance of, and/or promptly report changes in patient's physical and/or emotional status to appropriate resource people.
3. Fails to provide nursing care, which may be required to stabilize a patient's condition or prevent complications, congruous with knowledge base derived from previous and current learning.
4. Fails to provide clear, accurate, and complete written documentation regarding a patient's condition, treatment, and nursing care according to the agency policy.
5. Fails to administer medications and/or treatment in a safe, responsible manner.
6. Fails to demonstrate the application of previously learned skills and principles in providing nursing care.
7. Practices beyond education level, experience, or responsibilities within the role of the student nurse.
8. Fails to follow instructions given by the instructor.
9. Fails to accept responsibility for own actions.
10. Fails to correct previously identified behaviors identified in the clinical warning documentation.

NURS101 Weekly Clinical Evaluation

Student Name: _____

**LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING
WEEKLY CLINICAL EVALUATION CHECKLIST/COMMENTS
NURSING 101**

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Total Midterm Points	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Total Points			
OBJECTIVES <i>(NLN Program Outcomes)</i>																				
1. Identify knowledge from nursing and general education courses to facilitate care of individuals. <i>(Human Flourishing)</i>	CLASS	SKILLS LAB ORIENTATION	SKILLS LAB ORIENTATION																	
2. Identify the steps of the nursing process as a method of problem solving. <i>(Nursing Judgment)</i>																				
3. Demonstrate beginning skills in carrying out prescribed regimen to meet basic human needs of the individual. <i>(Nursing Judgment)</i>																				
4. Identify concepts in therapeutic communication in caring for individuals with human needs. <i>(Human Flourishing)</i>																				
5. Describe basic principles of teaching and learning when administering nursing care. <i>(Human Flourishing)</i>																				
6. Identify appropriate legal and ethical principles in providing nursing care. <i>(Professional Identity)</i>																				
7. Demonstrate accountability and responsibility while providing nursing care. <i>(Spirit of Inquiry)</i>																				
Comment Sheet: Y or N																				
Student Initial/Date																				
Faculty Initial/Date																				

NURS101 Mid/Final Evaluation

LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING MIDTERM/FINAL EVALUATION OF CLINICAL PERFORMANCE NURSING 101

Name _____ Semester: _____ to _____

This evaluation tool identifies specific clinical objectives that relate to the course objectives. The content from the weekly evaluation tool will be utilized to complete the midterm and final evaluations. At midterm evaluation, if the student receives a “Needs Improvement” or “Unsatisfactory” for any of the main course objectives, a Quality Improvement Plan will be implemented. At final evaluation, a total of 19 points or more need to be accumulated for each course objective. If less than 19 points is obtained for any objective, the student will receive an “Unsatisfactory” and fail the clinical portion of the course. The final grade for the nursing course will be “E” since both the theory and clinical portion must be passed in order to pass the course. “E” indicates dismissal from the nursing program. Each sub-objective will receive a Satisfactory (S) or an Unsatisfactory (U). A student must receive a Satisfactory (S) for all sub-objectives in order to pass the course. **** Pertaining to issues of absences due to student illness, inclement weather, faculty illness or any other department related activity, scores will be calculated to the appropriate number of clinical days on unit.******

Midterm	Final	Upon Completion of Nursing 101, the Student will:	NLN Program Outcomes	COMMENTS
		1. Identify knowledge from nursing and general education courses to facilitate care of individuals.	Human Flourishing	
		a. State the developmental stage of the individual.		
	b. State scientific principles related to basic nursing procedures.		
		c. Identify the individual's social and cultural environment.		
		2. Identify the steps of the nursing process as a method of problem solving.	Nursing Judgment	
		a. Identify appropriate nursing diagnoses based on individual assessment criteria.		
		b. List measurable short and long term goals.		
		c. Identify nursing interventions		

		based on assessed individual needs.		
		d. Describe appropriate scientific principles related to nursing interventions.		
		e. Discuss evaluation process for the outcome of the plan of care of the individual.		
		3. Demonstrate beginning skills in carrying out prescribed regimen to meet basic human needs of the individual.	Nursing Judgment	
		a. Discuss organizational skills in the nursing care of individuals.		
		b. Identify scientific principles utilized in the performance of basic nursing skills.		
		c. Identify psychomotor skills in performing nursing activities.		
		d. Identify scientific principles in the safe administration of medications.		
		4. Identify concepts in therapeutic communication in caring for individuals with human needs.	Nursing Judgment	
		a. Describe basic therapeutic communication skills in caring for individuals.		
		b. Identify appropriate channels of communication to meet the needs of the individual.		
		c. Identify significant information appropriate to report to members of the health team.		
		5. Describe basic principles of teaching and learning when administering nursing care.	Professional Identity	
		a. Identify the need for individual health teaching.		
		b. Identify learning goals and objectives according to the knowledge level, capabilities, and deficits of the individual.		

		c. Identify a plan for basic individual health teaching.		
		d. Define the evaluation process for health teaching.		
		6. Identify appropriate legal and ethical principles in providing nursing care.	Professional Identity	
		a. Describe importance of maintaining confidentiality.		
		b. Identify safety needs.		
		c. Identify pertinent information necessary for documentation.		
		d. Cite examples of nurse-advocacy.		
		7. Demonstrate accountability and responsibility while providing nursing care.	Spirit of Inquiry	
		a. Identify adequate preparation for the safe administration of basic nursing care for the individual.		
		b. Identify appropriate individuals as sources of information in providing basic nursing care.		
		c. Describe self-evaluation techniques in relation to professional growth.		
		d. Define student responsibilities in the clinical area.		

GRADING POINT SCALE: Points totaled for each course objective from weekly clinical evaluation form.

Midterm Evaluation

- Exceptional: 15-18
- Expected: 10-14
- Needs Improvement: 5-9
- Unsatisfactory: <5

Final Evaluation

- Exceptional: 30-36
- Expected: 19-29
- Unsatisfactory: <19

**MIDTERM EVALUATION OF CLINICAL PERFORMANCE
NURSING 101 – Midterm Evaluation**

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

I have read and had an opportunity to discuss this evaluation with my instructor.

DATE: _____

STUDENT'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

**FINAL EVALUATION OF CLINICAL PERFORMANCE
NURSING 101 – Final Evaluation**

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

I have read and had an opportunity to discuss this evaluation with my instructor.

DATE: _____

STUDENT'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

Approved C.C.: 12/91

Revised: C.C. 4/93, 9/94, 9/95, 1/05; 5/13

Reviewed: C.C.: 1/94; 5/94; 1/95; 5/95; 1/96; 5/96; 1/97; 5/97; 1/98; 5/98; 1/99; 5/99; 1/00; 5/00;
1/01; 5/01; 1/02; 5/02; 1/03; 5/03; 1/04; 5/04; 5/05

NURS102 Weekly Clinical Evaluation

Student Name: _____

LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING
WEEKLY CLINICAL EVALUATION CHECKLIST/COMMENTS
NURSING 102

OBJECTIVES (NLN Program Outcomes)	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Total Mid Points	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Total Points	
1. Identify knowledge from nursing and general education courses to facilitate care of individual/families. <i>(Human Flourishing)</i>	CLASS								Spring break									
2. Initiate plan of care according to the nursing process to meet the primary needs of selected individuals and families. <i>(Nursing Judgment)</i>																		
3. Apply skills in carrying out prescribed regimen to meet basic human needs of individuals/families <i>(Nursing Judgment)</i>																		
4. Utilize effective communication skills caring for individuals and families with human needs. <i>(Human Flourishing)</i>																		
5. Discuss principles of health teaching for individuals/families throughout the life cycle <i>(Human Flourishing)</i>																		
6. Demonstrate legal and ethical behavior while providing nursing care to individuals/families. <i>(Professional Identity)</i>																		
7. Demonstrate accountability and responsibility while providing nursing care. <i>(Spirit of Inquiry)</i>																		
Comment Sheet: Y or N																		
Student Initial/Date																		
Faculty Initial/Date																		

See page 2 of Appendix 4-14 for Weekly Clinical Evaluation Instructions

NURS102 Mid/Final Evaluation

**LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING
MIDTERM/FINAL EVALUATION OF CLINICAL PERFORMANCE
NURSING 102**

Name _____ Semester: _____ to _____

This evaluation tool identifies specific clinical objectives that relate to the course objectives. The content from the weekly evaluation tool will be utilized to complete the midterm and final evaluations. At midterm evaluation, if the student receives a “Needs Improvement” or “Unsatisfactory” for any of the main course objectives, a Quality Improvement Plan will be implemented. At final evaluation, a total of 19 points or more need to be accumulated for each course objective. If less than 19 points is obtained for any objective, the student will receive an “Unsatisfactory” and fail the clinical portion of the course. The final grade for the nursing course will be “E” since both the theory and clinical portion must be passed in order to pass the course. “E” indicates dismissal from the nursing program. Each sub-objective will receive a Satisfactory (S) or an Unsatisfactory (U). A student must receive a Satisfactory (S) for all sub-objectives in order to pass the course. *** *Pertaining to issues of absences due to student illness, inclement weather, faculty illness or any other department related activity, scores will be calculated to the appropriate number of clinical days on unit.******

Midterm	Final	Upon Completion of Nursing 102, the Student will:	NLN Program Outcomes	COMMENTS
		1. Identify knowledge from nursing and general education courses to facilitate care of individuals/families.	Human Flourishing	
		a. Describe how health alterations affect the development stages of individual/family.		
		b. Demonstrate safety in technical skills identifying relevant scientific concepts.		
		c. Discuss influence of social and cultural environment on nursing care of individual/family.		
		2. Initiate plan of care according to the nursing process to meet the primary needs of selected individuals and their families.	Nursing Judgment	
		a. Describe priority nursing diagnoses based on individual/family assessment.		
		b. Develop measurable short and long term goals in collaboration with individual/family.		

		c. Apply nursing interventions based on assessed individual/family needs.		
		d. Demonstrate knowledge of appropriate scientific principles relating to nursing interventions.		
		e. Examine the outcome of the plan of care for individual/family.		
		3. Apply skills in carrying out prescribed regimen to meet basic human needs of the individual/families.	Nursing Judgment	
		a. Demonstrate organizational skills in performing nursing activities of individuals/families with human needs.		
		b. Utilize scientific principles utilized in the performance of nursing skills.		
		c. Demonstrate basic psychomotor skills in performing nursing activities.		
		d. Utilize scientific principles in the safe administration of medications.		
		4. Utilize effective communication skills in caring for individuals/ families with human needs.	Nursing Judgment	
		a. Demonstrate therapeutic relationships with individual/family.		
		b. Describe the use of appropriate channels of communication to meet the needs of the individual/family.		
		c. Discuss significant information about the selected individual/family to report to appropriate health care team members.		
		5. Discuss principles of health teaching for individuals/families throughout the life cycle.	Professional Identity	
		a. Discuss learning needs specific to the individual/family.		
		b. Describe learning goals, utilizing individual/family needs and capabilities.		
		c. Develop a health teaching plan based on individual/family needs and capabilities.		
		d. Discuss the individual/family responses to the health teaching plan.		

		6. Demonstrate legal and ethical behavior while providing nursing care to individuals/ families.	Professional Identity	
		a. Demonstrate confidentiality of individual and family information.		
		b. Demonstrate measures to ensure individual safety.		
		c. Demonstrate appropriate documentation.		
		d. Describe the role of the nurse as an advocate.		
		7. Demonstrate accountability and responsibility while providing nursing care.	Spirit of Inquiry	
		a. Utilize consistent preparation for the safe administration of nursing care for the individual/family.		
		b. Seek assistance from appropriate individuals in providing nursing care to individual/family.		
		c. Utilize self-evaluation techniques to assess own professional growth.		
		d. Demonstrate responsibility for own behavior.		

GRADING POINT SCALE: Points totaled for each course objective from weekly clinical evaluation form.

Midterm Evaluation

Exceptional: 15-18
 Expected: 10-14
 Needs Improvement: 5-9
 Unsatisfactory: <5

Final Evaluation

Exceptional: 30-36
 Expected: 19-29
 Unsatisfactory: <19

NOTE: See page 5 of Appendix 4-20 for example of Midterm and Final Term Evaluation of Clinical Performances.

**MIDTERM EVALUATION OF CLINICAL PERFORMANCE
NURSING 102 – Midterm Evaluation**

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

I have read and had an opportunity to discuss this evaluation with my instructor.

DATE: _____

STUDENT'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

**FINAL EVALUATION OF CLINICAL PERFORMANCE
NURSING 102 – Final Evaluation**

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

I have read and had an opportunity to discuss this evaluation with my instructor.

DATE: _____

STUDENT'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

Approved C.C.: 12/91

Revised: C.C. 4/93, 9/94, 9/95, 1/05; 5/13

Reviewed: C.C.: 1/94; 5/94; 1/95; 5/95; 1/96; 5/96; 1/97; 5/97; 1/98; 5/98; 1/99; 5/99; 1/00; 5/00;
1/01; 5/01; 1/02; 5/02; 1/03; 5/03; 1/04; 5/04; 5/05

NURS201 Weekly Clinical Evaluation

Student Name: _____

LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING
WEEKLY CLINICAL EVALUATION CHECKLIST/COMMENTS
NURSING 201

OBJECTIVES	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	Total Midterm Points	WK 9	WK 10	WK 11	WK 12	WK 13	WK 14	WK 15	
1. Apply knowledge and principles from nursing and general education courses to facilitate care of individuals/ families in various health care settings within the community. <i>(Human Flourishing)</i>	CLASS	CLINICAL ORIENTATION					FALL BREAK								THANKSGIVING		
2. Apply the nursing process to care of individuals/families with alterations in human needs. <i>(Nursing Judgment)</i>																	
3. Demonstrate competency in those skills necessary to provide nursing care to individuals/families with human needs. <i>(Nursing Judgment)</i>																	
4. Analyze therapeutic communication skills utilized with individuals/families and health team. <i>(Human Flourishing)</i>																	
5. Formulate health teaching relevant to individual and family needs. <i>(Human Flourishing)</i>																	
6. Integrate legal and ethical standards in providing care to individuals and families. <i>(Professional Identity)</i>																	
7. Demonstrate accountability and responsibility while providing nursing care. <i>(Spirit of Inquiry)</i>																	
COMMENT SHEET: Y or N																	
Student Initial/Date																	
Faculty Initial/Date																	

See page 2 of Appendix 4-14 for Weekly Clinical Evaluation Instructions

NURS201 Mid/Final Evaluation

**LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING
FINAL EVALUATION OF CLINICAL PERFORMANCE
NURSING 201**

Name _____ Semester: _____ to _____

This evaluation tool identifies specific clinical objectives that relate to the course objectives. The content from the weekly evaluation tool will be utilized to complete the midterm and final evaluations. At midterm evaluation, if the student receives a “Needs Improvement” or “Unsatisfactory” for any of the main course objectives, a Quality Improvement Plan will be implemented. At final evaluation, a total of 19 points or more need to be accumulated for each course objective. If less than 19 points is obtained for any objective, the student will receive an “Unsatisfactory” and fail the clinical portion of the course. The final grade for the nursing course will be “E” since both the theory and clinical portion must be passed in order to pass the course. “E” indicates dismissal from the nursing program. Each sub-objective will receive a Satisfactory (S) or an Unsatisfactory (U). A student must receive a Satisfactory (S) for all sub-objectives in order to pass the course. *** Pertaining to issues of absences due to student illness, inclement weather, faculty illness or any other department related activity, scores will be calculated to the appropriate number of clinical days on unit.*****

Midterm	Final	Upon Completion of Nursing 201, the Student will:	NLN Program Outcomes	COMMENTS
		1. Apply knowledge and principles from nursing and general education courses to facilitate care of individuals/families in various health care settings within the community.	Human Flourishing	
		a. Utilize principles of growth and development and the alteration occurring with illness in the care of individual/family.		
		b. Exhibit competency in technical skills employing appropriate scientific principles.		
		c. Incorporate the influence of the individual's/family's social and cultural environment in the nursing care provided.		
		2. Apply the nursing process to care of individuals/families with alterations in human needs.	Nursing Judgment	
		a. Analyze individual/family needs		

		based on assessment.		
		b. Formulate realistic goals for individual/family with alterations in human needs.		
		c. Develop individualized nursing interventions for individual/family with alterations in human needs.		
		d. Implement individualized nursing interventions based on scientific principles.		
		e. Revise established plans of care based on evaluation of individual/family responses to interventions.		
		3. Demonstrate competency in those skills necessary to provide nursing care to individuals/families with human needs.	Nursing Judgment	
		a. Integrate organizational skills in performing nursing activities.		
		b. Analyze scientific principles related to the performance of nursing skills.		
		c. Demonstrate psychomotor skills in performing nursing activities.		
		d. Recognize scientific principles in the safe administration of medications.		
		4. Analyze therapeutic communication skills utilized with individuals, families, and health team.	Human Flourishing	
		a. Consistently utilize a variety of therapeutic communication skills.		
		b. Utilize appropriate channels of communication to meet the needs of the individual/family.		
		c. Report significant information about the selected individual/family to appropriate health team members.		
		5. Formulate health teaching relevant to individual and family needs.	Human Flourishing	
		a. Determine learning needs specific to the individual and family.		
		b. Determine realistic teaching goals for individual/family.		
		c. Implement health teaching plans.		

		d. Evaluate health teaching plan according to individual/family response.		
		6. Integrate legal and ethical standards in providing care to individuals and families.	Professional Identity	
		a. Maintain confidentiality.		
		b. Create a safe environment.		
		c. Progress in documentation skills.		
		d. Demonstrate advocacy behavior to meet individual/family needs.		
		7. Demonstrate accountability and responsibility while providing nursing care.	Spirit of Inquiry	
		a. Demonstrate thorough preparation in the safe delivery of nursing care to individual/family.		
		b. Function as a team member in a variety of health care settings while providing comprehensive nursing care for individual/family across the lifespan.		
		c. Analyze self-evaluation to assess own professional growth.		
		d. Determine personal accountability and responsibility in the provision of nursing care.		

GRADING POINT SCALE: Points totaled for each course objective from weekly clinical evaluation form.

Midterm Evaluation

Exceptional: 15-18

Expected: 10-14

Needs Improvement: 5-9

Unsatisfactory: <5

Final Evaluation

Exceptional: 30-36

Expected: 19-29

Unsatisfactory: <19

NOTE: See page 5 of Appendix 4-20 for example of Midterm and Final Term Evaluation of Clinical Performances.

**MIDTERM EVALUATION OF CLINICAL PERFORMANCE
NURSING 201 – Midterm Evaluation**

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

I have read and had an opportunity to discuss this evaluation with my instructor.

DATE: _____

STUDENT'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

**FINAL EVALUATION OF CLINICAL PERFORMANCE
NURSING 201 – Final Evaluation**

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

I have read and had an opportunity to discuss this evaluation with my instructor.

DATE: _____

STUDENT'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

Approved C.C.: 12/91

Revised: C.C. 4/93, 9/94, 9/95, 1/05; 5/13

Reviewed: C.C.: 1/94; 5/94; 1/95; 5/95; 1/96; 5/96; 1/97; 5/97; 1/98; 5/98; 1/99; 5/99; 1/00; 5/00;
1/01; 5/01; 1/02; 5/02; 1/03; 5/03; 1/04; 5/04; 5/05

NURS202 Weekly Clinical Evaluation

Student Name: _____

LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING
WEEKLY CLINICAL EVALUATION CHECKLIST/COMMENTS
NURSING 202

OBJECTIVES <i>(NLN Program Outcomes)</i>	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Total Midterm Points	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Total Points		
1. Integrate knowledge and principles from nursing and general education courses to facilitate care of individuals/families in various health care settings within the community. <i>(Human Flourishing)</i>	CLASS	CLINICAL ORIENTATION							SPRING BREAK										
2. Integrate the nursing process to assist individuals/families throughout the life cycle in reaching their optimal level of health. <i>(Nursing Judgment)</i>																			
3. Provide comprehensive, quality nursing care to individuals/families during alterations in their human needs. <i>(Nursing Judgment)</i>																			
4. Incorporate therapeutic communication skills in providing continuity of care to individuals and families in selected health care settings <i>(Human Flourishing)</i>																			
5. Refine health teaching appropriate to the human needs of individuals/families in order that they may achieve their maximum health potential. <i>(Human Flourishing)</i>																			
6. Evaluate nursing care according to legal and ethical standards of the nursing profession. <i>(Professional Identity)</i>																			
7. Demonstrate accountability and responsibility while providing nursing care. <i>(Spirit of Inquiry)</i>																			
Comment Sheet: Y or N																			
Student Initial/Date																			
Faculty Initial/Date																			

See page 2 of Appendix 4-14 for Weekly Clinical Evaluation Instructions

NURS202 Mid/Final Evaluation
LOCK HAVEN UNIVERSITY ASSOCIATE OF SCIENCE IN NURSING
EVALUATION OF CLINICAL PERFORMANCE
NURSING 202

Name _____ Semester: _____ to _____

This evaluation tool identifies specific clinical objectives that relate to the course objectives. The content from the weekly evaluation tool will be utilized to complete the midterm and final evaluations. At midterm evaluation, if the student receives a “Needs Improvement” or “Unsatisfactory” for any of the main course objectives, a Quality Improvement Plan will be implemented. At final evaluation, a total of 19 points or more need to be accumulated for each course objective. If less than 19 points is obtained for any objective, the student will receive an “Unsatisfactory” and fail the clinical portion of the course. The final grade for the nursing course will be “E” since both the theory and clinical portion must be passed in order to pass the course. “E” indicates dismissal from the nursing program. Each sub-objective will receive a Satisfactory (S) or an Unsatisfactory (U). A student must receive a Satisfactory (S) for all sub-objectives in order to pass the course. *** *Pertaining to issues of absences due to student illness, inclement weather, faculty illness or any other department related activity, scores will be calculated to the appropriate number of clinical days on unit.******

Midterm	Final	Upon Completion of Nursing 202, the Student will:	NLN Program Outcomes	COMMENTS
		1. Integrate knowledge and principles from nursing and general education courses to facilitate care of individuals/families in various health care settings within the community.	Human Flourishing	
		a. Collaborate with other members of the health care team to minimize disruption of developmental stages while caring for the individual/family.		
		b. Provide technically competent care integrating scientific principles.		
		c. Evaluate nursing care with consideration for the sociocultural environment of the individual/ family.		
		2. Integrate the nursing process to assist individuals/families throughout the life cycle in reaching their optimal level of health.	Nursing Judgment	
		a. Prioritize individual/family needs based on assessment.		
		b. Formulate realistic goals for individual/family with acute and/or complex alterations in human needs.		

		c. Prioritize nursing interventions for individual/family with alterations in human needs.		
		d. Evaluate nursing interventions and scientific rationale based on individual/family responses.		
		e. Implement revisions to plans of care based on evaluation of individual/family responses to interventions.		
		3. Provide comprehensive, quality nursing care to individuals/families during alterations in their human needs.	Nursing Judgment	
		a. Refine organizational skills in performing nursing activities.		
		b. Incorporate scientific principles in the performance of nursing skills.		
		c. Refine psychomotor skills in the performance of nursing activities.		
		d. Refine techniques in the safe administration of medications.		
		4. Incorporate therapeutic communication skills in providing continuity of care to individuals and families in selected health care settings.	Human Flourishing	
		a. Refine therapeutic communication skills.		
		b. Initiate appropriate channels of communication in meeting the needs of the individual/family.		
		c. Prioritize information for a comprehensive report to health team members.		
		5. Refine health teaching appropriate to the human needs of individuals/families in order that they may achieve their maximum health potential.	Human Flourishing	
		a. Prioritize learning needs specific to the individual and family.		
		b. Collaborate with the individual/family in planning realistic teaching goals.		

		c. Integrate health teaching plans in the care of the individual/family.		
		d. Implement revisions to health teaching plans in the care of the individual/family.		
		6. Evaluate nursing care according to legal and ethical standards of the nursing profession.	Professional Identity	
		a. Maintain confidentiality.		
		b. Incorporate safety concepts in all aspects of care.		
		c. Critique documentation skills.		
		d. Initiate advocacy behavior to meet individual/family needs.		
		7. Demonstrate accountability and responsibility while providing nursing care.	Spirit of Inquiry	
		a. Evaluate effectiveness of preparation for team leader/team member experience.		
		b. Delegate aspects of nursing care to peer team members.		
		c. Incorporate self-evaluation and constructive criticism in professional growth.		
		d. Evaluate personal accountability and responsibility in the provision of nursing care.		

GRADING POINT SCALE: Points totaled for each course objective from weekly clinical evaluation form.

Midterm Evaluation

- Exceptional: 15-18
- Expected: 10-14
- Needs Improvement: 5-9
- Unsatisfactory: <5

Final Evaluation

- Exceptional: 30-36
- Expected: 19-29
- Unsatisfactory: <19

NOTE: See page 5 of Appendix 4-20 for example of Midterm and Final Term Evaluation of Clinical Performances.

**MIDTERM EVALUATION OF CLINICAL PERFORMANCE
NURSING 202 – Midterm Evaluation**

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

I have read and had an opportunity to discuss this evaluation with my instructor.

DATE: _____

STUDENT'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

**FINAL EVALUATION OF CLINICAL PERFORMANCE
NURSING 202 – Final Evaluation**

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

I have read and had an opportunity to discuss this evaluation with my instructor.

DATE: _____

STUDENT'S SIGNATURE: _____

INSTRUCTOR'S SIGNATURE: _____

Approved C.C.: 12/91

Revised: C.C. 4/93, 9/94, 9/95, 1/05; 5/13

Reviewed: C.C.: 1/94; 5/94; 1/95; 5/95; 1/96; 5/96; 1/97; 5/97; 1/98; 5/98; 1/99; 5/99; 1/00; 5/00;
1/01; 5/01; 1/02; 5/02; 1/03; 5/03; 1/04; 5/04; 5/05

LOCK HAVEN UNIVERSIT
ASSOCIATE OF SCIENCE IN NURSING

STUDENT PROGRAM GUIDE

Acknowledgement of Receipt and Understanding

I have accessed on D2L in the Nursing Course shell the current copy of the ASN Nursing Student Program Guide pertaining to the Nursing Program at Lock Haven University. My signature indicates I have read and agree to comply with the guidelines contained within this manual.

PRINT STUDENT NAME

Student Signature

Date

Please print and sign this form and return to the Nursing Office by the end of the first week of class.