

RN to BS in Nursing Student Handbook 2018



KING'S COLLEGE

TRANSFORMATION. COMMUNITY. HOLY CROSS.

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INFORMATION AND GUIDELINES FOR NURSING STUDENTS

The title of this document is the RN to BS in Nursing Program Student Handbook. The policies found in this handbook are specific to students in the nursing major and supplement the policies found in the King's College Student Handbook, the Academic Catalog and web site. This handbook dated January 2018 supersedes all previous Nursing Program handbooks.

ANY POLICY IN THIS HANDBOOK MAY CHANGE AT ANY TIME BASED ON THE RECOMMENDATION OF THE NURSING FACULTY. STUDENTS ARE HELD ACCOUNTABLE FOR ALL POLICIES IN THIS HANDBOOK AND ARE RESPONSIBLE FOR OBTAINING A REVISED COPY EACH ACADEMIC YEAR. OFFICIAL NOTIFICATION OF POLICY CHANGES OCCURS VIA E-MAIL. IT IS THE STUDENT'S RESPONSIBILITY TO REGULARLY CHECK EMAIL AND ELECTRONIC SOURCES. FACULTY ARE NOT RESPONSIBLE FOR STUDENT FAILURE TO BE INFORMED ABOUT POLICY CHANGES OR FOR LACK OF STUDENT KNOWLEDGE OF POLICIES FOUND IN THIS HANDBOOK.

General Information

I. Current Names, Addresses, Phone Numbers

Any changes in a student's name, mailing address, and/or phone number must be submitted to the Administrative Assistant in the Department of Nursing office and the Registrar's Office.

II. Communication

The major source of communication within the Nursing Program will be myKing's email and the RN to BS in Nursing Share Point Page. It is the responsibility of the student to check the appropriate nursing group and e-mail regularly for policy changes. The RN to BS in Nursing Share Point Page which contains important information on courses, clinical clearance, portfolios, etc. can be found at: <https://kingsedu.sharepoint.com/sites/nursingforms/>. This page is updated on a regular basis. Lack of knowledge about a policy or procedural change will not be an acceptable reason for failure to comply with such policies and procedures, whenever such information is posted on the Share Point Page. The Share Point Page can be found on the King's College Home Page (<http://mykings.edu>) in your internet browser. It is the responsibility of all students to check the appropriate Share Point Page and campus email regularly for updates and policy changes. The myKings email is the OFFICIAL vehicle of communication for the RN to BS in Nursing Program.

III. Nursing Department Office and Personnel

The Nursing Program Office is located on the second floor at King's on the Square (KOTS). The Program's telephone number is (570) 208-5900 ext 5210. The Nursing Program's administrative assistant can be reached at this number (570)-208-5900 ext 5991. A directory of current RN to BS in Nursing Faculty, including office address, phone number and e-mail address can be found in the Appendix E of this handbook.

IV. Philosophy & Program Outcomes

The nursing faculty has articulated a philosophy statement that serves as the framework for the various nursing programs that service students who are registered nurses. The RN to BS in Nursing program leads to the Bachelor of Science in Nursing degree. The RN to BS in Nursing program is offered on campus. Students are required to achieve measurable outcomes by the completion of the program. A copy of the philosophy statement for King's RN to BS in Nursing Program and the student learning outcomes can be found in Appendix A of this handbook.

A copy of the student's program plan is retained in the student's file in the Nursing Office. Students can also access a current copy of their plan at any time from WebAdvisor. It is the responsibility of the student to access a copy of this plan, and be sure that graduation requirements are being met in consultation with their advisor.

V. Special Expenses

In addition to the tuition and fees assessed by the College (See King's Catalog), additional fees and expenses are incurred by nursing majors. All students will be billed these extra fees during the semester in which they are registered for courses connected to the fee schedule. The fees include while in Nursing 410 (liability insurance of approximately \$75 and Castle Branch clearance and immunization tracker \$100). During this same semester, students will personally

incur fees during clinical clearance completion for COGENT fingerprinting, Child Abuse Clearance, and PA Criminal Background Check (ePATCH). Additional fees throughout course work will be a poster fee (\$50/course where applicable) and a Nursing Pin fee of \$50.00 (given upon program completion). For students eligible to complete a Prior Learning Assessment portfolio in lieu of NSG 410 (see Section XII of this handbook), a one-time fee of approximately \$300 will be incurred. Fees are subject to change.

Liability Insurance

All students are covered by the college for professional liability (malpractice) when participating in approved clinical experiences with policy limits of \$2,000,000/occurrence and \$4,000,000/aggregate. This applies to clinical experiences during the didactic phase of the program (observations) as well as those in the clinical year.

Students should keep copies of their malpractice insurance certificate as proof of coverage during their clinical education. Students must provide all physicians, hospitals, and other facilities with copies of their current malpractice certificate when requested. Students must forward such information to any clinical site that requests it prior to their arrival at the site. After graduation, prospective employers may also request this documentation. It is the student's responsibility to provide his or her prospective employer with this documentation.

Students are only covered by this malpractice policy from the school while they are enrolled in the program and are participating in clinical experiences that are approved by the program. Students are not covered by this malpractice insurance during personal volunteered activities not coordinated by the program. Students will no longer be covered by the malpractice policy once they have graduated from the program.

Academic Policies

VI. Maintenance of Student Status

Once accepted into a program, students must maintain matriculation on a continuing basis until they have completed all requirements of the program. For students, a continuous registration can be maintained by registering for a minimum of one course per semesters. Students who do not register as a part-time student in a given semester must notify the chairperson in writing of their intent to withdraw from matriculation. The letter must state the reasons for the request and the anticipated length of withdrawal from matriculation, if known. Generally students who are in good academic standing both in their program and institutionally at the time of withdrawal, are granted a period of up to one calendar year from the time of withdrawal to return to the institution. In extraordinary circumstances, students may request an extension of the time period by petitioning the chairperson in writing. Each request will be evaluated on an individual basis. Students should contact the chairperson for specific requirements for returning to an academic program. This policy does not bind the institution to offer the student's curriculum or program which may have discontinued or substantially altered during the period in which the student was not enrolled. The date of withdrawal will be determined by the completion of all of the above. That date will determine if any refund of tuition is warranted. Cancellation of charges will depend on the date that the withdrawal is official (See Refund Policy in the appropriate King's Catalog). Students who withdraw after the last day to withdraw will receive a grade of "F".

VII. Student Withdrawal Policy

Purpose:

In the absence of a college policy on leave of absence (medical or otherwise), the Nursing Program's Student Withdrawal Policy addresses: 1) nursing majors who do not continuously enroll in courses from matriculation to graduation; and 2) students who voluntarily withdraw from the major and do not intend to return.

Procedure:

1. Any student, who elects to formally withdraw from the college, must follow the college policy as published in the college's undergraduate catalog. Failure to follow college policy for withdrawal will affect the student's status in the nursing major. Nursing majors who fail to complete the college's withdrawal procedures, and who fail to continuously enroll in nursing cognate courses, core or courses in the nursing major, will be automatically withdrawn **from the nursing major only** by the Nursing Chairperson.
2. Students who withdraw from the College in accordance with college policy are in good academic standing at the time of the official withdrawal, and have completed the Nursing Program Voluntary Withdrawal Form as required in step #3 below will be given the opportunity to return to the Nursing major, within one **calendar** year, (ONE TIME ONLY) without making formal application. All three of these conditions must be met. In addition, the return to the major will be based on clinical space availability, and is not guaranteed.
3. The Nursing Program Voluntary Withdrawal Form (Appendix B) must be submitted to the Nursing Chairperson **no later than** 4:00 p.m. on the last day of the college's official Drop period of the semester in which the student fails continuous enrollment. Failure to submit the Nursing Program Voluntary Withdrawal Form according to these requirements will result in the Nursing Program considering the student in violation of step #2 above, and the student **will not** be allowed to return to the nursing major, regardless of whether the college policy has been followed.
4. Students, who are not in compliance with steps 1 through 3 above, will not be able to return to the nursing major but may apply for re-admission to the major through the Director of Transfer Recruitment; however, re-admission to the nursing major is not guaranteed.

VIII. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

HIPAA protects certain patient information and gives the patient the opportunity to control the use of their health information. By law, all health care providers, as well as any employee with access to medical records must undergo HIPAA training.

In order to comply, King's College Department of Nursing Studies offers and requires on-line HIPAA training to all of its students. This training must be completed prior to any clinical experience or observation.

IX. Admission

RN to BS in Nursing students must have a combined GPA of 2.75 or better for full admission into the RN to BS in Nursing Program. Those students who do not have a GPA of 2.75 from previous college work can be provisionally admitted to the program to complete the first two nursing courses. To be fully admitted to the program, provisional students must achieve a grade of B or better in both NSG 300 and NSG 304 at King's College. Students must thereafter maintain an overall GPA of 2.75 as per the Progression and Retention Policy.

X. Progression and Retention Policy

A. GPA calculation

Nursing students need to be aware that only the King's College credits are used for the calculation for GPA for retention in the program. GPA will be calculated for the first time after 12 credits of King's course work. Subsequently, GPA will be calculated in increments of 12 credits of coursework. Failure to obtain and maintain a GPA of 2.75 will result in probationary status on the first occasion, or dismissal from the nursing program for a probation on a subsequent occasion. Achievement of a grade of a C or better is required in all nursing courses and cognate (MTH 115). Students may repeat only one Nursing Course when a grade of C- or less is achieved. The repeated course must be completed by the following academic year. If a grade of a C or better is not achieved on a second occasion, the student will be dismissed from the program. Students can be placed on departmental probation only one time. Therefore, if a student is on probation for GPA and then receives a C- in a nursing course, the result is dismissal from the program.

B. Probation Policy and Procedures

1. **Probation:** A student will be placed on probation if any one of the following situations occur:
 - a. The cumulative grade point average of 2.75 is not maintained.
 - b. The student receives a grade of C- or less in any nursing course
 - c. A recorded violation of the Nursing Student Code of Ethics or a serious breach of the Civility and Professional Behavior Policy takes place. (The nursing faculty will make a determination of the degree of seriousness of the infraction leading to probation and/or dismissal.)
2. **Removal from Probation:** The student will be removed from probation when:
 - a. The required cumulative grade point average is achieved at the completion of the next twelve credits following the academic probation;
 - b. When the nursing course in which the grade of C- or less is retaken and the grade replacement meets the academic criteria as specified in the Progression and Retention Policy;
 - c. When all specified terms of probation for the probationary semester have been met.
3. **Dismissal:** The following conditions relative to probationary status will result in dismissal from the nursing major:
 - a. Students can be placed on probation only one time during the nursing program, for any of the conditions specified above.

- b. The second time any of the conditions above occur (even within the same semester), the student will be dismissed from the nursing major without the option to reapply. This includes: (1) a second drop in the GPA below 2.75; or a second grade of C- or less in the same or any other nursing course; or a second serious infraction of the Nursing Code of Ethics or the Professional Nursing Civility and Professional Behavior Policy (See pg 11).
- c. If a student fails to meet any of the terms of probation as communicated to the student in the probationary letter, or if a student fails to meet the retention criteria after being placed on probation, the student will be automatically dismissed from the nursing major.
- d. The Nursing Department Faculty endorses the American Nurses' Association Code for Nurses and uses this framework as a Student Code of Ethics (See Appendix C).

Serious infractions of the Student Code of Ethics will result in immediate dismissal.

- 1. The nursing faculty will make a determination of the degree of seriousness of the infraction. Students dismissed for ethical violations cannot re-apply to the Nursing Program.
- 2. If a student fails to meet the terms of probation, or if a student fails to meet the retention criteria after being placed on departmental probation, the student will be automatically dismissed from nursing.

The nursing department grading scale is as follows:

A 95-100	C+ 80-82
A- 92-94	C 78-79
B+ 89-91	C- 74-77
B 86-88	D 70-73
B- 83-85	F Below 70

XI. Statewide Articulation Plan

The Nursing Department supports the Pennsylvania Statewide Articulation Plan for RN to BS in Nursing Students. Registered nurse students who meet program admission requirements are eligible for direct articulation. Since mobility is predicated on the assumption that there is no need for repetition of classroom or clinical content, registered nurse students who have met these requirements are eligible to receive advanced placement credits in nursing. Advanced placement nursing credits (35 credits) are posted to the student's transcript upon registration for initial courses.

XII. Prior Learning Assessment Credits (PLA)

RN to BS in Nursing students may attain required King's academic credits for NSG 410 by completing a Prior Learning Assessment by Portfolio using the following procedure:

- a) The nursing faculty at King's recognizes the significant abilities of registered nurses who have maintained practice in a specific clinical area for a lengthy period of time. For this reason, the department endorses portfolio assessment. Portfolio assessment is a process by which a registered nurse student is able to demonstrate fulfillment of course objectives by submitting documentation of formal and informal experiences reflecting objective

achievement. In order to be eligible to complete the PLA Portfolio for NSG 410, a registered nurse must have a minimum of three years full-time experience in a community or public health role as an RN in the last five years. Students who do not have a minimum of 30 credits of coursework at King's are not eligible for portfolio achievement.

- b) Process- RN to BS in nursing students who are interested in obtaining credit for life experience for a nursing course must submit the request in writing to the Chairperson along with an accompanying resume. Following the Program Chair's approval, the student will be provided with a packet of materials outlining the procedures for submission of the portfolio. The packet will include such information as: copy of the course objectives, the portfolio guidelines for writing the portfolio, the due date of the portfolio, the name of the faculty assessor, and the date by which the student will be notified of the decision regarding the portfolio assessment. Should the student be successful, credits for the course will be posted on the student's transcript. All portfolio assessment material must be submitted by the date specified in the letter of notification. A \$300.00 non-refundable fee must be submitted to the Nursing Program administrative assistant along with the portfolio. The check should be made payable to King's College.
- c) Documentation- Students interested in submitting a portfolio have the responsibility of submitting documentation validating their successful completion of all objectives for the course in which the portfolio is being submitted. Portfolios will not be returned to the student. They will become the property of the Nursing Program. Submission of a portfolio does not ensure granting of credit for the courses identified. Rather, it is the responsibility of the faculty to assure the quality and integrity of the nursing major by careful assessment of the materials.

XIII. Undergraduate Academic Grievance

Please refer to the College Undergraduate Academic Catalog.

XIV. Graduation Requirements

RN to BS in Nursing Students must meet all graduation requirements established by King's College and the Nursing Program, including all progression and retention policies outlined in the section on Academic Policies in this handbook. All students are required to initiate and complete a Graduation Application Form by the guidelines established by the Registrar's office.

Graduation ceremonies are held in May and in August.

XV. Academic Integrity

Any form of cheating, plagiarism, or dishonesty will not be tolerated by the Nursing Program. Sanctions will be imposed on any student suspected of such violations of conduct. Course syllabi will describe these sanctions. In addition, the College may impose additional sanctions as outlined in the King's College Student Handbook. Guidelines to avoid plagiarism can be found in Appendix D of this handbook.

Following the college policy, students who have been identified as committing acts of academic dishonesty will be dealt with on a case by case basis. If the action(s) is/are serious, the student may be recommended for dismissal from the program.

XVI. Social Media Policy

The King's College Nursing Program recognizes that social networking and applications, including but not limited to Twitter, SnapChat, Yik-Yak, YouTube and blogs, are currently a common form of communication. There is the potential for misinterpretation of the relationship or the potential of sharing protected information via these social media sites. Relationships such as faculty-student, nurse-student, student patient, and instructor-student merit close consideration of the implications and the nature of the social interaction as a student in the nursing program. Students are reminded that they should have no expectation of privacy on social networking sites. Students must also be aware that posting certain information is illegal. Violation may expose the offender to criminal and civil liability. Offenses may be considered non-academic misconduct or a violation of professional behaviors and be subject to the college and departmental policies and procedures and may even result in immediate dismissal from the nursing program. Individuals should make every effort to present themselves in a mature, responsible and professional manner while utilizing social media. Discourse should always be civil and respectful. Any violation of the Nursing Social Media Policy will be documented as a professional behaviors violation and will be subject to the disciplinary actions outlined in the Nursing Civility and Professional Behavior Policy.

XVII. Civility and Professional Behavior Policy

A classroom and community clinical site climate that is characterized by civility and respect contributes to a positive learning environment. To this end, students are expected to conduct themselves civilly and professionally when interacting with faculty, staff, students and community members in all affiliated university settings; whether a classroom, on-line or a clinical affiliation site. Students are expected to display behaviors such as, but not limited to:

- Arrive at class and clinical sites on time.
- Make proper notification of inability to attend scheduled classes and/or clinical practice.
- Conduct themselves in a courteous and professional manner whether on or off-campus.
- Turn off all cell phones and electronic devices, or put into silent/vibrate mode, during class and when in patient care environments. **Cell phone conversation or text messaging during class or clinical experiences (unless directly related to clinical practice) are not permitted.**
- Address faculty, peers and community partner representatives respectfully and by appropriate titles, i.e. "Dr." or "Professor". Addressing faculty or professional community partner individuals by first names is only appropriate when individuals request one does not use their professional title when addressing them.
- Recording of classes without permission
- Avoid disruptive behaviors such as, but not limited to, social conversation with peers during classroom or clinical learning activities; speaking out of turn during directed discussions; monopolizing discussions; and using aggressive or offensive language.
- For any clinical or practicum experience disruptive behavior also includes when a student, under their own directive, calls a community partner seeking clinical placement, despite instructions by college personnel such as faculties or clinical placement coordinators not to call.
- Be properly attired in the King's College dress code for all clinical experiences.

- To not defame or conduct one-self negatively while representing the College, its programs, or its faculties on-campus or in the community.
- Posting of pictures of clinical agencies or classrooms without permission
- Use appropriate Netiquette in any electronic correspondences.

Any student who fails to abide by this policy will be subject to the following disciplinary actions:

First offense –The student is given a written warning from the faculty member involved which will be documented in the student’s advising notes and signed by the student. Should the gravity of the first offense be severe, the student may have additional sanctions imposed, including those normally invoked for a second offense. If the student does not comply with this process, the second offense will be imposed and the student will be placed on probation or dismissed from the nursing program.

Second offense – The student will be dismissed from the class, clinical setting, activity, office, area, or environment in which the offensive behavior takes place, and will be required to meet with the Nursing Chairperson or a member of the Nursing Program faculty within 2 business days. The Chairperson, in consultation with the faculty will determine the appropriate sanction to be imposed. This may include, but is not limited to, probation or dismissal from the nursing program.

At any time that a student’s behavior is egregious and deemed by the faculty to be deleterious to the Nursing Program or the College, the student will be dismissed from the nursing program and/or the college with no opportunity for readmission.

Class Expectations

XVIII. Attendance

Students are expected to attend all classes and clinical practice experiences. Specific class or clinical practice attendance policies are indicated on course outlines.

XIX. Inclement Weather

Cancellation or delay of class will be in accordance with the College policy. Students should be aware of the College’s Compressed Schedule. These schedules will be posted on your syllabus. Students should also subscribe to the King’s College e2campusEmergency Notification Alert System for up-to-date closings and emergency campus information. Students can subscribe to this system under Emergency Notifications. In the event of hazardous weather consult the Severe weather Hotline at (570) 208-5979 or go to www.Kings.edu and click on weather delays link on the MyKings Page on the right hand side. King’s sends messages regarding school closings or changes in schedule to student email accounts. Classes may need to be rescheduled. The makeup times may vary with Saturday scheduling a possibility. If the college is closed students are not to go to clinical. If a student feels the weather is severe they should make the decision as to whether to drive to clinical. This can only occur if school district has closed in the area.

XX. Student Papers

1. All graded written assignments must demonstrate: focus; organization; of evidence; reasoning; correct style of documentation; and proper grammar, syntax, punctuation, and spelling. Students are required to use the Publication Manual of the American Psychological Association for all written assignments. The edition of the manual being used and any exceptions to this will be specified in individual course syllabi.

2. Plagiarism is a serious offense that will result in academic sanctions as specified in the College catalog and the course outlines. A definition for plagiarism is included in Appendix D to assist the student in avoiding inadvertent infractions of this policy.

XXI. Technology Requirements

All students are expected to possess computer literacy. All RN to BS in Nursing courses require technology literacy in such areas as word processing, PowerPoint, Excel, downloading, internet browsing, and Moodle. Students who do not possess these skills are recommended to complete a continuing education or credit bearing course in introduction to personal computing. Courses require use of the Internet and E-mail for assignments or class communication. The College maintains computer labs for student use. Students who need an E-mail address must request one through the campus.

King's partners with Dell to offer educational discounts on laptops. If you wish, you may access these offers via the Dell Purchase Program link on the MyKings website. Office 365 is available free to all students at <http://www.myKings.edu/myKings/office-365>. Moodle is used for courses, assignments, tests, etc. Moodle currently works best with Mozilla or Firefox. Any technical difficulties, contact the Help Desk.

Clinical Expectations

XXII. Definitions

Unsafe Performance- If, at any time during a clinical experience, the faculty member and/or the preceptor determines that any of the following conditions exist, the student may be dismissed from the practice site: (1) the student is unprepared to practice; (2) the student's performance is potentially hazardous to patients; (3) the student's decision-making is impaired; or (4) the student's performance is inappropriate or unacceptable in the practice setting. In these situations, the faculty will rate the student's performance as unsafe and the student will be evaluated as unsatisfactory in the specified area of clinical practice. The student may be dismissed from the clinical site for the day or permanently based on the gravity of the unsafe practice. If a student is dismissed for one day and again demonstrates unsafe practice, further action will be at the discretion of the faculty member and may include dismissal from the course.

XXIII. Clinical Requirements

1. **Clinical Placements-** Students completing clinical courses are responsible to arrange for a preceptor to supervise their experience in conjunction with course faculty. Students will be sent an email the semester prior to the expected enrollment in the clinical course with instructions on how to download and submit the clinical forms. All clinical placement forms are due on the dates specified in the packets and exceptions will not be granted.
2. **Liability insurance-** Professional liability insurance is required for admission to nursing clinical courses. Students who register for nursing courses with clinical components will automatically be billed by the College Professional Liability Insurance Policy when taking a clinical course regardless of whether the student carries his/her individual liability policy. No exceptions are made to this policy.

- 3. Clinical Clearance-** Castle Branch screening company has been contracted to manage clinical paperwork and clearance; students will automatically be charged the fee by the College. All documents (FBI Background Checks, Child Abuse History Clearances, PA Background Check) must be uploaded by the student per the Castle Branch directions (upload, fax, mail). The Nursing Program will not accept clearance documents directly from students. Students are responsible for all costs incurred. A clinical site may require a 10 panel urine drug screen and alcohol screening at a licensed laboratory. Testing may also be done randomly. If a student refuses, they may be unable to complete the requirements of the program.
- 4. Student Drug and Alcohol Policy-** The illegal or abusive use of drugs or alcohol by nursing students jeopardize the safety of the individual, the clinical agency, and the community and prohibits academic integrity. The use of drugs or alcohol prior to or during any activities pertaining to the program is strictly prohibited. If a student is suspected of alcohol or drug use, the nursing faculty member is required to remove the student from class or clinical practice, discuss the suspicion, suggest drug/alcohol screening, and refer for appropriate counseling. If the student is in the clinical setting when the suspected violation occurs, the faculty member has the responsibility of utilizing the clinical agency's policy regarding suspicion of impairment. Readmission to class and/or clinical practice is at the discretion of the faculty and is based on individual circumstances. The nursing faculty will determine if the student should be readmitted within 3 working days. The Nursing Program's primary responsibility is to assure a safe environment for clients and students. Sanctions for violations include expulsion, suspension, disciplinary reprimand, restitution, mandatory drug testing, and restrictions of further use of College facilities. Faculty will report the incident to the Director of Health Services and complete an incident report.
- 5. Personal Health**
 - a) **Health Insurance-** Medical/health care coverage is the responsibility of the student. Students must provide documentation of their own health insurance and must meet any financial obligations not covered by their insurance policy incurred while participating in the nursing program. Documentation of health insurance must be provided to the Student Health Center in Andre Hall and the nursing administrative assistant to receive clearance for clinical practice. Health care insurance is available through the Dean of Students Office during specific enrollment periods.
 - b) **Physical Examinations and Health Clearances -** Annual physical examinations are required for admission to clinical courses. Students who are not cleared by the screening company prior to the beginning of the clinical practicum course will be administratively withdrawn from the course. (See Essential Functions p 17)
 - c) **Hepatitis B Vaccine-** Students will not be permitted to attend clinical/functional practice experiences unless they have received the Hepatitis B vaccination or have signed a waiver refusing the vaccination. Documentation of Hepatitis B Education must also be provided. This policy is mandated by OSHA regulations effective August 1992. Waiver forms are available at the Student Health Center.
 - d) **Change in health condition (e.g. pregnancy, or other significant change in health condition such as immunocompromised).** Any student who experiences a significant change in health condition is responsible for informing the Director of Student Health

Services at King's College located in the Andre Bldg – ext 5852 according to the student clinical health clearance form. Clinical faculty should also be notified. The center is staffed by an RN during the fall and spring semesters, Monday through Friday from 8:30-4:30. Referral to a consulting physician is made when necessary. Students are responsible for using safe practices and current standards of care to protect themselves from potentially hazardous situations while in clinical/functional practice sites.

6. **Cardiopulmonary Resuscitation (CPR) Certification-** American Heart Association or American Red Cross health care provider CPR certification for adult, child, and infant is required prior to enrolling in any clinical nursing course. Students will not be permitted to attend clinical practice without a valid, current CPR certification on file in the Nursing Program Office. CPR instruction must be obtained by the student. Documentation of CPR certification must be on file in the nursing department before the beginning of the semester of the clinical/functional practice course. Students who do not meet this requirement will be administratively withdrawn from the course and delay progression in the program.
7. **Clinical Hours and Schedules-** Students in clinical settings are required to submit a calendar of monthly clinical dates and times to the course faculty and the preceptor. With the exception of the first month in the practice setting, the calendar must be received by the faculty and preceptor at least 4 weeks prior to the month in which the practice will take place. All students will electronically document the dates, hours, and types of experiences completed in the practice site. Accurate clinical tracking records must be received by clinical faculty before a grade is released for the course. Students are required to notify preceptors and clinical faculty of cancellation of scheduled clinical days and times. Students must also provide preceptors with a telephone number where the student can be reached in the event that the preceptor must cancel a clinical experience day. In the event of a preceptor cancellation, it is the student's responsibility to notify the clinical faculty.
8. **Clinical Attire-** Students are required to be attired appropriately for clinical practice settings. Student attire should be consistent with that of other professionals in the setting. A lab coat, if appropriate to the setting, is suggested.
9. **HIPPA Compliance-** All students must provide a copy of their HIPAA compliance status from their place of employment, or take the HIPAA module offered by Castle Branch for a fee of \$15.00. These requirements must be met before students can begin NSG 410. The HIPAA Compliance Form is available for downloading on the RN to BS in Nursing Sharepoint page. Training must be completed prior to any clinical placement.

Students should be aware that clinical sites may require additional training at selected sites. Additional time may need to be scheduled by the student to complete facility training. This training time should not be counted as part of clinical practice hours.

10. **Immunizations-** Student health forms will be submitted to the Student Health Center. Students are required to sign a waiver to allow the Nursing Program to track immunizations, titers, and Mantoux testing.

Immunization Policy

The King's College Nursing Program requires that all students maintain immunizations as recommended by the CDC for health care providers. Please refer to <http://www.immunize.org/catg.d/p2017.pdf>. Therefore, all King's Nursing students must have proof of immunization to the following vaccine preventable illnesses on record at the King's College Student Health Center prior to admission to any clinical course work.

Recommendations in Brief

Hepatitis B

- Give 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). Give IM. Obtain anti-HBs serologic testing 1-2 months after dose #3.

Influenza

- Give 1 dose of influenza vaccine annually. Give inactivated injectable influenza vaccine intramuscularly or live attenuated influenza vaccine (LAIV) intranasally.

MMR

- For healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart. For HCP born prior to 1957, see below. Give SC.

Varicella

- For HCP who have no serologic proof of immunity, prior vaccination, or history of varicella disease (chickenpox), give 2 doses of varicella vaccine, 4 weeks apart. Give SC.

Tetanus, Diphtheria, Pertussis

- Give a one-time dose of Tdap as soon as feasible to all HCP who have not received Tdap previously and to pregnant HCP with each pregnancy. Give Td boosters every 10 years thereafter. Give IM.

Meningococcal

- Give 1 dose to microbiologists who are routinely exposed to isolates of *N. meningitides*. Give IM or SC.

Hepatitis A, typhoid, and polio vaccines are not routinely recommended for HCP who may have on-the-job exposure to fecal material.

www.immunize.org/catg.d/p2017.pdf Item #P2017 (2/16)

For additional specific ACIP recommendations, refer to the official ACIP statements published in MMWR. To obtain copies, visit CDC's website at www.cdc.gov/vaccines/hcp/acip-recs/index.html ; or visit the Immunization Action Coalition (IAC) website at www.immunize.org/acip.

Though not an immunization, students must have a Two-Step PPD (with negative results) within the last year. This documentation OR a negative chest x-ray must be supplied to the Student Health Center.

Although the Meningococcal (meningitis) vaccine is not required by the Nursing Program, it is required by the Commonwealth of Pennsylvania for students living in college-owned and operated residence halls. Therefore, students must either provide written documentation of Meningococcal immunization or sign a waiver to indicate they have been informed about this

disease and vaccine and have chosen not to be immunized if they are living on campus. This form is provided by the Student Health Center. Otherwise, the Meningococcal vaccine is only for those that are routinely exposed to isolates of N. Meningitis.

Facilities and hospitals often require additional immunizations and titers which students must obtain prior to starting rotations at those sites. Information regarding these additional requirements will be given to students prior to starting rotations.

Failure to comply with the Immunization Policy for the Nursing Program or any additional immunizations and titers for clinical rotations will result in the inability to enter, continue with, or complete the program. All costs incurred in complying with this policy are the responsibility of the student.

*Policy is subject to change at any time in order to comply with King's College, Governmental, or Hospital policies. The King's College Department of Nursing will make every attempt to notify its students of these changes in a timely manner.

Academic Advisement

Students are required to schedule a meeting or make direct contact via phone or e-mail with their faculty advisors **at least once each semester**. This normally occurs during registration periods for the fall and spring semesters. **Faculty will not approve access to registration for students who do not complete an advising appointment.** Nursing students who are experiencing academic difficulty should meet with their advisor more frequently. The faculty member will assist students in planning their academic schedule each semester. *Faculty serves in an advisory role only. Students maintain responsibility for meeting all program requirements and adherence to policies.* (See King's Student Handbook for more detail)

Academic Difficulty

King's College and the Nursing Program have policies in place to address the student who is experiencing academic difficulties. The following represents a guideline for the student. It is the goal of each of these services to assist the student in mastering effective learning strategies that will contribute to their academic success at King's College. (See King's Student Handbook for more detail)

As soon as any academic problem is identified, the student should meet with the course faculty. Delay in doing so tends to be detrimental to the student and their academic performance overall. Generally, problems can be solved at the instructor level. In the event that further action is necessary, the student should seek advice by following the sequence below:

1. Meet with their Academic Advisor
2. Meet with the Program Director
3. Meet with Chairperson of the Department
4. If not resolved, the issue will be referred to the appropriate College Officer.

Please keep in mind that under all circumstances, it is the student's responsibility to notify their advisor of any academic problems and initiate the procedures to obtain academic assistance.

Academic Skills Center

Located in the lobby area of the Mulligan Physical Science Center, the Academic Skills Center (570-208-5800) is a coordinated program of learning assistance services that aides the student in areas including peer tutoring, writing assistance, and development in learning and study skills.

THE AMERICAN DISABILITIES ACT POLICY

The purpose is to maintain compliance with Title III of the Federal Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, this document presents a list of essential functions for students in the nursing major at King's College.

6. Essential Functions are defined as those skills and abilities that all nursing students must have the capacity to master with or without reasonable accommodations.
7. Policy: To ensure that a student with impaired physical, intellectual or emotional functions does not place faculty, colleagues and patients in jeopardy, a nursing major at King's College must be able to:
 - a) Accurately hear, touch, see, smell and distinguish colors;
 - b) Write and speak with accuracy and efficiency;
 - c) Demonstrate manual dexterity in gross and fine movements;
 - d) Learn, think, critically analyze, assess, solve problems, and reach judgments;
 - e) Demonstrate emotional stability and the ability to accept responsibility and accountability. If any or all of these skills and professional behavior cannot be achieved by the student, either unassisted or with the dependable use of assistance devices, the faculty reserves the right to dismiss the student from clinical courses and the nursing program.

Students with Disabilities:

- The goal of disability services is to maximize a student's educational potential while aiding the student to develop and maintain independence.
- Students with disabilities are eligible for and are encouraged to obtain a pre-admission interview with disability services.
- We recommend early identification of any disability with both disability services and the Nursing Program so reasonable accommodations can be made in advance.
- Students requesting accommodations should contact the Academic Skills Center at King's College to help with accommodations that they may need. Disability Services are available to members of the King's College Community who require assistance in areas including but not limited to learning disabilities, or those with mobility, orthopedic, hearing, vision, or speech impairments. Individuals with temporary disabilities are also eligible for services. Reasonable accommodations will be offered to those individuals with documentation of their disability from the appropriate certifying professional.
- Documentation is required for the following areas: (1) qualifications of the evaluator; (2) recency of documentation; (3) appropriate clinical documentation to substantiate the disability; and (4) evidence to establish a rationale supporting the need for accommodations. The goal of Disability Services is to maximize a student's educational potential while aiding the student to develop and maintain independence. Students must meet the technical standards of the King's College Nursing Program in order to remain in the program. (See King's Student Handbook for more detail)

XXIV. Injury and/or Illness during Clinical Practice

In case of illness and/or injury during clinical experiences, the preceptor, clinical faculty, nursing department chairperson, and the college's Student Health Center must be notified. It will be the responsibility of the clinical faculty to notify the chairperson. The student will follow the clinical agency's protocol regarding health services and care. Students will be billed for services rendered in agency emergency departments.

Student Recognition

XX. Sigma Theta Tau, The International Honor Society of Nursing

Sigma Theta Tau is a prestigious organization of nurse leaders, scholars and researchers. Membership in the society is awarded to bachelor's, masters and doctoral nursing candidates who achieve high scholastic averages, and to graduates of nursing programs who have made outstanding contributions to nursing. King's students will be joining the Theta Phi Chapter of Sigma Theta Tau which is located at Misericordia University. The student must have at least a 3.5 grade point average on a 4.0 scale and have completed $\frac{1}{4}$ of the program of studies to qualify for membership. The student must also demonstrate leadership in nursing at King's College and in the community. Sigma Theta Tau International encourages and actively supports further professional development and promotes nursing scholarship, leadership, creativity and commitment to nursing among its members.

APPENDIX A

PROGRAM PHILOSOPHY AND OUTCOMES

Philosophy

In preparing Baccalaureate educated nurses, the Nursing Program shares the mission and vision of King's College and embraces the values of academic excellence, creative pedagogy, engaged mentorship, co-curricular participation and a collaborative spirit. The nursing program pursues the values and beliefs of nursing as a humanistic service which continues to embody the role of the professional nurse as a future leader utilizing evidence-based decision making while adapting to healthcare changes in a multicultural and global society.

Undergraduate education in nursing is built on a strong core of general education requirements, principles of leadership and health care technology. The undergraduate program prepares nurse generalists who are critical thinkers, capable of using nursing research and understanding ethical and legal responsibilities in a variety of practice settings. Faculty members believe that professional nursing is committed to making quality health care available and accessible to all. Teaching and learning are a collaborative process in which a student assumes progressive responsibility for learning. Students are prepared for graduate study in nursing.

Learning Outcomes:

Successful completion of the program will enable a degree earner to:

- Incorporate science and theoretical knowledge from the liberal arts and basic sciences to promote health, disease prevention and illness/disease management for the welfare of others.
- Utilize an evidence-based approach in the delivery of health care and evaluation of healthcare policies to a diverse community within the global society.
- Use critical thinking skills, nursing process and collaboration with other disciplines to design, provide, manage, and coordinate quality nursing care.
- Participate with patients and interdisciplinary team members to improve quality patient care and culturally competent healthcare across the lifespan.
- Incorporate knowledge of leadership management principles in professional role development.
- Provide safe nursing care to patients in a variety of healthcare environments by demonstrating respect for patient rights, professionalism, and ethical decision-making.
- Demonstrate information literacy and utilization of healthcare technologies used to support the delivery of competent healthcare outcomes.

APPENDIX B

Nursing Program Voluntary Withdrawal

Student: _____ Date: _____
(Please print)

Classification:

_____ Freshman _____ Sophomore _____ Junior _____ Senior

RN to BS in Nursing (# of credits) _____

This form specifies my intent to voluntarily withdraw from the Nursing Program at King's College. I understand that if I am also withdrawing from the college I must also follow all procedures listed in the current King's College Undergraduate Catalog.

I understand that by withdrawing from the Nursing Program, in accordance with the Nursing Department Student Withdrawal Policy, I will be granted a **one-year period** in which I can return without formal application. I understand this only applies if I leave the program in good academic standing and if the Nursing Program Voluntary Withdrawal Form has been filed in accordance with the requirements of the Student Withdrawal Policy. I further realize that if program requirements change (including but not limited to curriculum, admission and retention) during the time of my hiatus, I must comply with the requirements effective at the time of my return. If I attempt to re-enter the nursing program at a time after the one-year period has elapsed, I must make application through the Admissions Office, and that re-admission is not guaranteed. The anticipated semester of return should be provided below, although lack of this information will not prohibit readmission during the one-year timeframe.

_____ Anticipated date of return *or* _____ No plans to return at this time

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Department Chair: _____

Date: _____

cc: Registrar
Academic Advisor
Student

APPENDIX C

Code of Ethics for Nurses

The American Nurses' Association: Code of Ethics for Nurses (2015) provides the nursing student with a guide for conduct and relationships in carrying out responsibilities consistent with the ethical obligations of the profession. The provisions in this document can be reviewed at:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

APPENDIX D

PLAGIARISM*

Plagiarism is stealing someone else's idea and passing it off as your own. When you write a college paper, your instructor always considers an idea that is not footnoted to be your own. If you use another person's idea without giving credit, you are cheating as seriously as if you had copied answers from someone else's exam. (See King's Student Handbook for more detail)

APPENDIX E

RN to BS in Nursing Program Faculty
Academic Year 2018 -2019

Faculty: Cynthia Glawe Mailloux PhD, RN, CNE
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Telephone: 570-208-5900 ext 5210
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