

**CLARION UNIVERSITY OF PENNSYLVANIA  
SCHOOL OF HEALTH SCIENCES**

**DEPARTMENT OF NURSING**

**BACHELOR OF SCIENCE IN NURSING  
PROGRAM**

**STUDENT HANDBOOK  
2015-2016**

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

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

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### **ANA Standards of Professional Performance**

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

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

The Clarion University Bachelor of Science in Nursing (BSN) program subscribes to the American Nurses Association Standard of Professional Performance (Appendix A)

### **Sigma Theta Tau - International Honor Society of Nursing**

The Mu Xi Chapter of Sigma Theta Tau was founded at Clarion in 1990. Sigma Theta Tau International is committed to fostering excellence, scholarship and leadership in nursing to improve health care worldwide. The society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest nursing care knowledge.

Junior and Senior BSN students and community leaders may be invited to join the Mu Xi Chapter yearly. Information regarding induction procedures and candidate qualifications are available from the Mu Xi Counselor in the Department of Nursing, Clarion University (Appendix B).

## **MISSION, VISION, PURPOSE, CORE VALUES AND PROGRAM OUTCOMES**

### **Mission of Clarion University and the Department of Nursing**

The mission of Clarion University is to provide transformative, lifelong learning opportunities through innovative, nationally recognized programs delivered in inclusive, student-centered



environments. Consistently, the mission of the Clarion University Department of Nursing is to provide a quality education in nursing across the collegiate continuum that is affordable, accessible, and responsive to the changing healthcare landscape.

### **Bachelor of Science in Nursing Program Description**

The Bachelor of Science in Nursing (BSN) program is located on the Clarion Campus of Clarion University. The four-year program offers a foundation in science, humanities, and related professional disciplines. The comprehensive and intensive nursing curriculum integrates theory with clinical coursework. The BSN program prepares professional nurses to deliver client-centered care and to assume a leadership role in a variety of healthcare environments. Nursing courses and clinical laboratory experiences begin in the first semester of the freshman year. High impact clinical immersion experiences culminate with capstone courses and precepted experiences during the senior year. Upon completion of the BSN program, the graduate will be eligible to take the national licensure examination.

### **Bachelor of Science in Nursing Program Purpose**

The Bachelor of Science in Nursing (BSN) program is designed “to prepare students to enter the profession as generalist nurses delivering comprehensive nursing care in a variety of settings, assuming leadership roles in healthcare, and collaborating with other health care professionals” The role of the professional nurse is to provide direct and indirect care to diverse individuals, families, and communities through evidence-based practice that is safe and competent. Professional nurses must demonstrate the ability to apply clinical thinking skills, exhibit effective communication skills, and provide leadership in initiating change in the delivery of care within the healthcare system.

### **BSN Vision Statement**

The BSN programs will promote excellence in nursing enabling graduates to practice professional nursing care, assume leadership roles, collaborate with other health care professionals and promote health in a rapidly changing health care environment

### **Core Values:**

**Excellence:** Excellence in nursing embodies the commitment to the high standards of professional practice in the delivery of health care and advocacy for all individuals, families, and communities.

**Culture of diversity:** A culture of diversity is an environment that values the uniqueness of each individual and embraces acceptance and mutual respect. This environment promotes an on-going debate and dialog based on these differences.

**Integrity:** Integrity is a belief system that manifests as an uncompromising adherence to moral and ethical principles in all aspects of one's life. It is demonstrated in professional nursing practice by respecting the dignity and wholeness of every person without conditions or



limitations.

**Collaboration:** Collaboration is the process of professional nurses, multidisciplinary team members, and individuals, families, and communities working together to develop and implement strategies that promote health. Collaboration in nursing education is the joint effort of faculty and students to contribute to the development of nursing knowledge.

**Patient-centeredness:** Patient-centeredness describes a partnership between nurses and patients to ensure that healthcare decisions respect patients' wants, needs, and preferences. This enables patients through the nurse's actions and support to make decisions and participate in their care to the best of their ability.

### **BSN Threads:**

**Evidence-based practice:** is an ongoing process in which evidence, nursing theory, and the nurse's clinical expertise are critically evaluated and considered, in conjunction with patient involvement, to provide delivery of optimum nursing care for the individual.

- Scott, K., & McSherry, R. (2009). Evidenced based nursing: Clarifying the concepts for nurses in practice. *Journal of Clinical Nursing*, 18, 1085-95.

**Leadership** includes the skills required to inspire and motivate others to achieve outcomes. Nurses develop their leadership capacity through helping others grow by responding to needs and by empowering individuals, families, and communities. Nurse leaders practice collaboration within a multidisciplinary environment to improve health care.

- Curtis, E. A., de Vries, J., & Sherrin, F. K. (2011). Developing leadership in nursing: Exploring core factors. *British Journal of Nursing*, 20, 306-30

**Communication** is the active process of exchanging information between individuals using written, verbal, nonverbal, and listening skills. To be effective in improving health outcomes, a nurse must be cognizant of the components of health literacy and changes in technology impacting communication, while working in a multicultural environment. Understanding in communication is achieved when individuals express their knowledge, opinions, and concerns.

**Clinical thinking** describes the higher level thinking skills practiced by the professional nurse demonstrated through the nursing process. Clinical thinking skills evolve over time from decision-making and critical thinking skills to a complex reasoning process necessary for the synthesis of knowledge required for clinical judgments. The nurse's clinical judgment ensures a safe health care environment and forms the basis for delegation practices.

**Professionalism** is demonstrated through the personal growth of the nurse integrating responsibility, accountability, advocacy, and autonomy into nursing practice. Professionalism fosters lifelong learning, global citizenship, and the innovative spirit that is the foundation of the caring nature of nursing.



**Health Promotion** is the process of empowering people to improve their health and well-being by providing health information and increasing awareness with the intent of improving health outcomes and decreasing health consequences. Health Promotion in nursing consists of efforts to change behaviors, methods to promote healthy lives, and strategies to prevent illnesses or accidents.

### **Program Outcomes**

The Clarion University of Pennsylvania BSN program prepares the graduate to:

1. Integrate scholarly inquiry, research, and theory into evidence-based nursing practice
2. Promote health and well-being for individuals, families, and communities including vulnerable and diverse populations
3. Provide leadership to initiate change within communities, the profession of nursing, and the healthcare delivery system
4. Apply clinical thinking skills to professional nursing practice
5. Communicate effectively with others in a variety of settings
6. Demonstrate professionalism in nursing practice

## **ADMISSION**

### **Admission Requirements**

#### ***Admission to Clarion University:***

Six general categories are considered for admissions to Clarion University:

1. Strength of curriculum
2. High school class rank
3. Grade-point average
4. High school profile
5. SAT or ACT test score
6. Recommendations

Applicants must be graduates of an approved secondary school or hold a General Education Development (GED) high school equivalency diploma issued by the Pennsylvania (or associated state) Department of Education. Home-schooled applicants must be a graduate of a Department of Education-approved home-school association program.

#### ***Admission to the BSN program:***

For admission to the BSN program, applicants must meet or exceed the Clarion University admission criteria related to high school, class rank (top 30%), SAT 950 or higher (math and reading – 1000 preferred), ACT (21 or higher) scores, and college/university grades. In addition



to the University admission requirements, applicants to the BSN program will also be expected to meet these specific requirements:

- College Board scores, verbal and math, of at least 950 (1000 preferred)
- High school or college GPA of at least 2.75 on a 4.0 scale, 3.0 preferred
- Four units of high school English
- Three units of high school social studies
- Two units of high school science: one year of chemistry with a grade of “C” or better and one year of biology with a grade of “C” or better within five years of date of entry. Science courses require a laboratory component
- Two units of high school mathematics (one must be algebra with a grade of “C” or better and one course may be algebra II, trigonometry, geometry, or calculus). These courses must have been taken within five years of date of entry

Candidates who do not meet all the high school requirements listed above must take college level courses to meet the requirement(s). The following Clarion University courses or acceptable transfer courses from other colleges/universities or College Level Examination Program (CLEP) provide acceptable substitutions for the high school requirements.

- Biology requirement: BIOL 111 or similar Basic Biology Course
- Chemistry requirement: PHSC 111 or similar General Chemistry Course
- Mathematics requirement: Students may be placed into a college level mathematics course by the Mathematics Department or be required to take the university mathematics placement test. Examination or placement will determine the need to complete MATH 050 - Basic Algebra

College credits for biology, chemistry and math are acceptable only if earned within ten (10) years of admission. Biology and Chemistry courses must have a laboratory component. A grade of “C” or better must have been achieved.

### **Advanced Placement for Licensed Practical Nurses**

In addition to meeting criteria for admission to the University and the BSN program, LPN’s may qualify for advanced placement. Advanced placement may be granted to Licensed Practical Nurses based on the Pennsylvania Articulation Model. The model provides education progression for Licensed Practical Nurses from state approved and ACEN accredited schools to progress to the next educational program without repetition. Up to three life experience credits may be granted for NURS 150 and NURS 152. The following criteria apply to applicants seeking Advanced Placement:

1. Applicants who have graduated from an accredited program must meet the following requirements:
  - a. A “C” average or higher upon graduation from Licensed Practical Nursing Program. An official transcript must be provided as evidence.



- b. Letter of reference from director of program addressing applicant's ability to successfully complete an RN program (if applicant has graduated within five years).
  - c. Letter from employer/employers reporting verification of hours worked.
  - d. Must provide copy of LPN licensure.
- 2. Applicants who have not worked 1,000 hours within the past three (3) years, or have not graduated from an accredited program DO NOT qualify for advanced placement.
- 3. Applicants who have graduated or will graduate from an accredited program and have not passed NCLEX-PN and/or completed the preadmission requirements may be admitted as Pre-nursing students, and will be considered for admission based on routine admission procedures.
- 4. To be considered for advanced placement, ALL LPNs must take the NLN Foundations of Nursing Challenge exam by **May 31** of the year seeking admission and **MUST** score 70% or higher.

**Any applicant NOT meeting ALL of the above criteria will not qualify for advanced placement.**

### **Application Procedure**

Application procedure for the BSN program includes the following:

- 1. Completion of a university application or a Change of Status Form by the designated date.

#### **Currently Enrolled Students at Clarion:**

Students who are currently enrolled in the university and taking credits **must** submit a Change of Status Form to the Department of Nursing **by** August 1. Change of Status form is available on line at [Change of Status Form](#).

Complete form, print and submit to the Department of Nursing. Hard copy forms are also available at the Department office.

#### **Previously Enrolled Students:**

Former students, who have accumulated credits at Clarion University, **must** apply for readmission to the university and then **must** submit a Change of Status Form to the Department of Nursing by August 1.

Change of Status form is available on line at: <http://www.clarion.edu/academics/registrars-office/documents-and-forms/change-of-status-form.pdf>

Complete form, print and submit to the Department of Nursing. Hard copy forms are also available at the Department of Nursing office. All additional post secondary school, and college/university transcripts must be forwarded to the Admissions Office.



**New Students:**

First Time in College Students or students not attending classes at Clarion University must submit an application for admission to Clarion University by August 1. The application **must** include Nursing major and BSN degree.

University Application Form may be obtained on line at: [University Application Form](#). A hard copy application is available at University Admission Offices (Clarion and Venango Campuses) or the Department of Nursing. The Application Form must be completed and sent with the **non-refundable** application fee to the Admissions Office, Clarion University, Becht Hall, Clarion, PA 16214. Official high school, post-secondary school, and college/university transcripts must also be forwarded to the Admissions Office.

2. Submit official transcripts from all previously attended high schools, colleges and/or universities, including practical nursing programs, to the admission office, Becht Hall, Clarion, PA 16124 by August 1.
3. Licensed Practical Nurses who have been admitted to the BSN program may be eligible to apply for advanced placement. See the Advanced Placement for Licensed Practical Nurses Policy in this handbook.

**Transfer**

1. The transfer policy for nursing students is consistent with that of Clarion University of Pennsylvania, as published in the Clarion University Undergraduate Catalog.
2. The procedure for transferring from another college or university to the BSN Program is:

- a. Application must be made directly to:

Office of Admissions  
Clarion University of Pennsylvania  
Becht Hall  
Clarion, PA 16214

- b. Official transcript of credits and certificates of honorable dismissal must accompany the application for admission. A grade of “C” or better is required on all credits transferred. Transfer courses must be comparable with those offered at Clarion University.
3. Nursing credits are transferable if they are deemed comparable by Department of Nursing faculty and chair.
4. Transfer applicants shall have met all admission requirements as listed in this Handbook and are evaluated according to the following criteria:



- a. Scholastic aptitude.
- b. Educational transcript.
- c. Educational reference: Letter of reference from director of previous program(s) addressing applicant's ability to complete a RN program. The letter must be on official school letter head and mailed directly to:

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

- d. NLN Acceleration Challenge Exam. (Individuals who have completed a nursing course(s) more than 2 years prior to application must take the NLN Acceleration Challenge Exam and achieve a satisfactory score [70%] for transfer of nursing credits.)

**All student applications** are reviewed by the admissions committee of the Department of Nursing. Applicants are evaluated on having met the pre-requisite courses, SAT/ACT scores (SAT of at least 950, 1000 preferred), GPA (a minimum of 2.75 is required).

### **Clearances**

Due to mandated regulations, various health care agencies, organizations, and community agencies require verification of criminal clearance of individuals working in these settings. Since the Department of Nursing utilizes numerous agencies with this requirement, all Clarion University nursing students must file a "Request for Criminal Record Check" (Act 34) with the Pennsylvania State Police, and a "Child Abuse History Clearance" (Act 33) with the Department of Public Welfare. All students will be required to have a FBI background clearance which includes fingerprinting. All clearances must be obtained within the six month period **prior to the start of NURS 402 and clinical courses.**

Application forms and detailed instructions are included with the admission packet and are available from the secretary in the Department of Nursing at Clarion and/or Venango Campuses. Applications for clearances can also be found on the following websites: [www.fbi.gov](http://www.fbi.gov) and <http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/>

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



## **Felony Statement**

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

Some felony and/or misdemeanor convictions are considered prohibitive offenses and prevent the student from participating in certain clinical experiences and/or agencies, which may result in inability to successfully complete a course(s). For more information contact the nursing department or: [www.aging.state.pa.us/psolinettraining/cwp/view](http://www.aging.state.pa.us/psolinettraining/cwp/view)

## **CPR Certification**

All nursing students are required to maintain certification in healthcare provider cardiopulmonary resuscitation (CPR) prior to beginning NURS 402 and Senior year clinical experiences. Students must be certified in adult, infant, and child CPR as well as the use of the AED. Students will not be permitted to engage in clinical practice without proof of current CPR certification.

## **Health Requirements**

Students enrolled in the BSN Program are required to undergo a physical examination within six months prior to entering the senior year. The physical exam must be documented on the Clarion University Department of Nursing physical examination form and signed and dated by a medical doctor, doctor of osteopathy, certified registered nurse practitioner, or a physician's assistant. The physical examination includes a record of immunity to **tetanus, rubeola** (red measles), **mumps, rubella** (German or three day measles) and **varicella** (chicken pox). It also includes proof of freedom from **active tuberculosis**. Additionally, students must either show proof of immunity to **Hepatitis B** or sign a statement acknowledging the risks of contracting this disease. **The Department of Nursing highly recommends that students receive the Hepatitis B vaccine.** Testing for tuberculosis is required prior to admission and must be repeated before beginning each fall semester of the BSN program.

**Annual influenza vaccinations** are also required prior to October 31<sup>st</sup> of the senior year. Students not receiving a flu shot prior to October 31<sup>st</sup> must follow the guidelines of the clinical site which may include being required to wear a mask when coming within 6 feet of any patient.

Students have an ethical duty to report any health condition that would pose a risk to their patients or interfere with the performance of their duties. Both the student and the examining health care provider must initial a set of Program Performance Standards, indicating that there is no apparent reason why the student would be unable to perform the duties of a nursing student without risk to the student, patients, peers, or others in the health care setting.



### **Clinical Rotations**

Clinical assignments are made by the faculty. During the senior year of the BSN program, students will rotate between several agencies; Students must be available for variations in length (6 to 12 hours) and times (morning, afternoon, evening) and days (Mondays-Fridays, weekends) of clinical experiences. During the preceptorship, students will follow the work schedule of the assigned preceptor.

### **Transportation**

Students assume all responsibilities for transportation to and from the clinical agency where they are assigned. Most clinical agencies are within a 50-mile radius of the Clarion Campus. Reliable transportation is necessary as “car-pooling” is not always an option.

## **ACADEMIC POLICIES**

### **Requirements for Graduation**

To receive a BSN Degree from Clarion University of Pennsylvania the student must meet the following requirements:

1. Complete the BSN curriculum.
2. Complete all nursing course requirements within six calendar years of formal admission to the program.
3. Attain a cumulative quality point average of 3.0 on a 4.00 scale in the major.
4. Students must attain at least a C in all math and science courses and English 111.
5. Attain an overall cumulative quality point average of 2.75 on a 4.00 scale.

### **Academic/Clinical Grading and Satisfactory Progress**

#### **Grading Policy**

The academic requirements for the BSN Program are higher than the university at large and the *student must earn grades of at least “B” in nursing courses.*

Nursing as a practice discipline involves theoretical and clinical components. Students are graded in the BSN Program according to the following scale:

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



## **Clinical Evaluation**

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

Students are required to pass a clinical skills evaluation prior to entering the clinical courses in the senior year.

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

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

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

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

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

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

NOTE: During all clinical rotations, students are expected to evaluate themselves (mid-term and final). This self-perception of progress is reviewed with the faculty in light of the faculty's



evaluation and differences are discussed. Students are encouraged to comment in writing on their evaluation.

**ANY** disagreements between students and faculty on student rights and/or academic complaints against faculty members **MUST** be dealt with as described in the Clarion University on line [Student Rights Handbook](#)

### **Administration of Medications**

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

### **Retention/Progression**

The retention/progression policy for the Clarion University BSN program is consistent with that of other four year programs in the university. The BSN courses are sequential and must be taken in order.

All theory and clinical laboratory courses are graded on the conventional, “A, B, C, D, F” scale according to the nursing department’s grading scale. Students must attain a “B” in nursing courses to progress in the program. Students must pass both the theory and corresponding clinical laboratory course to successfully progress in the program. If a student is unsuccessful in the theory or laboratory portion of the course, the student must repeat both theory and the corresponding laboratory course. Clinical courses are graded “pass/fail”. Students are evaluated according to behavioral criteria based on the program and course objectives which must be met in order to receive a passing grade in clinical.

All students must maintain an overall quality point average (QPA) of 2.5 on a 4.0 scale to remain in good standing.



All students must also achieve a minimum grade of “C” or better in BIOL 251/261 and BIOL 252/262 in order to progress and “C” or better in ENG 111 and the required MATH in order to graduate.

Students must complete the BSN program within six (6) calendar years of formal admission to the program. A student needing additional time, must submit a written request for extension to the chair of the nursing department.

A student who does not meet the above standards is dismissed from the BSN program and should refer to the BSN Dismissal and Readmission Policies.

### **Retention/Progression Procedure:**

Purpose: To intervene with students having academic and/or clinical difficulty.

Goal: To increase student academic and clinical success.

Procedure:

1. Faculty will review the retention algorithm/learning contract with students at the beginning of each nursing course. (See appendix)
2. The student will sign and date the algorithm/learning contract. A signed copy will be returned to the appropriate faculty.
3. The student will be provided with a reference copy of the algorithm/learning contract in each theory course.
4. Students doing well (>84% on tests and “satisfactory” in clinical) will be monitored according to the algorithm/learning contract.
5. Students obtaining less than a “B” (<84%) on any test in a nursing course must make an appointment to meet with the appropriate faculty within one week to initiate a learning contract and/or referral for assistance. A copy of the contract will be given to the student. The original will be maintained by the instructor.
6. Students obtaining a “needs improvement” or an “unsatisfactory” on anecdotal/midterm clinical evaluations must make an appointment to meet with the appropriate faculty within one week to initiate a retention algorithm/ learning contract. A copy of the contract will be given to the student. The original will be maintained by the instructor (See Appendix)
7. During each student-faculty meeting, the retention algorithm/learning contract will be dated and initialed by the student/faculty and notes made related to contract interventions.



8. The retention algorithm/learning contract will be utilized to evaluate student progress throughout the semester.
9. The completed retention algorithm/learning contract will be placed in the student file at the end of each semester.

### **Academic Dismissal**

A student will be dismissed from the BSN Program for any of the following reasons:

1. Failure to obtain a “B” in all BSN required nursing courses, and a “C” in BIOL 251/261 and 252/252, ENG 111, and required Math.
2. Failure to obtain a “P” (pass) in all BSN clinical courses.
3. Failure to attain a cumulative QPA of 2.5 on a 4.0 scale.
4. Failure to comply with BSN policies and procedures.
5. Serious misconduct or disciplinary involvement resulting in dismissal from the university (see Clarion University’s policy on dismissal from the university which can be found in the [Student Rights Handbook](#))

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

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

1. continue to take required general education courses and reapply to the BSN program.
2. remain at the university and pursue another course of study.
3. withdraw from the university.
4. appeal dismissal (See [Student Rights Handbook](#)).

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

### **Leave of Absence**

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



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

### **Readmission**

Students who have been dismissed or who have withdrawn from the BSN program for any reason (academic or leave of absence) may apply for readmission to the program. Only one (1) readmission to the BSN program is permitted.

1. Students must request readmission **in writing**, and address reason for the dismissal or withdrawal and if applicable, what the student has done or plans to do to improve academic performance. The letter must be sent to:

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

2. Requests for readmission to the fall semester of the next academic year **must** be received by the chairperson **no later than March 31**. Requests for readmission to the spring semester of the next academic year **must** be received by the chairperson **no later than September 30**.
3. After the written request is received, the student will meet with a faculty advisor to address reasons for dismissal or withdrawal, and if applicable, what the student has done or plans to do to improve academic performance (if applicable) and/or to meet the requirements of the program. In the case of a medical leave of absence the student must submit a new Core Performance Standards Agreement signed by the health care provider and the student,



along with a statement from the health care provider documenting resolution of the medical concerns.

4. For readmission, students must have a **QPA of 2.75** or better. For fall semester readmission the QPA requirement must be met by the end of Summer III session, for spring readmission the QPA requirement must be met by the end of the fall semester. The nursing department does not “round” QPAs.
5. Students who have been dismissed for academic reasons are **NOT guaranteed** readmission. Students are permitted only **one readmission** to the nursing program.
6. Students who have withdrawn for other than academic reasons, or who have been granted a leave of absence, must seek readmission within one year from the date of withdrawal and will be readmitted to the BSN program on a **space available basis**.
7. Students must apply for readmission within **one year** from the date of dismissal. Students who are not readmitted within the one-year period will be considered new applicants and must complete the admission process. Students are not guaranteed readmission. These applications will be considered along with all other eligible student applications.
8. Students who are readmitted after unsuccessful completion of nursing courses must also repeat any corresponding lab or clinical courses upon readmission to the program.
9. Readmission to the nursing program is based on the professional judgment of the nursing faculty and is contingent upon class size (**space available**). Faculty evaluate the student’s request for readmission and grant or deny the petition according to the student’s general academic history, nursing course grades, clinical evaluations, completion of required remediation, and potential for success.
10. Students will be notified in writing of the faculty decision regarding readmission.

### **Attendance**

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

Due to the nature of clinical laboratory sessions and clinical experiences, students are expected to attend all sessions, including pre- and post-conferences. If students are unable to attend



clinical or laboratory experiences they are expected to follow the policies provided by the faculty member teaching that course. An alternative experience will be provided.

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

Within the Department of Nursing, punctual attendance at class, clinical laboratory, and clinical is mandatory. If the student is unable to attend class, they must notify the Department of Nursing (814-393-1851) **prior** to the beginning of the class. (In the case of "off-campus" classes, the student must follow the procedure identified by the instructor.). If a student is unable to attend the clinical experience they are expected to notify the health care facility as directed by their instructor.

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

All unexcused absences will have the following penalties:

1. In Class: After missing two classes in any nursing course the student will receive a decrease of one percent of the final course grade for each additional absence.
2. Clinical Laboratory: After missing two classes in any nursing course the student will receive a decrease of one percent of the final course grade for each additional absence.
3. In Clinical: After missing 12 hours of clinical, the student will be unable to meet the course objectives and will receive an unsatisfactory for the clinical experience. The BSN faculty will review any additional absences and the student will be subject to disciplinary action that may include dismissal from the program.

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



## **Computer/Internet and Printing Capabilities**

BSN students are required to have computer access, printing capabilities and Internet access. The BSN student is referred to Computing Services web page: <http://www.clarion.edu/about-clarion/computing-services/> to learn about the computer services resources. BSN students are responsible for maintaining computer access and contacting support as needed to resolve any issues interfering with internet access. Important information about technology at Clarion University is found at: [Student Technology Orientation](#) website. The Student Technology Orientation website reviews computer requirements, software programs, computer services offered, FAQs, and where to go for help.

## **Use of Electronic Devices**

Use of all electronic devices for note taking and other documentation (i.e. ipads, laptops) in the classroom and clinical setting MUST receive approval of the faculty. The use of communication devices (i.e. cell phones, beepers, pagers, blackberries) are strictly forbidden during classroom and clinical experiences. Students must obtain permission of faculty to tape record any class. Tape recordings are for personal use only. The clinical faculty may approve specific electronic devices. The use of communication devices (i.e. cell phones, beepers, pagers, blackberries) are strictly forbidden during classroom and clinical experiences. The clinical faculty may approve specific electronic devices. Please advise those who may need to contact you in an emergency to call either the Department of Nursing (814- 393- 1851) or the clinical agency and ask for your instructor. Each faculty will provide specific information at the start of each course as to emergency notification. Any messages will be promptly delivered to you. Violation of this policy will result in disciplinary action and/or unsatisfactory clinical evaluation.

## **Exit Testing**

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

## **Test Scoring and Exam Review**

Testing may be administered via Scantron answer sheets or via Desire to Learn (D2L) platform.

Students are cautioned to mark the Scantron answer sheet carefully; any changed answers may result in a reading error and loss of that point. **NO** Scantron sheets will be returned to the students. Students are also encouraged to mark their answers on the exam itself as this is what will be used for review, however the answers on the Scantron sheets are what will be used to calculate the grade. Students are referred to the student handbook and course syllabi regarding rights and responsibilities relative to grading procedures.

### **Test Review**

The test review will be scheduled and conducted by the instructor for the course.



### **Acknowledgement of Handbook Policies**

Upon initial entrance (and readmission) into BSN program and each fall semester thereafter, students are required to read the BSN Handbook. All students are expected to follow the policies and procedures within the handbook. The BSN student Handbook is updated annually and is posted online ([BSN Handbook](#)). Students should seek clarification, if needed, before signing the acknowledgment. This signed document will be placed in the student's file. (see appendix D)

### **Communicating Policy Changes**

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

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

### **Student Records**

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

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

### **Maintenance of Records**

*\* specific to nursing; and differ from University Policy*

1. No record of information shall be made or retained unless there is demonstrable need for it which has a reasonably substantial relevance to the educational and related purposes of the university. *Nursing Student records shall be secured in a locked area.*



2. The categories, locations, and officials responsible for records maintenance are:
  - a. Academic Records–Registrar, 148 Becht Hall;
  - b. Student Discipline Records–Office of Judicial and Mediation Services, 212 Becht Hall;
  - c. Credential Records–Director of Career Services, 419 Becht Hall;
  - d. Financial Records–Director of Financial Aid, 114 Becht Hall; and
  - e. Student Accounts Records – Student Financial Services – 114 Becht Hall
  - f. *Current Nursing Student Records, Nursing Office, Clarion Campus*
  - g. *Nursing Student Health Forms, Nursing Office, Clarion Campus\**
3. *Nursing Student Health Forms are confidential in nature and cannot be released without student’s written permission. Nursing Student Health Forms will be kept for 5 years following exit from or completion of the program in accordance with PA Code for Nursing Programs.*
4. Students shall have the right to inspect their records, the release of which requires the student’s consent. The inspection or review of a record requires the student personally make such a request at the office in which the record is maintained by completing an Inspection-Request Form. *A student may only review his or her record in the presence of the Director, Chair, and/or Faculty member.\**
5. Every record containing information about a student’s character shall state when the information was acquired and the name and position of the person who gave it.
6. The right to inspect records does not include direct access to medical, psychiatric, or counseling records which are used solely in connection with treatment. (i.e. Nursing Health Forms)
7. For additional information relating to maintenance of Records and Release procedures, please refer to [Student Rights Handbook](#)

### **Transcripts**

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

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

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



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

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

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

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

Additional details on requesting an official transcript are available at Registrar's Web Page [Transcripts](#).

### **Academic Honesty**

The Department of Nursing's position on academic honesty is consistent with the *Academic Honesty Policy* (stated below) of Clarion University found in the on-line in the Undergraduate University Catalog: [Undergraduate University Catalog](#)

Students at Clarion University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, *Residence Hall Handbook*; *Student Rights, Regulations, and Procedures Online Handbook*, and other university documents. Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examinations, or other academic work, or without prior approval of the instructor, submitting work already done for another course.

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

1. **Plagiarism-**  
the use of another's words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another person and representing them as one's own-even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism even if the source is named.
2. **Collusion-**  
when specifically prohibited in advance by the instructor, collaborating with another



person in the preparation of notes, themes, reports, or other written work offered for credit.

3. **Cheating on an examination or quiz-**  
giving or receiving information or using prepared material on an examination or quiz.
4. **Falsification of data-**  
manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.

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

Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student in writing of the charge. Students have the right to appeal instructor decisions related to academic honesty either (1) through the Grade Appeal Process (see [Student Rights, Regulations, and Procedure Online handbook](#) ) or (2) directly to the university Conduct Board by contacting the Office of Judicial and Mediation Services. A student may not appeal through both procedures. Should a student appeal through the second option, the board will schedule a hearing at which the faculty member will explain the charge and resultant academic action; the student shall then have an opportunity to address the allegation. The decision of the Conduct Board shall be final.

Rather than imposing a lowered or failing grade on an assignment or for a course, an instructor may choose to report an allegation of academic dishonesty directly to the Office of Judicial & Mediation Services. This process automatically results in a formal hearing before the university Conduct Board. Should the board find the student in violation of the academic honesty policy, the student may appeal the decision and/or penalty to the university president. The decision of the president shall be final.

### **Student Responsibility for Academic Requirements**

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

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



major. If students change majors, they are responsible for the requirements of the major in effect when they officially change majors.

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

## **EXPENSES AND FINANCIAL AID**

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

### **Withdrawals**

#### ***Individual Course Withdrawal Policy***

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

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

#### ***Withdrawal from the University***

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

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

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

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



### **Refunds for withdrawals**

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

### **Financial Aid**

Admission to the BSN program does not include financial support. Information about financial assistance available to undergraduate students may be obtained by contacting the Financial Aid Office at Clarion University at 814-393-2315. Scholarship information is available through the Department of Nursing Office.

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

## **STUDENT LIFE**

### **Student Identification Cards**

Clarion University student identification cards are used to access meal plans, library services, and gain entrance to residence halls, campus activities, and the recreation center. Student IDs can also purchase goods and materials with Eagle Dollars. Residence Life Services, 218 Becht Hall, Clarion, PA 16214, 814-393-2352

It is the student's responsibility to ensure that the ID card remains in working condition. If the ID card is lost or damaged, it must be replaced by the student.

### **Student Employment**

If students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed. Student employment is only on a voluntary basis. Wages for employment shall be within the range of the salary scale for the position.

### **Student Housing**

Residence facilities are available on campus. More information is available at: [www.clarion.edu/student-life/living-at-clarion/campus-housing/](http://www.clarion.edu/student-life/living-at-clarion/campus-housing/) Or by contacting: Residence Life Services, 236 Egbert Hall, Clarion, PA 16214, 814-393-2352



## **Meals**

All students living on campus are required to have a meal plan. There are many dining options on the Clarion University campus. More information is available at: [Dining Options](#)

## **Recreational Facilities and Student Life**

All students have access to extensive recreational facilities and activities at Clarion University. The recreation center offers space for sports and exercise. Aerobics and group fitness activities are offered throughout the academic year. Students also have opportunities to participate in intramural activities. More information is available at: [Recreational Facilities and Student Life](#)

## **Health Care**

Keeling Health Center, accredited by the Accreditation Association for Ambulatory Health Centers (AAAHC), provides health services and wellness promotion to the student community of Clarion University. A highly-credentialed staff, including contracted physicians, certified registered nurse practitioners, and registered nurses certified in college health, provide specialized student health services. Operating hours are 8:30 a.m.-5 p.m., Monday-Friday. The Health Center is located in 256 Becht Hall. Evening, weekend, and emergency services are available from a variety of community providers including Clarion Hospital (814) 226-9500 One Hospital Drive, Clarion, PA 16214.

## **Counseling Services**

The Department of Counseling Services offers professional and confidential counseling for developmental, educational and career goals. Counseling creates an opportunity to address concerns about personal, social and emotional growth to enhance a successful university experience. Please contact: Center for Wellness: Counseling Services, 256 Becht Hall , (814) 393-2255.

## **Writing Center**

The writing center is available to assist students with the mechanics of collegiate writing. More information is available at: [Writing Center](#)

## **Health Insurance**

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



## **Liability Insurance**

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

Nurse Practice Acts place the burden of liability upon the individual nurse. In addition to moral and ethical accountability nurses must assume full legal responsibility for their nursing practice. For this reason, the Department of Nursing of Clarion University requires that each Bachelor of Science in Nursing student have liability insurance during their clinical experiences. It is the responsibility of the nursing student to obtain appropriate insurance coverage prior to NURS 402. Information regarding liability insurance for nursing students is obtained through the Department of Nursing.

## **Library Services**

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

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

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

## **Computer Access and Technology**

All students are provided with usernames and passwords to utilize the various computer services. In addition to the traditional forms of communication, nursing students will utilize university email, Desire 2Learn (D2L), and MyClarion. [Eagle Mail](#) is the Clarion University Student Email service. [Desire2Learn \(D2L\)](#) (D2L) learning management system is used for all online courses and the BSN program. [MyClarion](#) is the student information system for Clarion University. Students, faculty, and staff utilize MyClarion for registration, grades, financial aid, billing, and many other services. MyClarion is the official listing for your course schedule. Nursing students are expected to use the university e-communication systems when corresponding with nursing faculty, administration and staff.

## **Clinical Attire**

Prior to beginning the senior clinical experiences, each nursing student must purchase at least two complete uniforms and one matching jacket to be worn during clinical experiences in the



Bachelor of Science in Nursing Program at Clarion University of Pennsylvania. Uniforms are selected by the Department of Nursing. When the student purchases the uniform, he/she must also purchase three Clarion University of Pennsylvania “patches” which will be sewn onto the uniform by the company. Other uniform requirements include; white shoes (no open toes or clogs) and white or navy socks to be worn with uniform pants and flesh-colored hosiery with a uniform skirt.

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

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

## **Safety Procedures**

### **Blood borne pathogen precautions**

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

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

Education - Standard and transmission based precautions will be reviewed with students prior to clinical experiences. Students will also be apprised of the availability of current information via the CDC Hotline (1-800-342-AIDS) or via the web at [www.cdc.gov](http://www.cdc.gov).

### **Standard Precautions**

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

Blood and most body fluids whether or not they contain blood

Broken skin

Mucous membranes



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

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

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

*If airborne transmission:*

1. Place the patient in an isolation room that is not air-conditioned or where air is not circulated to the rest of the health facility. Make sure the room has a door that can be closed.
2. Wear a HEPA or other biosafety mask when working with the patient and in the patient's room.



3. Limit movement of the patient from the room to other areas. Place a surgical mask on the patient who must be moved.

*If droplet transmission:*

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

*If contact transmission:*

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

Source: <http://www.cdc.gov/hicpac/2007IP/2007isolationPrecautions.html>

### **Disaster and Safety Protocols at Clinical Facilities**

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

### **Class Cancellation Notification**

Information concerning University Closings at Clarion Campus will be broadcast over local television, radio stations, and by text. [Emergency Closings Policy](#) Class cancellation procedures will be communicated by the individual instructors.



## **Parking Regulations**

Students enrolled in the BSN Program are eligible for parking privileges at the Clarion campus. The cost of the permit will be added to the tuition bill from Clarion University. Complete information regarding parking permits and regulations can be found at: [Transportation and Parking](#)

## **Advisement**

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

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

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

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

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

1. Meet with their advisor as frequently as necessary to keep the advisor informed about changes in progress, course selection and career goals;
2. Seek sources of information which will assist them in making life/career decisions;



3. Contact the advisor when confronted with major academic problems and to keep the advisor aware of other problems which may affect their academic performance;
4. Meet all graduation requirements, following the academic plan established in consultation with their advisor;
5. Maintain personal records of academic progress and to resolve any discrepancies on the official grade reports; and
6. Become knowledgeable about university regulations, program requirements, and procedures.

For more information on advising, contact the University Advising Services Center in 144-B Ralston Hall or the Center's Website at [University Advising Services](#) .

### **Class Registration**

The following is a brief synopsis from the [Registrar's Office Registration page](#) of the steps involved in registering for classes at Clarion University. It is the responsibility of the student to be aware of University regulations and requirements as published in the Clarion University Catalog and the BSN Student Handbook. Please review this webpage for more information.

### **Advisement & Preparing for Registration**

1. Each semester all students (both graduate and undergraduate) should prepare for registration several weeks ahead of time using the following steps: Look forward to and read your registration scheduling email. This email is sent to your Eagle Mail account and directs you to your MyClarion account for your registration scheduling time, earned credit hours, advisor(s), and any registration holds.
2. Review your academic progress. This can be done through your MyClarion Academic Advisement Report (degree audit).
3. Address any registration holds you have on your account. Contact each office that has a hold on your account and take the appropriate action to remove the hold. Students should correct holds at least 24 hours in advance of registering.
4. Make an appointment to see your advisor during their regularly scheduled office hours. It is important for you to discuss your academic progress with your advisor. A discussion with your advisor prior to registration can help you clarify any degree or graduation requirements and help you avoid the Drop/Add/Swap process. Several departments activate an advisor hold flag which must be removed prior to registration. First year freshmen and new transfer students are required to meet with their advisor to review and discuss degree requirements. The advisor hold will be removed to permit registration after that meeting. Students should always bring the following to their advisement appointment: a proposed class schedule, alternate course selections, and any questions you have for your advisor.



5. Plan a tentative course schedule. Be certain to check course availability, general education flags and requirements, co-requisite and pre-requisite courses, and any additional restrictions for a course. Also, pay special attention to course notes. These notes list restrictions or special circumstances. Be sure to show your advisor your tentative schedule during your advising appointment. Graduate students should not enroll in an elective course without prior approval from their advisor. Continue to check course availability on the web until the time you register. This will help determine your need for alternate course selections.

### **Registering for classes**

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

#### ***Instructions for Registering for Classes:***

In order to register for classes, you must login to MyClarion at <http://www.clarion.edu/Myclarion>

#### **Add a Class**

All changes to your student schedule must be processed during the add/drop period. You can check the availability of classes using MyClarion Student Center.

- \* Next, click the Student Center link.
- \* Click the Enroll link.
- \* Choose the class you wish to add, either by entering the class number or choosing a search option.
- \* Click Select Class next to the class section you wish to add.
- \* Click Next.
- \* Repeat steps 4 through 6 for all the classes you wish to enroll in.
- \* When you are happy with the contents of your shopping cart, click Proceed to Step 2 of 3.
- \* Click Finish Enrolling to attempt to enroll in each of the classes.
- \* The View Results page displays the results of the enrollment. From this page, you can view any errors, add other classes, and view your schedule.

#### **Drop a Class**

- \* Next, click the Student Center link.
- \* Click the Enroll link.
- \* Click the Drop tab.
- \* Select the class or classes to drop and click Drop Selected Classes.
- \* Click Finish Dropping.
- \* The View Results page confirms the drop.

#### **Swap a Class**



- \* Login to MyClarion
- \* Next, click the Student Center link.
- \* Click the Enroll link.
- \* Click the Swap tab.
- \* Choose the class you wish to drop.
- \* Choose the class to add by searching for it, selecting it from the Enrollment Shopping Cart or entering the class number.
- \* Verify the swapping information and click Finish Swapping to complete the swap.
- \* The View Results page confirms the swap.

It is your responsibility to verify the accuracy of your schedule

### **Student Services**

In order to provide activities and services designed to promote students' academic and personal development, the Student Affairs Division at Clarion University has professional staff assigned to a variety of areas. Students are referred to Clarion University's Undergraduate Catalog [www.clarion.edu/student-life/student-affairs/](http://www.clarion.edu/student-life/student-affairs/) for a brief description of the available services. Available services include, but are not limited to: career, personal counseling, health, learning support, and financial aid.

### **Student Involvement in Governance**

There are many opportunities for students to become actively involved in governance at Clarion University, including the Nursing Club, Student Senate and various committees. Appropriate student representation at nursing faculty meetings is welcomed. Interested students should contact nursing faculty and/or the Student Affairs Office.

### **Student Rights**

The Student and University Affairs Office promote responsible citizenship by protecting student rights and maintaining the principles outlined in the [Student Rights, Regulations, and Procedures Online Handbook](#). The office administers campus disciplinary procedures, seeks to maintain a positive living and learning environment and encourages the building of a respectful and inclusive community.

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

### **Student Employment**

If students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed. Student employment is only on a voluntary basis. Wages for employment shall be within the range of the salary scale for the position.



### **Grade Appeal Process**

Disagreements between students and faculty on student rights and academic complaints against faculty members may be dealt with as described in the Clarion University *Student Rights, Regulations, and Procedures Handbook* at the [Conduct Policies and Judicial Services](#)



## PROGRAM OF LEARNING

### Curriculum Plan BSN Program

Freshman Year			
NURS 150 Fundamental Skills in Nursing	2cr	NURS 170 Health Prom through Nursing Process	2 cr
NURS 152 Fundamental Skills Clin.Lab	1cr	NURS 172 Health Prom. Nursing Process Lab	1 cr
NURS 160 Critical Thinking in Nsg.	3 cr	NURS 180 Intro Nsg Practice, Theory & Research	3 cr
BIO 251 / 252 A&P I	4 cr	BIO 261/ 262 A & P II	4 cr
PSY 211	3 cr	ENG 111	3 cr
Elective	3 cr	PSY 260 or MATH 117	3 cr
Total = 16 cr.		Total = 16 cr.	
Sophomore Year			
NURS 250 Health Assessment across Lifespan	3 cr	NURS 270 Pharmacotherapeutics	2 cr
NURS 252 Health Assessment Lab	1 cr	NURS 272 Pharmacotherapeutics Clin.Lab	1 cr
NURS 260 Cultural & Caring across Lifespan	3 cr	NURS 310 Health Prom.: Adults I	2 cr
PSY 260 or MATH 117	3 cr.	NURS 312 Health Prom: Adults I Clin. Lab	1 cr
CHEM 205 or BIO 260	3 cr	CHEM 205 or BIO 260	3 cr
Personal Performance	1 cr	SOC 211	3 cr
		Health & Wellness	2 cr
Total = 14 cr.		Total = 14 cr.	
Junior Year			
NURS 330 Health Prom: Adults II	2 cr	NURS 370 Women, Children & Families	2 cr
NURS 332 Health Prom: Adults I Clin Lab	1 cr	NURS 372 Women, Children & Families Clin Lab	1 cr
NURS 348 Nursing Leadership in HC environ	3 cr	NURS 390 Psychosocial Health*	3 cr
NURS 350 Health Prom. in the Community*	3 cr	NURS 388 Nursing Research	3 cr
SOC 352 The Family	3 cr.	PHIL 301 Bioethics	3 cr
MATH 221 Stats	3 cr	Liberal Ed. Elective	3 cr
Total = 15 cr		Total = 15 cr.	
Summer			
NURS 402 Introduction to the Healthcare Environment† (2 cr)			
Senior Year			
‡NURS 406 HP: Adult I Clinical	3 cr	‡NURS 416 HP: Adult II Clinical	3 cr.
‡NURS 412 Women, Child., & Families Clinical	3 cr	‡NURS 418 HP in Community Clinical	3 cr.
‡NURS 414 Psychosocial Health Clinical	3 cr	NURS 467 Clinical Preceptorship	3 cr
NURS 465 Capstone I: Topics in Research	2 cr	NURS 466 Capstone II: Topics in Research	2 cr.
A & H Elective	3 cr	A & H Elective	3 cr
Total = 14 cr.		Total = 14 cr.	
Total credits = 120; Clinical hours = 810 hours; Volunteer Experience = 80 hours; Clinical Lab Experience: 315 hours			

\* Clinical lab experiences will be embedded with course

† NURS 402 may be taken spring semester junior year and/or summer after junior year. However, it must be completed prior to senior year. The 2 credit course includes 80 hours of volunteer experience.

‡ Students will be assigned to clinical courses in each semester of the senior year. Students will complete one clinical course (135 hours) every five weeks.

9.22.2013

**Class / Theory Courses 1 credit = 1 Contact hour**  
**Clinical Lab and Clinical 1 credit = 3 contact hours**



## Summary of Program Requirements

Non- Major Requirements (53 credit hours)
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University General Educational Requirements – minimum of 48 credit hours; general education courses required within the major are listed for each category; all general courses are three credit hours unless specified; BSN curriculum includes 38 credit hours of required general education courses (highlighted below in bold text) and 15 credit hours to be selected by the student. Unless specified, all courses listed are 3 credit hours.

### **I. Liberal Education Skills 12 credit hours to include:**

(in writing, mathematics, and communication)

A. College Writing and information literacy (**Eng 111<sup>1</sup>**)

B. A mathematics course (**Math 117**)

C. A selection of courses from academic support, computer information science, communication, elementary foreign language, English composition, logic, mathematics, and speech communication.

(**Math 221; Liberal Ed. elective**)

### **II. Liberal Knowledge 27 credit hours distributed among three categories:**

(with focus on society, its individuals, culture, and environment)

A. Physical and biological sciences—9 credits (**Bio 251, Bio 261, Chem 205**)

B. Social and behavioral sciences—9 credits (**Psy 211<sup>2</sup>, Psy 260, Soc 211**)

C. Arts and humanities—9 credits (**Phil 301, A & H elective, A & H elective**)

At least two disciplines must be represented within each of the three categories.

### **III. Health and Personal Performance 3 credit hours to include:**

(with focus on wellness, creative activities, and use of leisure time)

A. Health and wellness (one course)—2 credits (to be selected by student)

B. Personal performance (one course)—1 credit (to be selected by student)

### **IV. General Education Electives:**

(for further exploration of areas of interest and continued broadening of studies)-sufficient course work to bring the total for general education to 48 credits from an approved list in areas of skills or liberal knowledge. These may not be in your major, and only one additional hour of personal performance is permitted. (**SOC 352; BIO 260**)

### **VI. Free Electives:**

Sufficient course work to bring general education and nursing major to total at least 120 credit hours

(**BIO 252, BIO 262, Free Elective 3 cr**)

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<sup>1</sup> 1<sup>st</sup> Year Values Flag Course

<sup>2</sup> 1<sup>st</sup> Year Values Flag Course



<b>Major Requirements (67 credit hours)</b>
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NURS 150: Fundamental Skills in Nursing	2 cr
NURS 152: Fundamental Skills Clinical Lab	1 cr
NURS 160: Critical Thinking in Nursing	3 cr
NURS 170: Health Prom. through Nursing Process	2 cr
NURS 172: H.P. through Nursing Process Clinical Lab	1 cr
NURS 180: Intro.to Nsg Practice, Theory & Research <sup>3</sup>	3 cr
NURS 250: Health Assessment across Lifespan	3 cr
NURS 252: Health Assessment across Lifespan Lab	1 cr
NURS 260: Culture & Caring across Lifespan <sup>4</sup>	3 cr
NURS 270: Pharmacotherapeutics	2 cr
NURS 272: Pharmacotherapeutics Clinical Lab	1 cr
NURS 310: Health Promotion: Adult I Acute Care	2 cr
NURS 312: Health Promotion: Adult I Clinical Lab	1 cr
NURS 330: Health Promotion: Adult II Chronic Care	2 cr
NURS 332: Health Promotion: Adult II Clinical Lab	1 cr
NURS 348: Nursing Leadership in Health Care Envir	3 cr
NURS 350: Health Promotion in the Community	3 cr
NURS 370: H.P. Women, Children & Families	2 cr
NURS 372: H.P. Women, Children & Families Clinical Lab	1 cr
NURS 388: Nursing Research <sup>5</sup>	3 cr
NURS 390: Psychosocial Health	3 cr
NURS 402: Introduction to the Healthcare Environment	2 cr
NURS 406: H.P. Adult I Clinical	3 cr
NURS 412: Women, Children & Families Clinical	3 cr
NURS 414: Psychosocial Health Clinical	3 cr
NURS 416: H.P. Adult II Clinical	3 cr
NURS 418: H.P. in Community Clinical	3 cr
NURS 465: Capstone I: Topics in Research	2 cr
NURS 466: Capstone II: Topics in Research <sup>6</sup>	2 cr
NURS 467: Clinical Preceptorship	3 cr

<b>Graduation Requirements</b>	<b>Total = 120 credit hours</b>
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<sup>3</sup> Basic Information Literacy Flag Course; Writing Intensive Flag Course

<sup>4</sup> 2<sup>nd</sup> Year Values Flag Course

<sup>5</sup> Writing Intensive Flag Course; Quantitative Reasoning Flag Course

<sup>6</sup> Applied Information Literacy Flag Course



## **Required Nursing Courses by Academic Year Descriptions**

### **Freshman Year:**

#### **NURS 150: Fundamental Skills in Nursing**

This course introduces students to the essential skills required in professional nursing practice. Students will begin to examine the professional, legal, and ethical standards of practice. Therapeutic strategies are presented for the integration of assessment, communication and safety skills necessary for promoting health in clients of all ages. Required competencies for licensure are introduced. (Fall annually; 2 credits)

#### **NURS 152: Fundamental Skills in Nursing Clinical Lab**

Skills presented in theory portion of this course will be practiced in the lab experience of the course. Emphasis is placed on interactions between students and clients through clinical simulations. (Fall annually; 1 credit/ 3 contact hours)

#### **NURS 160: Critical Thinking in Nursing**

This course focuses on thinking as a skill and its practical application in education and clinical practice. Emphasis is placed on the skill acquisitions of critical thinking, clinical reasoning and judgment, decision making, and problem solving as components of clinical thinking. Students are introduced to moral and ethical reasoning in professional nursing practice. Opportunities are provided for students to transfer these skills to personal learning styles, test taking and strategies for success. (Fall annually; 3 credits)

#### **NURS 170: Health Promotion through the Nursing Process**

This course introduces students to the principles of the nursing process that provide the building blocks for all nursing care models. The course explores each phase of the nursing process. Health promotion of clients with specific health care needs will be used to demonstrate the nursing process. Students will apply the nursing process in the development of a patient and family health education plan. Emphasis is placed on the principles of delegation, accountability, and prioritization. (Spring annually; 2 credits)

#### **NURS 172: Health Promotion through the Nursing Process Clinical Laboratory**

This introductory laboratory course provides students the opportunity to demonstrate the principles of the nursing process. Students will apply each phase of the nursing process in care of clients with specific actual and potential alterations in health status. Students will complete a health literacy assessment, identify health education needs of a client, and develop a patient education plan. Concepts of prioritization, accountability, and delegation will be emphasized. (Spring annually; 1 credit)

#### **NURS 180: Introduction to Nursing Practice, Theory, and Research**

This introductory course provides the basis for understanding the historical development and application of theory and research in nursing. Students are introduced to models of health with an emphasis on health promotion and prevention. The role of the nurse as a consumer of research is stressed. Emphasis is placed on developing the clinical thinking skills necessary to evaluate



nursing research and to use the results of research in practice. Students will identify researchable nursing questions, review nursing research literature related to these questions, and collaborate with faculty to answer these questions. The evidence-based approach will be used as the framework for relating research to undergraduate education and clinical practice. Opportunities will be provided for students to develop a personal philosophy of nursing. (Spring annually; 3 credits)

### **Sophomore Year:**

#### **NURS 250: Health Assessment across the Lifespan**

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health assessment of individuals and families across the lifespan. Concepts of physical, psychosocial, spiritual, cultural, familial, and environmental assessments will be examined. Emphasis is placed on health beliefs of clients and families and factors that affect health promotion practices (3 credits).

#### **NURS 252: Health Assessment Across the Lifespan Clinical Laboratory**

This course provides students with the opportunity to demonstrate a systematic assessment of individuals and families across the lifespan. Students will demonstrate physical, psychosocial, spiritual, cultural, familial, and environmental assessment. Students will identify variations from normal assessment findings. Students will identify factors that affect health promotion practices. (Fall annually; 1 credit)

#### **NURS 260: Culture & Caring across the Lifespan**

This course will introduce students to the concept of holistic nursing practice in a multicultural society. Nursing theories related to culture, caring, death and grief will be used as frameworks to explore the influence of cultural values and beliefs on health promotion practices and end of life care. Professional nursing interventions are identified which facilitate health promotion and end of life care for culturally diverse clients and family. Concepts of diversity and universality will be introduced in caring for clients and families at the end of life. Topics related to vulnerability, migration, social justice, and nurses as global citizens will be explored. (Fall annually; 3 credits)

#### **NURS 270: Pharmacotherapeutics**

Pharmacotherapeutic aspects of nursing care are introduced and substantiated by evidence based findings to promote health. Emphasis is placed on the use of the nursing process in safe administration of medications and patient education. The impact of technology and economic forces as well as collaboration with the health care team will be discussed. Ethical, legal, and cultural considerations will be explored. (Spring annually; 2 credit).

#### **NURS 272: Pharmacotherapeutics Clinical Laboratory**

This course provides students the opportunity to demonstrate the use of the nursing process in safe medication administration in a laboratory setting. Cultural, ethical, and legal issues will be explored. Students will develop an individualized health education plan with an emphasis on pharmacotherapeutics. (Spring annually; 1 credit).



**NURS 310: Health Promotion: Adult I Acute Care**

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of acutely and critically ill adult experiencing alterations in health. Concepts and issues are discussed related to the complex physiological and psychosocial concerns during actual or potential acute alterations in adult clients. Emphasis is on individuals with acute and life-threatening illnesses. Professional nursing interventions are identified which facilitate health promotion for the adult client and family. Opportunities are provided for the student, as client advocate, to apply the acquired evidenced-based knowledge to the care of clients within the health care environment. (Spring annually; 2 credits)

**NURS 312: Health Promotion: Adult I Acute Care Clinical Lab**

The focus of this lab experience is on the skill development required to care for adults experiencing acute and/or life-threatening alterations in health. Specific assessments, treatment protocols, and other nursing skills presented in theory portion of this course will be practiced in this lab experience. Emphasis is placed on skill development and interactions between students and clients through clinical simulations. (Spring annually; 1 credit)

**Junior Year:****NURS 330: Health Promotion: Adult II Chronic Care**

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of older adults and adults experiencing chronic alterations in health. Concepts and issues related to complex physiological and psychosocial alterations in adult clients are examined. Emphasis is on elderly clients and individuals with chronic illnesses. Professional nursing interventions are identified which facilitate health promotion for the adult client and family. Opportunities are provided for the student, as client advocate, to apply the acquired evidenced-based knowledge to the care of clients within the health care environment. (Fall annually; 2 credits)

**NURS 332: Health Promotion: Adult II Chronic Care Clinical Lab**

The focus of this lab experience is on the application of the nursing process in the care of older adults and adults experiencing chronic alterations in health. Specific assessments, treatment protocols, and other nursing skills presented in theory portion of this course will be practiced in this lab experience. Emphasis is placed on skill development and interactions between students and clients through clinical simulations. (Fall annually; 1 credit)

**NURS 348: Nursing Leadership in the Healthcare Environment**

The conceptual focus of this course is the nurse as a leader in a rapidly changing and complex healthcare environment. Concepts and issues related to nursing leadership, conflict resolution, and change are examined. Students will explore concepts of ethics, safety, and quality improvement within the healthcare organization. Concepts of prioritization, delegation, accountability, and advocacy will be emphasized. (Fall annually; 3 credits).



**NURS 350: Health Promotion in the Community**

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of individuals, families, and populations within the community setting. Concepts and issues related to public health, epidemiology, and environment are examined. Students will also explore concepts of global health, disasters, and violence. Professional nursing interventions are identified which facilitate health promotion for communities. Opportunities are provided for the student, as client advocate, to apply evidence based knowledge to the care of clients in the health care environment. An emphasis is placed on vulnerability and social justice. Assignments will provide students with the opportunity to practice skills related to the course content. (Fall annually; 3 credits)

**NURS 370: Health Promotion for Women, Children, and Families**

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of women, children, and families. Concepts and issues related to human development and family-centered care are explored. Emphasis is on women's reproductive health, the birth experience, infants, children, and the family unit. Professional nursing interventions are identified which facilitate health promotion for the childbearing family. Opportunities are provided for the student, as client advocate, to apply the acquired evidenced-based knowledge to the care childbearing families that is developmentally and culturally appropriate. Health promotion interventions targeting socially vulnerable populations will be explored. Related pharmacology information will also be presented. (Spring semester; 2 credits)

**NURS 372: Health Promotion for Women, Children, and Families Clinical Lab**

The focus of this lab experience is on the skill development required to care for women, children, and child-bearing families in various health care settings and the community. Specific assessments, treatment protocols, and other nursing skills presented in theory portion of this course will be practiced in this lab experience. Emphasis is placed on skill development and interactions between students and child-bearing families through clinical simulations. (Spring Semester annually; 1 credit/3 contact hours)

**NURS 388: Nursing Research**

This advanced research course emphasizes the role of research in developing evidence-based nursing practice. Students will explore the principles of systematic method of research while applying skills developed for clinical thinking, group process, and information literacy. The course focuses on the ways research influences decisions in professional nursing and directs nursing care. As consumers of research, students will have an opportunity to critique current research for applicability to professional nursing practice. As novice producers of research, students will work in groups to develop a research proposal of value to nursing. (Spring annually; 3 credit hours)

**NURS 390: Psychosocial Health**

The conceptual focus of this course is the nursing process with emphasis on clinical thinking and health education related to the care of client and families experiencing alterations in psychosocial health. Psychosocial health concepts and issues are examined. Professional nursing interventions are identified which facilitate health promotion for the client and family. Opportunities are provided for the student, as client advocate, to apply evidence based



knowledge to the care of clients in the health care environment. Related pharmacotherapeutic topics will be presented. Emphasis is placed on therapeutic use of self and client advocacy. Assignments will provide students with the opportunity to practice skills related to the course content. (Spring annually; 3 credits)

### **Summer Junior /Senior Year:**

#### **NURS 402: Introduction to the Healthcare Environment**

The purpose of this course is to introduce students to the healthcare work environment. Volunteer experiences in selected healthcare agencies provide students with patient contact and the opportunity to gain insight into the healthcare system. Emphasis is placed on understanding the role of the professional nurse within the specific healthcare environment. (Summer annually and as needed; 2 credits).

### **Senior Year:**

#### **NURS 406: Health Promotion: Adult I Acute Care Clinical**

This course provides an opportunity for clinical application of holistic care of adults experiencing acute and/or life-threatening alterations in health. Emphasis is on health promotion, disease management, and injury prevention. Students have an opportunity to develop assessment and therapeutic communications skills while caring for adult clients and their families. Nursing interventions and health education plans are developed through the nursing process. Safe delivery of professional nursing care and pharmacological therapies are demonstrated. (Fall annually and as needed; 3 credits, 5 week term; 135 clinical hours)

#### **NURS 412: Health Promotion for Women, Children, and Families Clinical**

This course provides an opportunity for clinical application of holistic care of women, children, and families. Emphasis is on health promotion, disease management, risk reduction and injury prevention in childbearing families. Students have an opportunity to develop assessment and therapeutic communications skills while caring for clients and their families. Nursing interventions and health education plans are developed through the nursing process. Safe delivery of professional nursing care and pharmacological therapies are demonstrated. (Fall annually and as needed; 3 credits, 5 week term; 135 clinical hours)

#### **NURS 414: Psychosocial Health Nursing Clinical**

This course provides an opportunity for clinical application of individuals and families experiencing alterations in psychosocial health with emphasis on health promotion, disease management, and injury prevention. Students have an opportunity to develop assessment and therapeutic communications skills while caring for clients and families. Nursing interventions and health education plans are developed through the nursing process. Safe delivery of professional nursing care will be demonstrated. . (Fall annually and as needed; 3 credits, 5 week term; 135 clinical hours)

#### **NURS 416: Health Promotion: Adult II Chronic Care Clinical**

This course provides an opportunity for clinical application of holistic care of older adults and adults experiencing chronic alterations in health. Emphasis is on health promotion, disease



management, risk reduction, and injury prevention. Students have an opportunity to develop assessment and therapeutic communications skills while caring for adult clients and their families. Nursing interventions and health education plans are developed through the nursing process. Safe delivery of professional nursing care and pharmacological therapies are demonstrated. (Spring annually and as needed; 3 credits, 5 week term; 135 clinical hours)

#### **NURS 418 Health Promotion in Communities Clinical**

This course provides an opportunity for clinical application of holistic care of individuals, families, and populations within a community setting. Emphasis is on health promotion, disease management, risk reduction and injury prevention in the community setting. Students have an opportunity to develop assessment and therapeutic communications skills while caring for individuals, families, and populations. Concepts of vulnerability and social justice will be highlighted. Nursing interventions and health promotion plans are developed through application of nursing process. (Spring annually and as needed; 3 credits, 5 week term; 135 clinical hours)

#### **NURS 465 Capstone I: Topics in Nursing Research**

This capstone course is designed to provide students with a culminating learning experience that reinforces, integrates, and synthesizes knowledge gained through general education and nursing coursework. Emphasis is on actively engaging students to identify questions of concern in professional nursing practice and foster students' ability to systematically answer these important questions through empirical observation. This course is completed in small groups over the students' final two semesters of the program. The goals of this portion of the course include group process, question identification, proposal development, instrument identification, and obtaining Institutional Review Board approval. (Fall annually; 2 credits)

#### **NURS 466 Capstone II: Topics in Nursing Research**

This capstone course is designed to provide students with a culminating learning experience that reinforces, integrates, and synthesizes knowledge gained through general education and nursing coursework. Emphasis is on actively engaging students to identify questions of concern in professional nursing practice and foster students' ability to systematically answer these important questions through in empirical observation. This course is completed in small groups over the students' final two semesters of the program. The goals of this portion of the course include data collection, data analysis, and completion of the written research report. Dissemination of research findings from capstone project will be completed through both an oral presentation and a poster display. (Spring annually; 2 credits)

#### **NURS 467: Clinical Preceptorship**

This course is the culminating clinical experience designed to support the students' transition to professional nursing practice. Students will work with an individual preceptor to integrate knowledge and skills gained throughout the program. Students have an opportunity to advance assessment and communications skills while caring for a select population. Emphasis is placed on refining nursing process skills in the safe delivery of professional nursing care. (Spring annually and as needed; 3 credits, 5 week term; 135 clinical hours)



## **SIMULATION LAB POLICIES AND PROCEDURES**

### **SOHS Simulation Lab Mission Statement**

The Clarion University – Venango College SOHS Simulation Lab helps demonstrate the core values of the ASN program by providing a state-of-the-art simulation-based research and training center that will assist students in the advancement of quality patient care and safety.

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

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

### **Simulation Lab Environment**

The CUP SOHS Simulation Lab is considered a professional environment. All lab users shall respect the privacy, rights, privileges, health, and safety of others.

#### **Expected Behavior**

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

#### **Treatment Rooms**

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

#### **Food or Drink**

No food or drink is permitted in the SOHS Simulation Lab, including the control rooms.



**Writing utensils**

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

**Simulation Control Room/Audio-Visual Equipment**

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

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

**Universal Precautions**

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

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

**Pre Scenario Activities**

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

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

**Access to Sim Lab**

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



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

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

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

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

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

### **Simulation Laboratory Dress Code**

Students of Clarion University Nursing Program are to follow the Guidelines for Professional Appearance Policy when practicing in the SOHS Simulation Lab.

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

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

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

### **Care of Simulation Laboratory Supplies**

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



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

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

- All beds must be remade.
- Clean all supplies after use in the simulation experience. For example, urinals and bedpans should be drained, cleaned, and dried. Equipment is wiped clean.
- Clean the desk area.
- Chairs should be pushed in and organized.
- Organize materials on tables and in cabinets.
- Return all supplies to the appropriate areas. Dispose of all used supplies (i.e. wet gauze).
- Properly dispose of any sharps in the appropriate sharps containers.
- Return equipment to the appropriate storage area.
- Placed soiled linen in the hamper. Please re-fold clean linens that can be re-used.
- Staff/instructors are to remain in the area until all others have exited.

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

## **Clarion University Student Hospital SIMULATION ADVISORY**

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

### **A Simulator’s Bill of Rights**

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

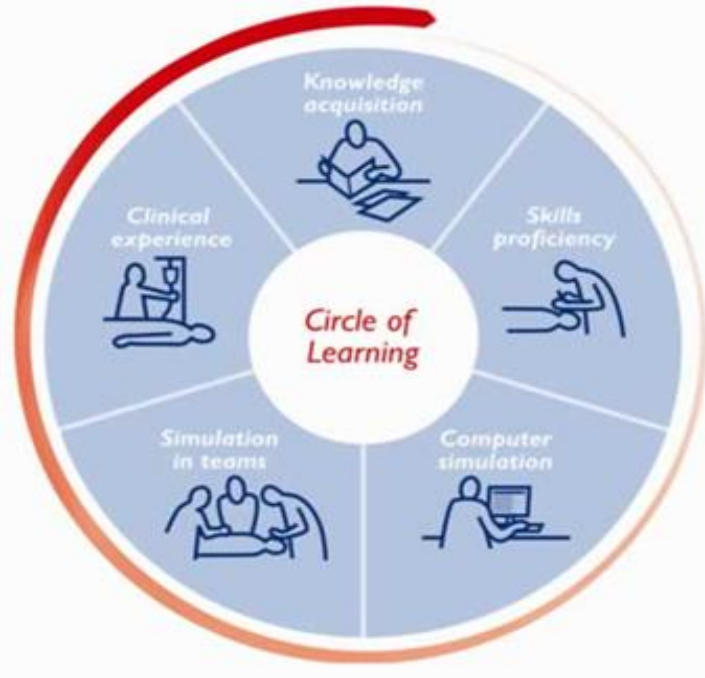
1. Students have the right to be able to “suspend disbelief” during the simulation. This means being able to act (pretend!) as if the mannequin is a real person and the simulation a real event!
2. The simulator / patient has the right to respectful and considerate care.
3. Simulator / patient has the right to know the identity of physicians, student nurses, and others involved in their care.
4. The simulator / patient has the right to and is encouraged to obtain from nursing students relevant, current, and understandable information concerning diagnosis, treatment, and prognosis related to their “care.”



5. The simulator / patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
6. The simulator / patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
7. The simulator / patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted in order to protect each simulator / patient's privacy.
8. The simulator / patient has the right to expect that all communication and records pertaining to their care will be treated as confidential by the student (**review HIPPA practices**). The simulator/ patient has the right to expect that Clarion University Student Hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
9. Clarion University Student Hospital is mandated to advise simulator “patient” of their rights under state law and hospital policy to make informed medical choices, ask if the simulator “patient” has an advance directive, and include that information in patient records.

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





**References:**

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

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



## **APPENDIX A**

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

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

#### **Standards of Practice for the Registered Nurse**

##### **1. Assessment –**

Collects comprehensive data pertinent to the healthcare consumer's health or the situation

##### **2. Diagnosis –**

Analyzes the assessment of data to determine the diagnoses or issues

##### **3. Outcomes Identification –**

Identifies expected outcomes for a plan individualized to the healthcare consumer or the situation

##### **4. Planning –**

Develops a plan that prescribes strategies and alternatives to attain expected outcomes

##### **5. Implementation –**

Implements the identified plan

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

##### **6. Evaluation –**

Evaluates progress towards attainment of outcomes

##### **7. Ethics-**

Practices ethically

##### **8. Education –**

Attains knowledge and competence that reflects current nursing practice

##### **9. Evidence-Based Practice and Research-**

Integrates evidence and research findings into practice



10. Quality of Practice –

Contributes to the quality of nursing practice

11. Communication-

Communicates effectively in all areas of practice

12. Leadership –

Demonstrates leadership in the professional practice setting and the profession

13. Collaboration –

Collaborates with healthcare consumer, family and others in the conduct of nursing practice

14. Professional Practice Evaluation -

Evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations

15. Resource Utilization –

Utilizes appropriate resources to plan and provide nursing services that are safe, effective and financially responsible

16. Environmental Health

Practices in an environmentally safe and health manner



**APPENDIX B**  
**SIMULATION LABORATORY DOCUMENTS**

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

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

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

Student name (Print)\_\_\_\_\_

Student signature\_\_\_\_\_

Date\_\_\_\_\_

NURS: \_\_\_\_\_





**CLARION UNIVERSITY**  
**BSN PROGRAM**  
**PHOTOGRAPHY AGREEMENT**  
**Simulation/skills laboratory**

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

Student name (print):

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Student signature:

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Date:

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NURS:

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## **APPENDIX C**

### **SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING**

Sigma Theta Tau International is the honor society of nursing and it exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the Society advances nursing leadership and scholarship, and furthers the use of nursing research in health care delivery as well as public policy.

Sigma Theta Tau International serves as a link between professional nurses and others, and participates in scholarly endeavors of interest to the health care profession and the public. Its founders believed that love, courage and honor were critical values for leadership in nursing; these values continue to be inherent in all of the association's interactions. Research and scholarly development through Sigma Theta Tau programs and services respond to the ethical, moral, and humanistic issues of society, while also enhancing scientific discovery to shape nursing's responses to societal needs.

Based on a commitment to strengthening nursing and nursing scholarship, Sigma Theta Tau International provides member services through chapter, regional, national and international forums. Programs and services encompass education, leadership, recognition, networking and career development. Respect for scholarly discipline, research and strength through group interaction are fostered in all of Sigma Theta Tau International's activities. Members form a worldwide community of scholars recognizable within the profession and by the public, who act to sustain, support and interpret nursing's development and to provide vision for the future both of the discipline and of health care.

Membership is by invitation conferred on students in baccalaureate and graduate nursing programs demonstrating leadership in nursing and excellence in scholarship, and to qualified college graduates demonstrating exceptional achievement in nursing.

Sigma Theta Tau International  
Honor Society of Nursing  
550 West North Street  
Indianapolis, IN 46202  
317-634-8171  
Fax 317-634-8188



## **APPENDIX D**

### **BSN Student Handbook Acknowledgement Form**

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

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

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

**Student Name (print):** \_\_\_\_\_

**Student Signature (sign)**\_\_\_\_\_

**Date:** \_\_\_\_\_



## APPENDIX E

### CLARION UNIVERSITY OF PENNSYLVANIA DEPARTMENT OF NURSING CORE PERFORMANCE STANDARDS FOR ASN AND BSN4Y STUDENTS

Students must be able to meet the core performance standards with or without reasonable accommodations or modifications in order to be admitted to and graduate from the nursing program and successfully complete its related clinical assignments. Students who are absent from the program due to injuries, certain illnesses (generally illnesses lasting more than one day), surgery, and childbirth will be required to have this form signed by their health care provider and submitted to the Chair of the nursing program before they are able to attend clinical and/or class.

**The student and health care provider are asked to acknowledge that the student meets the following requirements. If restrictions are required, they must be specific and provided in writing (i.e. John Smith may not lift more than 10 pounds for the next two weeks).**

**The student must satisfactorily:**

**Possess** the necessary sensory abilities required for performing physical assessment and maintaining client safety. \*Example: Obtain and read vital signs, perform palpation functions of physical examination, hear heart sounds, auscultate breath sounds, visualize accurate medication dosages, read syringe markings, administer injectable and intravenous medications, detect odors indicating unsafe or changing clinical environmental conditions.

**Communicate** and interact with others. \*Example: Explain treatment procedures, teach clients about health care, observe client responses to interventions, document in writing nursing assessments, interventions and client responses. Read and comprehend technical textbooks, periodicals, policy and procedure manuals, student handbook, etc. with an ongoing capacity to learn new information and skills.

**Possess** and use intellectual/critical thinking skills satisfactorily for clinical judgment. \*Example: Identify cause-effect relationships in clinical situations, develop nursing care plans, interpret verbal and written orders accurately, make decisions in synthesizing client data, prioritize and deliver appropriate client care. Derive accurate mathematical answers for the administration of correct dosages of medications; count pulse and respiratory rates.

**Demonstrate required motor skills.** \*Example: Perform cardio-pulmonary resuscitation and other clinical procedures necessary for nursing care, provide routine bedside care, assist with moving and ambulating clients, **lift and/or support at least 50 pounds**, calibrate and use equipment and monitors. Be capable of **full manual dexterity**



of upper extremities, unrestricted movement of lower extremities, as well as neck, shoulders, back, and hips. Be able to bend and squat to touch the floor.

**Demonstrate** interpersonal abilities required to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

\*Example: Establish rapport with clients, family, peers, and other health team members.

**Demonstrate** appropriate behavioral/social skills. \*Example: Demonstrate flexibility, calmness, and clear thinking in stressful environments and in unexpected situations; interact with sensitivity and caring with clients of diverse backgrounds.

\*Examples include but are not limited to those stated.

### **Health Care Provider Statement:**

My signature indicates that I have read the above document, discussed it with the student, and believe that the student is able to perform the core performance standards as listed on pages 1 and 2 of this document. **\*Please note: Students must be able to perform all of these duties with or without reasonable accommodations in order to attend clinical and/or class.**

If restrictions or accommodations are required please list those in the space provided. Be as specific as possible.

***Restrictions or Accommodations Required:*** (include length of restrictions i.e. 3 weeks or until further follow-up with health care provider)

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Signature of Health Care Provider

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Date



## CORE PERFORMANCE STANDARDS AGREEMENT

### Student Statement

My signature indicates that I have read the above document, discussed it with my health care provider, and believe that I am able to perform the core performance standards as listed, with or without reasonable accommodations, as outlined by my health care provider. I understand that if I am unable to meet the qualifications and conditions for application into the Associate of Science or Bachelor of Science in Nursing program it is my obligation to contact the Chair of the Department of Nursing 814-393-1258, 1801 West First Street, Oil City, PA 16301. I also agree that the Chair of the Department of Nursing may contact my health care provider to verify or clarify the information contained on this form.

If at any time prior to, during, or after admission to the Associate of Science or Bachelor of Science in Nursing Program I believe that I need to be accommodated due to a disability, prolonged illness, injury, childbirth, etc., it is my responsibility to notify by telephone and in writing the Chair of the Department of Nursing (see above). The Director of Student Affairs should also be notified if accommodations are needed for learning disabilities: 814-676-6591, ext. 1270, Clarion University of Pennsylvania, 1801 West First Street, Oil City, PA 16301.

**\*Please note: Students must be able to perform all duties outlined in the Core Performance Standards with or without reasonable accommodations in order to attend clinical and/or class.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name



## APPENDIX F

### VENANGO COLLEGE/CLARION UNIVERSITY OF PENNSYLVANIA DEPARTMENT OF NURSING

#### EVENT REPORT

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

Date of Event:

Student:

Level of Student:

Educator:

#### DESCRIPTION OF EVENT-By the student

--

Signature\_\_\_\_\_

#### DESCRIPTION OF EVENT-By the educator

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Signature \_\_\_\_\_  
OUTCOME OF EVENT

REPORT OF STUDENT CONFERENCE:

Date:

RECOMMENDATION:

Date:

Reviewed by (signature):

Date:

Rev. Spring 2014.AW



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

**CONTRACT**  
**PLAN FOR SUCCESS**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Recommendations:**

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

\_\_\_\_\_  
**Signature of Faculty Member:**

\_\_\_\_\_  
**Signature of Student:**

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



Student: \_\_\_\_\_  
 Date Initialed: \_\_\_\_\_  
 \_\_\_\_\_

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

Faculty: \_\_\_\_\_  
 Course: \_\_\_\_\_

