LPN to BSN

STUDENT INFORMATION HANDBOOK

Spring 2009

Department of Nursing and Allied Health Professions
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CONTENTS

ACADEMIC

Student Accountability Policy…… 4

Mission……....5

Vision…… 5

Philosophy..... 5

Outcomes and Definitions 6

Bachelor of Science Degree in Nursing Academic Progression and Graduation Policy..... 7

Excelsior Exam & Internship Requirements…… 8

Excelsior Credits by Examination and Internship Guidelines…….. 10

Curriculum Organization……. 11

ATI Requirements……12

Academic or Personal Counseling..... 13

University Course Attendance Policy..... 13

Responsibility for Attendance 13

Professional Behavior..... 13

Standards of Professional Conduct and Safe Clinical Practice …….…. 14

Student Signature Pages for Professional Behavior and Safe Practice…… 15

Departmental Test Policy 16

Undergraduate Nursing Program Exit Exam Policy…….16

Dress Code 17

Cancellation of Clinical Practice 18
Policy on Records Keeping 18

Professional Liability Insurance 19

CPR Certification 19

Academic Achievement/Diagnostic Tests 20

HEALTH

Health Policy 20

Required Health Screening 21

Policy on Student Injury at an Affiliating Agency 23

Request for Variance in Clinical Courses 23

MISCELLANEOUS

Student Registration Process for Clinical Nursing Courses ……....23

Clinical Nursing Course Enrollment Policy: Fall & Spring Semester…….. 24

Summer Nursing Course Eligibility Guidelines ……..25

Criminal Background Clearance 25

Special Costs of Program 31

Organization and Activities 32
- Officers and Advisor 32
- Sigma Theta Tau 32
- Alpha Tau Delta 32
- SNAP 33
- Nurse's Christian Fellowship 33
- Student Advisory Committee 33

Student Employment 33

PROFESSIONAL STANDARDS

Application for Licensure Exam and Temporary Practice Permit 33

Professional Nursing Law 33

Impaired Nurses Program 34

Appendix A (ATI Requirements)…….. 35

Appendix B (Guest/Host Relationship Policy)…….. 37

STUDENT ACCOUNTABILITY POLICY

Undergraduate nursing majors must verify that they have read, comprehend, and acknowledge their responsibility to comply with all existing, new, and revised undergraduate nursing policies as evidenced by completion and submission of a signed original copy of this Student Accountability statement. **Annually,** each student must print a copy of this form from the electronic version of the Student Information Handbook available on the NAHP Department website and submit the completed form below along with his/her clinical requirements packet.

The Student Accountability Form states:

I, the undersigned, have read, comprehend, and acknowledge my responsibility to comply with all existing undergraduate nursing policies as written in the Student Information Handbook of the IUP Undergraduate Nursing Program. I also understand that this Student Information Handbook and the policies as stated are both subject to revision at any time during my academic program. I further acknowledge that it is my responsibility to read and adhere to these revisions when they occur.

Name_____ Date_____

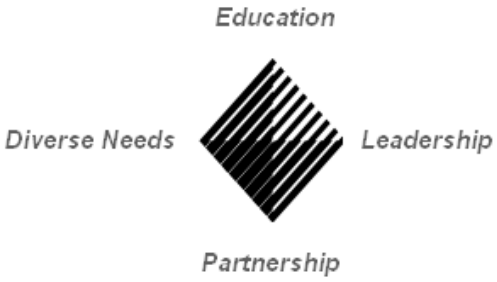
Student ID # _____

Dec. 10, 2008

MISSION

The Department of Nursing and Allied Health Professions is strongly committed to quality undergraduate and graduate education in the health professions.

- We strive to meet the diverse needs of students.
- Partnerships and teamwork are key elements in our education, scholarship and service.
- We prepare students for leadership in the health professions.



VISION

The NAHP Department will have a significant impact on health, especially in the rural environment, through education, scholarship, service and partnerships. The department will sustain high quality programs and will serve as a catalyst for healthcare careers and professional development.

PHILOSOPHY

The philosophy of the programs of Nursing is consistent with the mission of Indiana University of Pennsylvania and the College of Health and Human Services. The philosophy is informed by Neuman's systems model from which the working definitions of the major nursing paradigms (person, environment, health, illness, and nursing) are drawn. The faculty is committed to providing a high quality professional education that builds on a base of liberal studies and promotes life-long learning.

The person is an open system that interacts with the environment and its stressors in an effort to seek and maintain health. The term "person" indicates the recipients of care by nurses: individuals, families, groups and communities. Each person is a synergistic blend of body, mind and spirit with unique beliefs, ideals and expectations. Each person has inherent worth and dignity, is entitled to personal beliefs, and has the right to make choices about health care. Many variables influence how life is experienced. Some of these variables include race, age, gender, religion, environment, genetic heritage, culture, and socioeconomic status. In addition the person is in a constant state of interaction with the internal and external forces that surround them. Stressors in these environments may enhance or diminish the person's health depending on the current state of the person's defenses.

Health is a dynamic balance towards which the person continually strives. It is viewed within the person's physical, psychological, sociocultural, developmental and spiritual parameters. The person's health is determined by the ability to adapt to changes in the environment and maintain dynamic equilibrium. Health is a fundamental right of each person who assumes responsibility for maintenance of health through

choices. Health care resources are used by the person to achieve integrated function.

The nursing profession has evolved as an art and science over time. The primary aim of nursing is the stability of the person system. The essence of nursing is caring for and nurturing the person. As a profession, nursing is concerned with the internal and external variables that affect human responses to stressors. They base their practice on ethical and legal frameworks that guide relationships established with recipients of care and on their awareness of nursing's place in the global health system. As critical thinkers, nurses assess situations, define problems, identify goals and evaluate care provided by self and others. Mastery of communication skills and the ability to think critically are basic to professional nursing practice.

Graduates of the baccalaureate program are prepared as beginning practitioners of nursing who can integrate principles from the physical, behavioral and social sciences into their practice. These nurses are able to function interdependently within an established system, to recognize areas where change is needed, to initiate action to affect change, and to act in a collaborative role with other health care providers and consumers. Graduates of the master's program are prepared as advanced practitioners of nursing, with specialized practice within communities. These graduates are prepared to function in leadership roles in a variety of health care settings, to contribute to the development of nursing knowledge and to advance the profession.

OUTCOMES AND DEFINITIONS

The outcomes of assessment, communication, critical thinking, assessment and technical skills, and professional role development are defined, per AACN, below.

Assessment: gathering information about the health status of the patient, analyzing and synthesizing those data, making judgments about nursing interventions based on the findings, and evaluating patient care outcomes. Assessment also includes understanding the family, community, or population and utilizing data from organizations and systems in planning and delivering care.

Communication: is a complex, ongoing, interactive process and forms the basis for building interpersonal relationships. Communication includes listening, as well as oral, nonverbal, and written communication skills.

Critical thinking: underlies independent and interdependent decision-making. Critical thinking includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application and creativity.

Technical skills: skill development should focus on the mastery of core scientific principles that underlie all skills, thus preparing the graduate to incorporate current and future technical skills into other nursing responsibilities, and apply skills in diverse contexts of health care delivery. Acquisition and use of technical skills are required for delivery of nursing care. The graduate should be able to perform, teach, delegate, and supervise these skills with safety and competence.

Professional Role Development: AACN Definition- Nurses are members of a profession. The term professional implies the acquisition and use of a well-delineated and broad knowledge base for practice. Professional nursing requires strong critical thinking, communication and assessment skills, and the demonstration of a balance of intelligence, confidence, understanding, and compassion. Membership in the profession requires the development and acquisition of an appropriate set of values and an ethical

framework. As advocates for high quality care for all individuals, nurses must be knowledgeable and active in the political and regulatory processes defining health care delivery and systems of care. Nurses also must be committed to life-long learning and be willing to assume responsibility for planning their professional careers, including graduate study as the route to advancement. While the context of nursing practice is changing significantly, the role to the beginning professional nurse continues to encompass three broad areas: provider of direct and indirect care to individuals, families, groups, communities and populations; designer, manager, and coordinator of care; and member of a profession. (Essentials of Baccalaureate Education for Professional Nursing Practice, p. 6)

The Essentials of Baccalaureate Education for Professional Nursing Practice, American Association of Colleges of Nursing (AACN) 1998
Revised 2/06

BACHELOR OF SCIENCE DEGREE IN NURSING
ACADEMIC PROGRESSION AND GRADUATION POLICY
Effective Fall 2007

1. In order for students to enroll in the nursing courses and remain in the nursing courses, a 2.0 cumulative QPA must be maintained.

2. Students must meet pre- and co-requisites** of all courses.

3. Students must achieve a C grade or higher in all nursing courses, all sciences*, and PSYC 310 Developmental Psychology.

4. Students must achieve a C or better in three or more sciences (three of which are: CHEM 101 College Chemistry I, CHEM 102 College Chemistry II and BIOL 105 Cell Biology) before they progress to the junior level nursing courses.

5. Students may repeat a nursing course only once to achieve a C grade or higher in that course.

6. A student may repeat only two nursing courses throughout the student's program of study.

7. LPN Junior level students are not permitted to enroll in NURS 336 Adult Health and NURS 338 Maternal Child Health during the same semester. If a student needs to repeat either of these nursing courses, it will take an additional semester of study.

8. LPN Senior level nursing students are not permitted to enroll in NURS 432 Psychiatric/ Mental Health &/or 434 Community Health with NURS 436 Adult Health II during the same semester. If a student needs to repeat either of these nursing courses, it will take an additional semester of study.

9. Students who achieve a higher score than minimum required by the Nursing Department on Standardized test(s) are exempt from the NURS 450 A Cognitive Approach to Clinical Problem Solving course. Students who are exempt from NURS 450 must still meet the credit requirement for graduation as defined by the university.

***Sciences**
BIOL 105 Cell Biology
BIOL 150 Human Anatomy
BIOL 151 Human Physiology

BIOL 241 General Microbiology
CHEM 101 College Chemistry I
CHEM 102 College Chemistry II
***A student must complete all six required sciences with a C grade or better prior to the start of the 400 level nursing courses.**

****Pre and co-requisites**
CHEM 102
Prerequisite: CHEM 101

BIOL 151
Prerequisite: BIOL 105

BIOL 241
Prerequisite: BIOL 105, CHEM 101

FDNT 212
Prerequisite: CHEM 102
NURS 214
Prerequisites: BIOL 151 or BIOL 150 or permission
Pre or Co-requisite: BIOL 150 or BIOL 151

NURS 312
Co-requisite: NURS 337 or NURS 339 **(or Excelsior)**

NURS 316
Pre or Co-requisites: MATH 217, ENGL 202

NURS 334
Pre or Co-requisites: ENGL 202 **or permission**
Co-Requisite: RN, LPN

Excelsior Exam or NURS 336
Prerequisites: FDNT 212 or permission
Co-requisite: NURS 337 **(or Excelsior)**
Pre or Co-requisite: NURS 316

Excelsior Exam or NURS 337
Prerequisites: FDNT 212 or permission
Co-requisite: NURS 336 **(or Excelsior)**
Pre or Co-requisite: NURS 316

Excelsior Exam or NURS 338
Prerequisites: PSYC 310, FDNT 212 or permission
Co-requisite: NURS 339 **(or Excelsior)**
Pre or Co-requisite: NURS 316

Excelsior Exam or NURS 339
Prerequisites: PSYC 310, FDNT 212 or permission

Co-requisite: NURS 338 **(or Excelsior)**
Pre or Co-requisite: NURS 316

NURS 412
Prerequisites: NURS 312, NURS 337, NURS 339 **(Excelsior)** or permission
Co-requisites: NURS 432, NURS 434 and NURS 435 or NURS 436 and NURS 437 or permission

NURS 432
Prerequisites: NURS 336, NURS 337, NURS 338, NURS 339 **(Excelsior)** or permission
Pre or Co-requisites: NURS 412, NURS 434, NURS 435

NURS 434
Prerequisites: NURS 336, NURS 337, NURS 338, NURS 339 **(Excelsior)** or permission
Pre or Co-requisites: NURS 412, NURS 432, NURS 435 or permission

NURS 435
Prerequisites: NURS 336, NURS 337, NURS 338, NURS 339 **(Excelsior)** or permission
Pre or Co-requisites: NURS 412, NURS 432, NURS 434

NURS 436
Prerequisites: NURS 336, NURS 337, NURS 338, NURS 339 **(Excelsior)** or permission
Co-requisite: NURS 437
Pre or Co-requisite: NURS 412

NURS 437
Prerequisites: NURS 336, NURS 337, NURS 338, NURS 339 **(Excelsior)** or permission
Co-requisite: NURS 436
Pre or Co-requisite: NURS 412

Internship Requirements and Credits by Examination: Students will have the option to complete the Excelsior College *Maternal & Child Nursing* Baccalaureate examination and 1 credit of NURS 493 (total 9 credits) or NURS 338 and 339 (total 9 credits). In addition, students will have the option to complete the Excelsior College *Adult Nursing* Baccalaureate examination and 1 credit of NURS 493 (total 9 credits) or NURS 336 and 337 (total 9 credits).

The internship would enable students to become better acquainted with current health care practices, validate clinical knowledge, judgment and skills, and support success in the required 400 level courses.

Students who elect to take one or both examinations must earn a C grade or higher to earn credits. Students who fail to earn a C or higher grade are required to complete the companion clinical and theory courses. **Exam results must be received before students register for any 300 or 400 level nursing courses other than NURS 334.**

Credits by Examination and Internship Guidelines

Students have the option of taking credits by examination through Excelsior College and an internship in place of NURS 338 and 339 and NURS 336 and 337 offered at IUP.

Excelsior College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and the nursing degree programs are accredited through the National League of Nursing Accrediting Commission. Credits approved for transfer through Excelsior College include NURX 310 Adult Nursing and NURX 315 Maternal & Child Nursing.

The fee for the examinations and books relating to Excelsior College examinations will not be included in IUP billing. IUP will not be responsible for technological difficulties or tutoring related to Excelsior College courses. General cost for Excelsior College exams, books or Comprehensive Guided Learning Packages are accepted through payments of Visa, MasterCard, Discover Card, cashier's check, personal check, U.S. money order, or completed Exam Payment Plan agreement for payment.

Students may download free Content Guides for Excelsior College Examinations. Guides contain an outline of the topics covered in the exam, list of references, sample questions and answer rationales, and tips on how to study for the examinations. Excelsior College Examinations offers a Comprehensive Guided Learning Package through the Excelsior College Bookstore. The package includes a course guide, textbooks, and associated materials packaged in a reduced-price bundle. Students may also purchase online practice exams allowing for review of questions types possibly encountered on the examinations.

Students may take advantage of the Electronic Peer Network (EPN) offered by Excelsior College. The EPN allows currently enrolled students and alumni to interact academically and socially through real-time chat groups, online study groups, buying and selling of used textbooks, and sharing Internet resources. Excelsior College offers a virtual library providing access to resources such as journal articles, books, Web sites, databases, and reference services. Students taking examinations are eligible for free online tutoring services available through SMARTHINKING™ .

Excelsior College Examinations take place at Pearson Professional Centers. There are two Pearson Professional Centers located in Pittsburgh, PA. Examinations are delivered by computer through entering answers using either the keyboard or mouse. Excelsior College offers an online tutorial of computer-based testing.

Students may register for Excelsior College Exams by mail, telephone, or online. The following are instructions to register for examinations online:

1. Go to www.excelsior.edu
2. Click on Exams on the navigation bar
3. Click on Registering for Excelsior College Exams on the left hand side of the page
4. Click on Create your free Web site user account
5. Follow the instructions to create a user account
6. Once an account is created click on Exams on the navigation bar
7. Click on Nursing Exams (Baccalaureate) on the left hand side of the page
8. Click on the course title of interest
9. Click the Registration Link to register for the course

Once registration is complete students will be sent an Authorization To Test letter with information about how to schedule and take the examination. There is a nine-month test window to schedule and take the examination.

Upon completion of the exam with a letter grade of C or higher, students must request an Excelsior College Official Examinations Transcript to be sent to the IUP Registrar's office.

NURS 493 is the clinical component students must complete to receive transfer credits of their Excelsior College examination. Students will be required to complete a clinical internship for both NURX 310 and NURX 315. Students must fulfill the required 40 hours with a Registered Nurse at a clinical site that matches with the course. Students will coordinate with their course instructor to obtain RN preceptors and contracts for clinical sites. To verify completed hours, students will be required to keep a log of accumulated hours signed by their preceptors. Students are also required to keep a journal of their internship experiences reflecting on the practice of Registered Nurses submitted to the faculty member.

LPN to BSN Curriculum

Courses Needed Prior to Taking Nursing Courses

ENGL 121 Humanities Literature
ENGL 101 College Writing
ENGL 202 Research Writing
PSYC 101 General Psychology
PSYC 310 Developmental Psychology

CHEM 101 College Chemistry I
CHEM 102 College Chemistry II
BIOL 105 Cell Biology
BIOL 150 Human Anatomy
BIOL 151 Human Physiology
BIOL 241 General Microbiology

FDNT 212 Nutrition
LIBR 151 Library
Math 217 Prob and Stats

NURSING Courses

NURS 214	Health Assessment	2cr
NURS 312	Professional Nursing II	2cr
NURS 316	Research Utilization	3cr
NURS 334	Transitions in Professional Nursing	3cr
NURS 412	Professional Nursing III	2cr
NURS 432	Psychiatric/Mental Health	2cr
NURS 434	Community Health	2cr
NURS 435	Comm/Psych Mental Health Clinical	5cr
NURS 436	Adult Health II	4cr
NURS 437	Adult Health Clinical II	5cr
NURS 450	A Cognitive Approach to Clinical Problem Solving	3cr
NURS 336	Adult Health Nursing **AND**	4cr
NURS 337	Adult Health Nursing Clinical	5cr
OR		
	Credits by Exam **AND**	8cr
NURS 493	Internship	1cr
NURS 338	Maternal-Child Health **AND**	4cr
NURS 339	Maternal-Child Health Clinical	5cr
OR		
	Credits by Exam **AND**	8cr
NURS 493	Internship	1cr

Liberal Studies Courses (Can be taken anytime)

Fine Arts: Art/Music/Theater/Dance
SOC 151 Principles of Sociology
Philosophy/Religious Studies

HIST 195 History: The Modern Era
Social Science Elective (Non-Western Culture)
LBST Senior Syntheses

ATI incorporation into LPN to BSN Curriculum

Students in the LPN to BSN program would take the following ATI modules:

Fall 2009 NURS 214
Critical Thinking Entrance

Spring 2011 NURS 412
Leadership

Summer 2011 NURS 436
Adult Med-Surg Nursing

Fall 2011 with NURS 435
RN predictor

Fall 2011 with NURS 432
Psych/Mental Health

Fall 2011 NURS 434
Critical Thinking Exit

LPN to BSN students can test out of Adult Health I and Maternal Child theory and clinical courses. If successful, you will not have to take the Pharmacology, Fundamentals, Maternal Newborn, or Nursing Care of Children assessments. If they are not successful, they will take those required clinical and theory courses. The ATI assessments will be included in those courses.

ACADEMIC/PERSONAL COUNSELING

Students desiring/needing personal counseling are urged to use the services available through the University Counseling and Student Development Center. Educational support services are available through the Learning Center. In addition, students are urged to keep in close contact with Departmental advisors for registration information and supervision of progress through the curriculum sequence. Advisors are also available to talk with students about other concerns, either academic or personal, and will suggest referral to other services when appropriate.

Advisory or counseling sessions may be initiated at any time by either the faculty member or the student.

UNIVERSITY COURSE ATTENDANCE POLICY

The university expects all students to attend class. Individual faculty members may define attendance standards appropriate to each course and the consequences of not meeting those standards, within the following guidelines:

1. Each policy must be distributed in writing during the first week of the course. Normally, it is expected that the information dealing with class attendance standards will be distributed with the Semester Course Syllabus.

2. Each policy must recognize students' need to miss class because of illness or personal emergency.

3. Each policy must define some limited level of allowable absence, normally at least a number of clock hours equal to course credits.

Refer to current Undergraduate Catalog

RESPONSIBILITY FOR ATTENDANCE

Attendance at scheduled clinical laboratory practice and academic classes is an important aspect of professional and personal accountability. The student's progress toward meeting course objectives will be the basis for evaluation and grading in each individual clinical practice site. Absence from clinical nursing practice will decrease the data available on which to evaluate the student's progress toward meeting course objectives. However, in the event that personal illness or other circumstances make it unsafe for the student to be on the clinical unit, the student will follow the guidelines established by the faculty member at that site for reporting the absence. Make up time for absence from clinical practice is rarely feasible.

The course content presented in nursing classes is the basis for materials tested in the licensing examination and the foundation for the knowledge base required for safe professional practice. It is difficult to meet the requirements of the Department's Academic Progression and Graduation Policy without consistent attendance at all scheduled classes. Attendance policy for each course in the nursing major will be distributed by faculty during the first week of the course in the course syllabus.

PROFESSIONAL BEHAVIOR

As a professional nursing student and a representative of the IUP community, the following are examples of professional behaviors that are expected.

1. Adhere to the Source (IUP Student Handbook) and the Department of Nursing Allied Health Professions Undergraduate Nursing Program Student Information Handbook
2. Respect differences in others (examples include ethnic, religious, sexual orientation, etc.)
3. Respect other person’s space, time, and work (examples of lack of respect include disruptive behavior in class, cell phones in class, etc.)
4. Interact with others in an empathetic, honest, open manner
5. Work in a collegial manner with staff members, peers, and professors
6. Display honesty, integrity, and ethical behavior
7. Communicate with patients, their families, staff members, peers, professors in a respectful, constructive fashion
8. Demonstrate accountability (Preparation for class/clinical, assume responsibility for your actions, report errors, etc.)
    a. Actively participate in learning; seek out learning experiences; be involved in class
    b. Assume responsibility for your own learning (Seek guidance from your professor as needed.)

9. Abide to the behaviors in following separate policies
    a. Travel to clinical site
    b. Attendance responsibilities
    c. Dress Code

Indiana University of Pennsylvania
Department of Nursing and Allied Health Professions

Standards of Professional Conduct and Safe Clinical Practice

Acknowledgement

I have read the Indiana University of Pennsylvania Department of Nursing and Allied Health Professions Standards of Professional Conduct and Safe Clinical Practice. I understand that my behavior as a professional nursing student in all my classroom and clinical activities must conform to these standards

Failure to adhere to these standards will result in the initiation of the procedures under the Student Behavior and/or Academic Integrity policies of the University.

Name: _____

Date: _____

Indiana University of Pennsylvania
Department of Nursing and Allied Health Professions

Standards of Professional Conduct and Safe Clinical Practice

Acknowledgement

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Name: _____

Date: _____

GUEST/HOST RELATIONSHIP POLICY

Students are required to also read and sign the Guest/Host Relationship Form. **See Appendix B.**

STUDENT ACCOUNTABILITY POLICY

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I, the undersigned, have read, comprehend, and acknowledge my responsibility to comply with all existing undergraduate nursing policies as written in the Student Information Handbook of the IUP Undergraduate Nursing Program. I also understand that this Student Information Handbook and the policies as stated are both subject to revision at any time during my academic program. I further acknowledge that it is my responsibility to read and adhere to these revisions when they occur.

Name_____ Date_____

Student ID # _____

Dec. 10, 2008

NURSING DEPARTMENTAL TEST POLICY

Students who are unable to attend the class period when a test is scheduled, and who have just cause for their absence, ***must*** make prior arrangements with faculty administering the exam for completing the course requirements. Just cause is defined as, but not limited to, personal illness or injury, or death in the student's immediate family.

Prior arrangement for completion of tests includes completing the form, "Permission Form for Rescheduling an Exam," available in the department office. This form ***must be signed by the faculty administering the exam or designee*** at least 24 hours before the test is scheduled and it will be filed in the student's permanent record.

In an emergency, the student may request permission to be absent from a test via telephone call to the faculty member administering the exam prior to the hour the test is scheduled**.**

Make up exams are given at the discretion of the faculty involved.

THE STUDENT IS RESPONSIBLE FOR SCHEDULING AND COMPLETING MAKE UP EXAMINATIONS. The make up exam may be different in structure and form from the original test. Faculty may choose not to give make up exams and will notify students of this fact in the course syllabus.

Failure to meet these requirements may result in the assigning of a grade zero for the test.
Effective 10/19/98

UNDERGRADUATE NURSING PROGRAM EXIT EXAM POLICY

Each student will take a mandatory Exit Exam prescribed by the NAHP Department during a designated nursing course in the final semester of the senior year prior to a student's graduation from the undergraduate nursing program. The test will be scheduled at the midterm or later during the semester. Students must achieve a department designated minimum benchmark score.

Students who do not achieve the benchmark score on their first attempt must participate in mandatory remediation. This remediation includes the student/graduate showing evidence of his/her satisfactory completion of a standardized NCLEX Review Course that is viewed as acceptable by the NAHP Department. The student must also develop an individualized plan of study that is based on the results of his/her Exit Exam. If a student does not participate in or complete mandatory remediation, the Department of Nursing and Allied Health Professions will not process the student's application for registered nurse licensure.

Procedure:

- The Exit Exam will be administered and proctored by senior level clinical faculty (rotating proctoring times throughout the day). The Nursing Department's Test Taking policy will apply to the Nursing Exit Exam.
- All testing will take place in one day.
- Students are not permitted to have cell phones with them during the exam.
- Anyone found to have a cell phone during the exam, will receive a score of zero.
- MAKE-UP exams will be at the discretion of the NAHP Department Chairperson.

- The remediating student is responsible for any additional expenses along with making arrangements for satisfactorily completing the remediation and communicating with the NAHP Department Chairperson.

December 10, 2008

DRESS CODE - CLINICAL PRACTICE

Guidelines for acceptable professional appearance have been established for IUP nursing students for the following reasons:

1. To project a positive professional image to patients being cared for by IUP nursing students.

2. To protect patients from injury or infection.

3. To assist agency staff members and patients in readily identifying the caregiver as a student.

Faculty reserves the right to make any decisions regarding personal appearance/hygiene adherence to the dress code.

Professional appearance for clinical laboratory should conform to the following:

1. Personal Hygiene:

    a. All students should be neat and clean
    b. Perfumes, after-shave colognes, and scented hair sprays should be avoided as these odors may be offensive
    c. Make-up should be kept to a minimum and used discretely. Offensive and inappropriate body tattooing cannot be visible.
    d. Nails should be clean and trimmed so as to avoid injuring any patient; clear or neutral nail polish is acceptable in most clinical settings. Artificial/acrylic nails or tips are not permitted.
    e. Hair must be clean and styled so that it is away from the face and secured so that it will not fall forward when bending; hair accessories must be inconspicuous and used for the purpose of keeping hair neatly arranged and secured away from the face. Faddish hair color or styles are inappropriate in a professional role. Men should be clean-shaven or have facial hair neatly trimmed.

2. Uniforms:

    a. Clean, wrinkle-free student uniform of an appropriate professional length
    b. No alterations of the uniform style are permitted
    c. In clinical settings where the student uniform is not required, the faculty will designate appropriate alternate attire
    d. Student uniform policy applies also to pregnant students
    e. Appropriate undergarments must be worn since undergarments may be visible through uniform fabric
    f. Plain white stockings (male students-white socks)
    g. Plain white shoes; plain white leather athletic shoes are acceptable; shoes and laces must be kept clean; shoes worn for clinical practice must be used exclusively for that purpose

h. Washable cardigan style sweaters/jackets may be worn with the student uniform when permitted by the agency
i. Appropriate identification indicating status as a student must be worn; also students will adhere to agency guidelines as to the specific type of identification required
j. RN students are not required to wear student uniforms but should wear appropriate professional attire for the clinical site.
k. A watch with a second hand, pen with black ink, and physical assessment kit should always be brought to clinical.

3. Jewelry:

a. Jewelry must be kept to a minimum; individual faculty or agency policy may not permit any jewelry to be worn.
b. Watches, wedding bands, engagement rings, and ***single*** post earrings are usually permitted.
c. Necklaces, bracelets, chains, or earclips **should not** be worn with the student uniform
d. Visible body piercing jewelry is **not permitted** on the clinical setting.
e. Students are reminded that raised rings, long fingernails, and ornamentation can be a source of infection and injury to themselves and patients. Gloves can be torn by a stone or fingernail which then jeopardizes the students' protection from exposure to communicable disease; performance of routine patient care activities can result in damage to or loss of stones

4. Personal behavior:

a. Gum chewing is prohibited during clinical laboratory
b. Use of tobacco (cigarettes, smokeless tobacco, cigars) is prohibited while in uniform.
c. **Use of alcoholic beverages and other mind-altering substances during clinical laboratory practice or other professionally related activities is prohibited; this mandate also pertains to commuting time to and from clinical sites.**
d. **If a faculty member suspects that a student is impaired, emotionally unstable, or under the influence of alcohol or any other mind-altering substance, the faculty has the right to immediately dismiss the student from clinical practice. This behavior may affect your ability to proceed in the nursing major.**
e. Agencies retain the right to require that a student leave the agency because his/her performance or health status is deemed prejudicial to the agency.

CANCELLATION OF CLINICAL PRACTICE

In the event that classes are canceled by the University, clinical practice is canceled also. During inclement weather, clinical practice may be also canceled at the discretion of the faculty. Mechanisms for communicating information about cancellations will be established by the individual faculty. STUDENTS SHOULD USE GOOD JUDGMENT ABOUT THEIR ABILITIES TO DRIVE UNDER HAZARDOUS CONDITIONS.

POLICY ON RECORDS KEEPING

1. Students are required to complete and to submit to the Department of Nursing and Allied Health Professions the following records yearly:

a. Child abuse and criminal clearance check

b. Current CPR
c. Malpractice insurance
d. Mandatory health requirements

2. These items need to be sent to the Departmental office on or before August 1st of each academic year.

3. Students are required to make copies of each of these items for their own records prior to submitting the originals to the department.

4. The departmental office will keep the original copies of the child abuse and criminal clearances.

5. Students will report for a final verification of their records prior to the scheduled time of orientation to their clinical course. Faculty will notify students regarding the time and place of this verification activity.

6. If any of the above required records are missing from the student's file, that student will be Administratively Disenrolled from the clinical at that time.

PROFESSIONAL LIABILITY INSURANCE

Liability insurance in the amount of at least $1,000,000 per occurrence for personal injury and $1,000,000 annual aggregate for personal injury to, or death of any one person must be carried by all students who are caring for patients/clients in nursing practice courses. Coverage is available through Seabury & Smith; students will be notified of the process for application in the semester prior to their enrollment for nursing courses. Cost of insurance is less than twenty dollars and payment may be made in the departmental office. **It is the student's responsibility to renew the policy annually to assure continuity during clinical nursing courses.** Students have the option of purchasing liability insurance through another carrier. Proof of coverage must be submitted for departmental records.

Students who are already licensed as registered nurses or practical nurses may also purchase liability insurance through the Nursing Department. Liability insurance purchased as a student nurse provides coverage only while the student is functioning in the student role.

YOU WILL NOT BE PERMITTED TO PARTICIPATE IN CLINICAL PRACTICE WITHOUT HAVING PROOF OF CURRENT LIABILITY INSURANCE ON FILE IN THE NURSING DEPARTMENT.

CPR CERTIFICATION

Current certification in cardiopulmonary resuscitation must be maintained by nursing students throughout all semesters of clinical nursing courses. Basic Life Support certification is required, including adult one and two-person rescue, obstructed airway, and infant and child CPR. Certification may be attained and maintained through the American Heart Association. A fee is assessed for all types of certification.

CPR CERTIFICATION MUST BE CURRENT AT ALL TIMES. PROOF OF CERTIFICATION MUST BE AVAILABLE TO CLINICAL NURSING FACULTY UPON REQUEST.

ACADEMIC ACHIEVEMENT/DIAGNOSTIC TESTS

Standardized exams may be administered for the purpose of diagnostic evaluation of students' knowledge base. The nursing program utilizes assessment and testing services from Assessment Technologies Institute (ATI). ATI is an assessment company serving schools of nursing and provides standardized testing and preparation for NCLEX licensure examination. The ATI program is approximately $350 and is to be purchased at the Co-op Bookstore. Fees for academic achievement/diagnostic tests are the student's responsibility. This program is non-returnable and non-refundable.

Revised 2/06

HEALTH

HEALTH POLICY

The purposes for policies on student health are:

a. to safeguard the health of students.

b. to encourage students to practice health maintenance and preventative care.

c. to provide protection to patients, agency employees, other students and faculty from students who are medically unsafe to practice clinical nursing.

d. to meet employee health criteria established by clinical agencies.

* Prior to entry to clinical nursing courses students are required to place forms on file in the Department of Nursing and Allied Health Professions to show completion of the following:

REQUIRED HEALTH SCREENING

Effective Fall 2006 Semester

Pre-Sophomore Clinical (Due by July 1)	Juniors & Seniors (Due by July 1)

Health History and Physical Exam Titers: *Rubella Titer *Varicella Titer Immunizations DPT/DTaP/Tdap MMR Polio HBV TB Skin Test (TST is required)	TB Skin Test (TST is required) Urine Drug Screen**

*Titers are required. Vaccinations or history of illness with the disease is not acceptable as proof of immunity. If not immune on first titer, student must receive Rubella and/or Varicella immunization and be re-titered to verify immunity.

**In order to comply with affiliating agency requirements, it is now necessary that nursing majors registered for clinical courses submit to urine testing for the following substances: cannabinoids, cocaine, opiates, phencyclidine, amphetamines, barbiturates, and benzodiazepines. Refusal to comply with the drug testing requirement or testing positive for the use of specified drugs will create the potential for serious disruption in the student's academic progress. The university cannot guarantee clinical placements for students who refuse to comply with the requirement or who test positive.

Two Step (tuberculin) Skin Test (TST)

Nursing students are required by the health care agencies to have a two step skin test completed. This is a procedure utilized for baseline skin testing of individuals (health care workers, long-term care residents) who periodically receive TST to reduce the likelihood of mistaking a boosted reaction.

Procedure:
1. Receive initial tuberculin injection
2. Return for reading of injection site within 48-72 hours
3. Documentation of reading of first injection site
4. If test is negative, a second test is repeated 1-3 weeks later
5. Return for reading of second injection site within 48-72 hours
6. Documentation of reading of second injection site

If skin test is positive, a negative chest X-ray is required. Negative TB skin test (or chest x-ray) must be in effect for entire academic year.

1. It is the student's responsibility to schedule all exams, lab tests and immunizations with the health care provider of his or her choice. Counseling and/or follow-up for any abnormalities is the responsibility of the student's health care provider.

2. **STUDENTS WHO FAIL TO MEET HEALTH REQUIREMENTS WILL NOT BE PERMITTED TO BEGIN CLINICAL NURSING COURSES OR TO PROCESS APPLICATIONS FOR LICENSING EXAMINATION.**

3. All students entering the sophomore, junior, and senior levels must obtain the TST (two-step baseline tuberculin skin test). In compliance with the guidelines of the TST, the student must return for the second skin test. Testing must be completed prior to August 1st for the Fall nursing courses.

   A student who is known to have a positive tuberculin test may be required by his/her health care provider to complete further diagnostic work.

4. The Department supports the recommendation of the Centers for Disease Control that all health care providers should be vaccinated against hepatitis. **All students are required to have the HBV series completed before the first clinical course.** Students do have the right to refuse this requirement and can do so by signing and submitting a Hepatitis Vaccine Refusal form to the department office.

5. The current recommendations from the Centers for Disease Control outlining universal precautions to prevent transmission of HIV and other blood borne infections will be followed in all clinical practice sites.

6. **A STUDENT IS REQUIRED TO IMMEDIATELY REPORT TO THE FACULTY MEMBER ON THE UNIT ANY ACCIDENT OR INJURY SUSTAINED WHILE IN A CLINICAL AGENCY, INCLUDING NEEDLE STICKS OR ANY BLOOD OR BODY FLUID EXPOSURE.** Procedure/policies for employee health in the agency will be followed in treating the student. Any cost for this care will be the responsibility of the student. (See Policy on Student Injury At An Affiliating Agency.)

7. A student is entitled to testing following possible exposure to an HIV or other blood borne infection, according to the employee health guidelines of the clinical agency. This testing is optional, and the result will be available only to the student, subject to the surveillance definition of the Centers for Disease Control. Cost for this testing may be the responsibility of the student.

8. A student who has been diagnosed with any new onset chronic or acute illness or injury that could interfere with their ability to safely deliver care should discuss this with the faculty member teaching in the assigned clinical site**.** This enables the faculty member to adjust patient assignments, if this is appropriate, or to act more expeditiously should a student health related emergency arise while the student is at a clinical agency. The student may need to get permission from the clinical agency to attend clinical. The faculty and/or clinical agency may require a medical clearance to attend clinical. A copy of the medical clearance will be placed in the student file.

9. Any student who has had a known exposure to a communicable disease, excluding upper respiratory infections, must report this to her/his clinical faculty.

10. It is the student's responsibility to use the services available through Pechan Health Center, as defined in the current edition of the student handbook, to obtain treatment for acute illness or injury.

11. Students who are acutely ill should not attend scheduled clinical courses. Process for notifying the faculty and/or the clinical agency will be announced by each faculty member.

12. A student who chooses to continue a clinical course while she is pregnant must have written medical clearance for any clinical practice to which she may be assigned. A copy of medical clearance will be placed in the student file.

13. Students are encouraged to integrate practices into their life styles which will promote and maintain health. If need for support is identified, services and programs to enhance both physical and mental health are available through Pechan Health Center and the Counseling and Student Development Center. Special services are also available through the Disabled Student Services and the Speech and Hearing Clinic.

Revised 3/06
Revised 2/06
Revised 11/05

ALL INFORMATION ABOUT STUDENT HEALTH IS CONSIDERED CONFIDENTIAL.

POLICY ON STUDENT INJURY AT AN AFFILIATING AGENCY

Any injury to a student which occurs during clinical laboratory hours at an affiliating hospital and which necessitates treatment should be processed through the emergency department. Cost incurred for services rendered in the Emergency Room will be the responsibility of the student. It is the responsibility of the student or appropriate personnel to notify the IUP Nursing Department or clinical professor immediately of all injuries sustained during clinical practice. The IUP Student Injury form (available in the departmental office) must be completed for any injury that occurs to a student. Injury incurred by a student in an agency other than a hospital should be treated at Pechan Health Center or at the nearest Emergency Room - depending on the severity of the injury.

REQUEST FOR VARIANCE IN CLINICAL COURSES

A student who requests a variance in clinical course requirements for health reasons must provide the clinical teaching team with an initial plan for meeting course objectives. The plan will be approved when it is mutually acceptable to the student and the clinical teaching team. Written medical approval for the activities proposed in the plan must be obtained by the student and submitted to the teaching team. The approved plan and the medical approval will be forwarded to the Department Chairperson for information and retained in the student's permanent record.

In the interest of student health or patient safety, a request for variance in the clinical course requirements may also be initiated by a member of the clinical teaching team. Any restrictions on student practice (i.e., casts, varicella exposure with a negative titer) imposed by clinical agencies will be strictly followed.

MISCELLANEOUS

STUDENT REGISTRATION PROCESS FOR CLINICAL NURSING COURSES

All students can register for his/her desired clinical course(s) initially under one general course heading. Once the student has verified **all** (exception is the Urine Drug Screen which is due at a later specified preclinical date and time) of his/her clinical requirements including final official reports of background

checks completed and on file in the NAHP Department, the student will be granted individual permission by the NAHP Department Chairperson to complete his/her registration for a specific clinical course section as openings remain available.

This registration process requires that all students must first submit a **single packet** containing all the clinical requirements and clearances documentation as specified in the Student Information Handbook (except urine drug screen) before permitted to register into a clinical course section. This completed packet is **due annually on or before July 1st**. Packets must be hand delivered to the IUP Nursing office on designated days of a week TBA by the NAHP Department Chairperson. Students are responsible to keep copies of all materials submitted and provide only original documentation in the packet. **Incomplete packets will NOT be accepted!**

Permission to register for a clinical course section will be granted in the order that completed packets are dated and time stamped received in the 210 Johnson Hall IUP Nursing Department office. It is the student's responsibility to read all department-to-student correspondence (which may include IUP email) and meet registration process deadlines. Course registration will be closed after July 1st at 4:30pm.

December 10, 2008

CLINICAL NURSING COURSE ENROLLMENT POLICY: FALL & SPRING SEMESTERS

Whenever student registration request(s) exceed the NAHP department's maximum limit set for a nursing course, the following guidelines apply:

1. No overrides will be granted to exceed the maximum limits of course enrollment.

2. Students who need a specific course to meet graduation requirements in that same semester will be given highest priority registration. Registering for a nursing course does not guarantee enrollment in a class.

3. Students will be given second priority registration placement, after the graduating seniors, based on ranking of current overall grade point average from highest to lowest. Whenever there are equal cumulative GPA rankings, students will be enrolled on a first-come first-served basis.

4. When students have earned less than a 'C' grade in a course and are registering to repeat the course, they are not guaranteed a seat in the class until all students who are taking the course for the first time have enrolled/registered and an opening still exists.

5. No class seats are placed on hold for any student.

6. Student registration for a nursing course may be rescinded at any time based on the discretion of the NAHP Department Chairperson.

SUMMER NURSING COURSE ELIGIBILITY GUIDELINES

When the NAHP Department offers summer nursing courses that are part of the required undergraduate nursing curriculum, they are condensed. Intensive study is required of all students taking these courses. To facilitate academic success in these select courses, the following guidelines will be followed to determine student eligibility for course enrollment:

1. Students must have a minimum cumulative GPA of 3.00 at time of registration to meet summer nursing course eligibility requirement. **

2. When students have earned less than a 'C' grade in a nursing course and are registering to repeat the course, they are not guaranteed a seat in the class until all students who are taking the course for the first time have enrolled/registered and an opening still exists.

3. Students wanting to take a summer nursing course must "preregister" in the NAHP Department office by April 15th.

4. Each summer nursing course will have a set limit for minimum and/or maximum enrollment size. No class seats are reserved or held for any student.

5. The cumulative GPA will be used to prioritize students for placement in the course; (highest cumulative GPA gets priority seating).

6. All necessary prerequisite courses must have been completed successfully prior to taking a summer nursing course(s) and all co-requisite courses must be scheduled and taken during the same summer as the nursing course (s).

****** Students registering for 4 credits or less do not need to meet the 3.00 cumulative GPA guideline, but do need to meet the course(s) prerequisites and co-requisites.
March 11, 2009

CRIMINAL BACKGROUND CLEARANCES

PURPOSE The Commonwealth of Pennsylvania requires that educational and health care systems provide a safe environment for children and the provision of service safeguarding the rights of older adults while protecting them from abuse.

DISCUSSION ABOUT ACT 34/151 CLEARANCES

1. Act 34 is the criminal record check. Act 151 is the child abuse check. These clearances are good for only one year from the time they are dated and issued from the respective agency.
2. Act 34 criminal offenses are those that involve crimes against another person. i.e., assault, sexual molestation, rape, etc. There are 17 crimes listed for Act 34.
3. Act 34 check will yield a complete RAP sheet on the person. This includes all misdemeanor and felony offenses. Because driving under the influence (DUI) is a misdemeanor offense in Pennsylvania, it automatically requires fingerprinting. Driving under influence (DUI) will be

recorded if the person was fingerprinted and the local police department forwarded the offense to the State Police Repository

PROCEDURE

1. It is the **responsibility** of the student to submit all forms and incur the fees related to compliance. Prior or by July1st of the sophomore, junior and senior level nursing courses **all students** must provide evidence of criminal background clearances.
2. Failure to achieve **verification of clearance** will result in the student being dismissed from the Nursing program. **If possible, attempts will be made to assist the student or student applicant to select another major in which a conviction record is not contraindicated.**
3. Failure to comply with the procedure above the student will not be permitted into the clinical course.

TIMELINE:

APRIL 1ST

1. Freshman through Junior Years: Department Chair distributes clinical requirements packet.
2. Freshman through Junior Years: Students obtain clearance forms from the Department of Nursing Office, Johnson Hall or on line at www.psp.state.pa.us/ (Criminal Record Check) and www.dpw.state.pa (Child Abuse Clearance.)
3. Freshman through Junior Years: Students submit the forms to the appropriate agencies with the required fees.
    - **Form SP4-164** (PA State Police Request for Criminal Record Check) is used for Act 34 Clearance (Child Protective Services Law of 1990) and Act 169; 35 P.S. Clearance (Older Adults Protective Services Act).
    - **Pennsylvania Child Abuse History Clearance** (Act 151)
    - **All clinical nursing students need obtain the following in addition to the above two clearances**
        a. FBI Criminal History Check and FBI Background Check with fingerprinting process.
4. **JULY 1st**:
   Students submit the **ORIGINAL** letters from the Child Line and Child Abuse Registry, Pennsylvania State Police Repository, and the FBI clearance to the Nursing Program for verification. Students need to bring the originals of the clearances to the Department of Nursing. The original clearances will be kept in the student's file. Students are required to make copies of the clearances prior to submitting the originals to the department. Several copies should be made. Students will be responsible to submit copies of verification of clearance upon agency request.

Applicable Offenses Under the Act 34 are as follows:

1. Title 18 of the Pennsylvania Consolidated Statutes (Crimes Codes)

- Chapter 25 Criminal Homicide
- Section 2702 Aggravated Assault
- Section 2709 Harassment and Stalking
- Section 2901 Kidnapping
- Section 2902 Unlawful Restraint

- Section 3121 Rape
- Section 3122.1 Statutory Sexual Assault
- Section 3123 Involuntary Deviate Sexual Intercourse
- Section 3124.1 Sexual Assault
- Section 3125 Aggravated Indecent Assault
- Section 3126 Indecent Assault
- Section 3127 Indecent Exposure
- Section 4302 Incest
- Section 4303 Concealing Death of Child
- Section 4304 Endangering Welfare of Children
- Section 4305 Dealing in Infant Children
- Section 5902(b) Prostitution and Other related Offenses
- Section 5903 (c), (d) Obscene & Other Sexual Materials & Performances
- Section 6301 Corruption of Minors
- Section 6312 Sexual Abuse of Children

2. A felony under The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. 780-101 et.seq.
3. An out of state or Federal offense similar to those listed in (1) and (2) above.

The Prohibitive Offenses Contained in Act 169 are as follows:

- CC 2500 Criminal Homicide
- CC 2502A Murder I
- CC 2502B Murder II
- CC 2503C Murder III
- CC 2503-4 Involuntary Manslaughter
- CC 2505 Causing or Aiding Suicide
- CC 2506 Drug Delivery Resulting in Death
- CC 2702 Aggravated Assault
- CC 2901 Kidnapping
- CC 3121 Unlawful Restraint
- CC 3122.1 Statutory Sexual Assault
- CC 3123 Involuntary Deviate Sexual Intercourse
- CC 3124.1 Sexual Assault
- CC 3125 Aggravated Indecent Assault
- CC 3126 Indecent Assault
- CC 4302 Incest
- CC 4303 Concealing Death of a Child
- CC 4304 Endangering Welfare of Children
- CC 4305 Dealing in Infant Children
- CC 4952 Intimidation of Witnesses or Victims
- CC 4953 Retaliation Against Witness or Victim
- CC 5902 (b) Prostitution and Other Related Offenses
- CC 5903 (c) (d) Obscene & Other Sexual Materials & Performances
- CC 6301 Corruption of Minors
- CC 6312 Sexual Abuse of Children

- CC 13A12 Acquisition of Controlled Substance by Fraud
- CC 13A14 Delivery of Practitioner
- CC 13A30 Possession with Intent to Deliver
- CC 13A36 Illegal Sale of Non-Controlled Substance
- CC 3127 Indecent Exposure
- CC3301 Arson and Related Offenses
- CC 3502 Burglary
- CC 3701 Robbery
- CC 3901 Theft
- CC 3921 Theft by Unlawful Taking
- CC 3922 Theft by Deception
- CC 3923 Theft by Extortion
- CC 3924 Theft by Property Loss
- CC 3925 Receiving Stolen Property
- CC 3926 Theft of Services
- CC 3927 Theft by Failure to Deposit
- CC 3428 Unauthorized Use of a Motor Vehicle
- CC 13A37 Designer Drugs
- CC 3929 Retail Theft
- CC 3929.1 Library Theft
- CC 3930 Theft of Trade Secrets
- CC 3931 Theft of Unpublished Dramas or Musicals
- CC 3932 Theft of Leased Properties
- CC 3933 Unlawful Use of Computer
- CC 4101 Forgery
- CC 4114 Securing Documents by Deception

Act 151 Clearance (Child Protective Services Law of 1990)

Pennsylvania Child Abuse History Clearance relates to clearance for the Child Protective Services Law of 1990.

Any arrest and/or conviction of child abuse laws.
Revised 3/05

BACKGROUND CHECKS RELATED TO ACT 114, ACT 73, ACT 34, ACT 151:

1. **All clinical nursing students must complete annual background checks** to comply with both State and Federal laws. This requires students to provide the NAHP Department with official reports from: State Police, Child Abuse, and FBI background checks. This policy is subject to revision as other requirements may become necessary per agencies' contractual agreements with the NAHP Department.
2. If a student has a criminal record identified by one of the background checks above, the Department Chair will**,** in accordance with the clinical agency affiliation agreements, disclose the finding to the clinical agency. The clinical agency reserves **the right to refuse placement of student(s)** based on the background check findings or other clinical requirements. The Chair of

the NAHP Department will try at least 2 current clinical affiliated agencies before determining the student cannot be placed in a clinical agency for a given clinical course.

3. Failure to obtain clinical placement means that the student will not be able to meet program requirements.
4. Failure to meet program requirements means that the student will be unable to complete the degree and the student will be dismissed from the major. The department will assist the student with selecting a new major.
5. If the student with a criminal record does obtain clinical placement, this does not guarantee future clinical placement(s) or permission to sit for the NCLEX exam or eligibility to obtain a nursing license.
6. Eligibility for the NCLEX exam and/or licensure does not guarantee employment eligibility.
7. If a student with a criminal record obtains clinical placement, the student is proceeding **"at his/her own risk"**. The student may at any time during the program encounter an agency that will not place him/her.

FBI FINGERPRINTING PROCESS: (*Current '08)*

All nursing students, regardless of whether permanent address is in-state, out-of-state or out-of-country, must complete the FBI Criminal History Check and Background check (**fingerprinting process)**. This brings IUP-NAHP in compliance with the requirements for the Pennsylvania Department of Education (PDE) and the Department of Aging Act 169. Furthermore, for certain laws/acts that have been passed, nursing is under the Department of Education Regulations and for other laws nursing is under the Department of Aging. The Department of Aging accepts the Department of Education FBI Background checks so this is the one that is required.

The fingerprint-based background check is a multiple-step process:

1. The applicant must register with Cogent Systems PRIOR to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at http://www.pa.cogentid.com Telephone registration is also possible at 1-888-439-2486 Monday thru Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, etc.) so there is no data entry required at the fingerprint collection site. It is best to complete the online registration process to ensure that no errors are made in the registration process. When you enter the Cogent System Website, click on the Department of Education Icon.

This information is also available under the Registration Procedures Tab once you enter the Cogent System Website under Department of Education.

2. The applicant will pay the fee ($36.00 in 2008) for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. It may also be possible to pay by money order or cashiers check payable to Cogent Systems on site for those applicants who do not have the means to pay electronically. NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATION.

3. The applicant proceeds to the fingerprint site of his/her choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the Cogent System's website under the "print site locations" tab once one clicks on the Pennsylvania Department of Education icon. The location of fingerprint sites may change over time so applicants are encouraged to confirm the nearest site location.

4. Please read the information on what to bring to the print site location as well.

5. At the fingerprint site, the Applicant Livescan Operators (ALO) will manage the fingerprint collection process.

The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website. Applicants will not be processed if they cannot produce acceptable identification.

6. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

7. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.

8. A receipt that indicates one has completed the background check is available at the Cogent Website. You will need your social security number and birth date to access your printable receipt.

9. PDE will receive the Federal Criminal History Record from the FBI. PDE will not return the Federal Criminal History Record to the applicant unless the applicant pays an additional $2.00 at the time the applicant registers. This is the only paper copy that can be obtained by the student. *

Do not contact Cogent Systems or the fingerprint site after one's fingerprints have been submitted. Cogent Systems does not have the means to give the applicant the status of his/her background check. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, he/she should call (717) 783-3750 or email PDE at dwolfgang@state.pa.us.

* The student will then provide the Federal Criminal History Record to the nursing department, where it will be kept on file.

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.

Inquiries or Questions:

All information regarding process, policy and print locations may be found at www.pa.cogentid.com.

Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or dwolfgang@state.pa.us

For out-of-country students who DO NOT have a social security number, students should apply to the Social Security office to see if they are eligible for one. Recent changes to the homeland security act may prevent this for some students. If a student is NOT eligible for a social security number, it is advised that the student obtain a letter of refusal from the Social Security Office as evidence of this ineligibility.

The following is a list of pertinent convictions:

An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes includes:

Chapter 25 (relating to criminal homicide).
Section 2702 (relating to aggravated assault).
Former section 2709(b) (relating to stalking).
Section 2709.1 (relating to stalking).
Section 2901 (relating to kidnapping).
Section 2902 (relating to unlawful restraint).
Section 3121 (relating to rape).
Section 3122.1 (relating to statutory sexual assault).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3124.1 (relating to sexual assault).
Section 3125 (relating to aggravated indecent assault).
Section 3126 (relating to indecent assault).
Section 3127 (relating to indecent exposure).
Section 4302 (relating to incest).
Section 4303 (relating to concealing death of child).
Section 4304 (relating to endangering welfare of children).
Section 4305 (relating to dealing in infant children).
A felony offense under section 5902(b) (relating to prostitution and related offenses).
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Section 6301 (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).
(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
(3) An out-of-State or Federal offense similar in nature to those crimes listed in clauses (1) and (2).

December 10,2008

SPECIAL COSTS OF PROGRAM

The cost of books is approximately $400 for each semester. The cost for the Assessment Technologies Institute (ATI) program is approximately $250. Students will purchase this product in the beginning of the first semester sophomore year. This product will be used throughout the curriculum. Purchase of a physical assessment kit will cost approximately $80.00 and the kit will be used for the first clinical course and can be utilized throughout your student and graduate practice. Essential equipment may be chosen from the kit and purchased at your option. Additional costs incurred throughout the program include uniforms, liability insurance, CPR certification, criminal and child abuse clearances, health screening, and State Board application fee. Purchase of the school pin is optional; costs range from $80.00-150.00.

Although many students choose to purchase meals at the hospital cafeteria when on clinical practice, students are reminded to follow the policy regarding their selected meal plans, as boxed meals may be available for clinical days.

Revised 2/06

CLASS ORGANIZATION AND ACTIVITIES

Officers and Advisor

Many classes choose to organize during the sophomore level for the purpose of planning and implementing group activities. Class officers and a faculty advisor are selected. Students may request any faculty member to function as their class advisor.

Sigma Theta Tau International

Students who have completed at least one half of the required nursing component of the baccalaureate curriculum may apply for membership in Zeta Lambda Chapter, Sigma Theta Tau International the honor society of nursing. The purposes of Sigma Theta Tau International are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

Candidates are recommended by the Eligibility Committee and elected by the Chapter membership. Candidates are considered without regard to race, religion, creed, age, sex, disability, or ethnic heritage. To apply for membership, students must meet the criteria established by Sigma Theta Tau.

Alpha Tau Delta

Alpha Tau Delta (ATD) is a national professional fraternity for nurses. The purposes of ATD include:

- Supporting educational programs.
- Maintaining professional standards of professional nursing.
- Providing among members a close bond of friendship, understanding, and fellowship.

To qualify, a student shall be enrolled in a Baccalaureate, Master or Doctoral Degree Program in an accredited school of nursing. The student must have a minimum 2.5 GPA. The organization makes grants, scholarships and merit awards available. Annually, this organization selects a local community agency as their philanthropic endeavor.

ATD promotes academic, professional and social growth. There are scholarships, grants, and merit awards awarded annually to students and individual chapters plan educational, professional, social, and philanthropic programs.

SNAP

SNAP-IUP is a division of the Student Nurses Association of PA which is a constituent of the National Student Nurses Association (NSNA). SNAP-IUP is a student organization designed to enhance educational, political, and community awareness. SNAP-IUP is open to all nursing majors. Membership for the local chapter is free. National membership dues are determined by the National Student Nurses Association (NSNA). Students who become members at the national level are automatically awarded state membership and are permitted to attend state and national conventions.

Nurse's Christian Fellowship (NCF)

Nurse's Christian Fellowship (NCF) is a professional organization and a ministry for nurses and nursing students. Its mission is to establish and advance in nursing, within education and practice, witnessing communities of nursing students (both undergraduate and graduate) and nurses who follow Jesus Christ as Savior and Lord.

Membership is open to all nursing students, professional nurses, and nursing faculty within the IUP community. Meetings are usually held twice a month and include a time of fellowship, prayer and Bible study.

Student Advisory Committee

Any student may go to the Student Advisory meetings but each class will have only two elected voting members.

STUDENT EMPLOYMENT

Students seeking employment or externships in health care agencies are advised that they must follow the job description guidelines that are given by the agencies in which they are hired. Student liability insurance coverage does not apply to situations in which the student is employed as a health care provider.

PROFESSIONAL STANDARDS

APPLICATION FOR LICENSURE EXAM AND TEMPORARY PRACTICE PERMIT

Following graduation, two important activities in a graduate's life will be securing a job and taking the licensure exam. There are specific directives that must be followed in order to apply for a temporary practice permit (TPP) and admission to the licensure exam. Information about the procedure will be presented in senior level and specific directions will be distributed during the final semester of coursework.

PROFESSIONAL NURSING LAW

Students are informed of the following language of the Professional Nursing Law from Act 109, P.L. 409, No. 109, December 20, 1985:

> -"The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as 'The Controlled Substance, Drug, Device, and Cosmetic Act,' or convicted of a felony related to a controlled

substance in a court of law of the United States or any other state, territory or country unless:

(1) At least ten (10) years have elapsed from the date of conviction;..."

Section 14. Refusal, Suspension or Revocation of Licenses. - (a) The Board may refuse, suspend or revoke any license in any case where the Board shall find that -

(1) The licensee is on repeated occasions negligent or incompetent in the practice of professional nursing.

(2) The licensee is unable to practice professional nursing with reasonable skill and safety to patients by reason of mental or physical illness or condition or physiological or psychological dependence upon alcohol, hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue. In enforcing this clause (2), the Board shall, upon probable cause, have authority to compel a licensee to submit to a mental or physical examination as designated by it. After notice, hearing, adjudication and appeal as provided for in section 15, failure of a licensee to submit to such examination when directed shall constitute an admission of the allegations against him or her unless failure is due to circumstances beyond his or her control, consequent upon which a default and final order may be entered without the taking of testimony or presentation of evidence. A licensee affected under this paragraph shall at reasonable intervals be afforded an opportunity to demonstrate that he or she can resume a competent practice of professional nursing with reasonable skill and safety to patients.

(4) The licensee has committed fraud or deceit in the practice of nursing, or in securing his or her admission to such practice or nursing school.

(8) The licensee possessed, used, acquired or distributed a controlled substance or caution legend drug for other than an acceptable medical purpose.

IMPAIRED NURSES PROGRAM

Section 14.1. Impaired Nurses Program.

(c) An impaired professional who enrolls in an approved treatment program shall enter into an agreement with the Board under which the professional's license shall be suspended or revoked but enforcement of that suspension or revocation may be stayed for the length of time the professional remains in the program and makes satisfactory progress, complies with the terms of the agreement, and adheres to any limitations on his practice imposed by the Board to protect the public. Failure to enter into such an agreement shall disqualify the nurse from the impaired nurse program and shall activate an immediate investigation and disciplinary proceeding by the Board.

(f) Any hospital or health care facility, peer or colleague who has substantial evidence that a nurse has an active addictive disease for which the professional is not receiving treatment, is diverting a controlled substance or is mentally or physically incompetent to carry out the duties of his license shall make or cause to be made a report to the Board: Provided, That any person or facility who acts in a treatment capacity to impaired nurses in an approved treatment program is exempt from the mandatory reporting requirement of this subsection. Any person or facility who reports pursuant to this section in good faith and without malice shall be immune from any civil or criminal liability arising from such a report. Failure to provide such report within a reasonable time from receipt of knowledge of impairment shall subject the person or facility to a fine not to exceed one thousand dollars ($1,000). The Board shall levy this penalty only after affording the accused party the opportunity for a hearing, as provided in Title 2 of the Pennsylvania Consolidated Statutes (relating to administrative law and procedure).

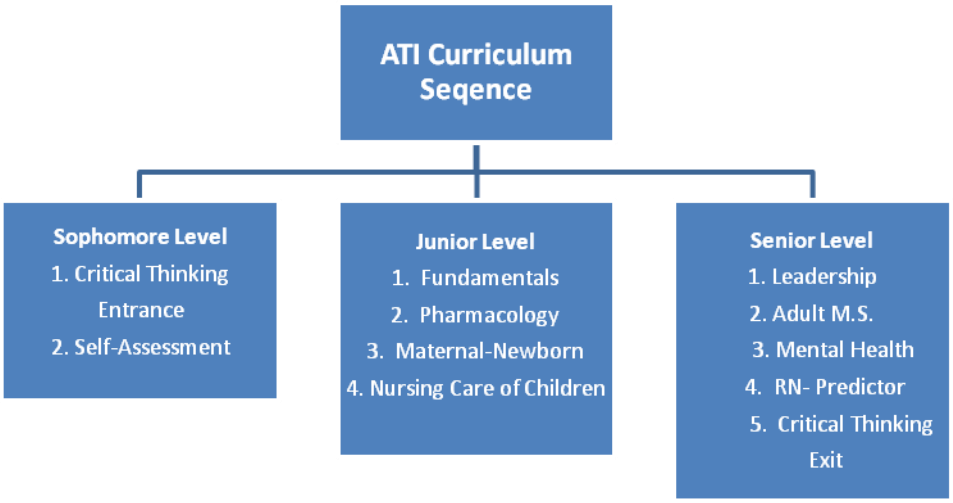
Nurse Practice Act No. 1985-109

APPENDIX A

ATI Requirements

The Department of Nursing and Allied Health Professions has partnered with Assessment Technologies Institute (ATI). ATI is designed to foster learning throughout the nursing curriculum and to assist the student in preparing for the NCLEX-RN exam. ATI consists of critical thinking assessments, self-assessment inventory, eight content mastery series modules, nonproctored online practice assessments, proctored assessments, RN-Comprehensive Predictor, remediation tools, DVD's, and computer support.

ATI Curriculum Sequence



Students whose scores fall below 50th percentile on the Critical Thinking Entrance Exam will be advised to enroll in PHIL 101 Informal Logic: Methods of Critical Thinking, DVST 150 Introduction to Higher Education, and/or DVST 160 Learning Strategies.
Each content mastery series assessment is attached to a course and the grade for the course is calculated based on:

1. 90% of the course grade comes from the course (exams, assignments, etc.)
2. 10% of the course grade comes from ATI assessment

The RN-Comprehensive Predictor is administered prior to graduation to assess the likelihood of passing NCLEX-RN exam. Students who do not achieve the benchmark he/she will be required to remediate by enrolling in NURS 450 - A Cognitive Approach to Clinical Problem Solving.

ATI Assessment Process

Student will:

- take the online practice nonproctored assessments for the required content areas achieving 90% or greater
- study the "Topics to Review" prior to taking the proctored assessment
- take proctored assessment bringing a copy of the score report from the online practice nonproctored assessment as "admission ticket". Failure to complete the proctored ATI assessment will result in an F grade in the course.

Student achieves a Level 2 benchmark or above on the proctored assessments

- Performance meeting Proficiency Level 3 – Grade is 100%
- Performance meeting Proficiency Level 2 – Grade is 50%

Student does not achieve the benchmark on the proctored assessments

- Performance at Level 1 or below – Grade is 0%
- Remediate by: a) using ATI products and course materials; b) retake one nonproctored assessment and achieve a score of 100%. Failure to complete required remediation will result in an F grade for the course. Remediation must be completed before the end of the semester.

APPENDIX B

Indiana University of Pennsylvania
Department of Nursing and Allied Health Professions
Guest/Host Relationship Policy

The Department of Nursing and Allied Health Professions works with a large number of health care institutions, schools, and facilities in connection with clinical experiences for nursing students. Faculty are able to place nursing students in a particular health care institution, school, or facility because they have invited us to place prospective students and have agreed to work cooperatively with us in a particular segment of the nursing program. Consequently, nursing students participating in clinical experience activities in a health care institution, school, or facility do so as guests.

Each health care institution, school, and facility has regulations, procedures, institutional practices, and professional expectations for their employees, which apply to nursing students. It is the responsibility of each nursing student to become aware of the expectations, rules and codes of conduct for nurses and nursing students at each health care institution, school and facility that they are assigned to for clinical experience.

A nursing student enrolling in a course which requires a clinical experience must understand that he/she will be in a health care institution, school, or facility as a guest. Further, the acceptance of a nursing student assignment indicates an understanding of this guest/host relationship and an understanding that the nursing student is expected to abide by the regulations, procedures, institutional practices, and professional expectations of the particular health care institution, school or facility in which an assignment has been accepted.

As a nursing student, I understand and agree to the principles governing clinical experiences. Further, I understand and agree that if my conduct or performance as a nursing student is not compatible with the regulations, policies, institutional practices, or professional expectations of the host institution, my assignment may be terminated by the university host institution upon the request of the health care institution, school, facility, or university.

Date: _____ Signature: _____

Please Print Name: _____

Effective May 4, 2009