

STUDENT INFORMATION HANDBOOK

Bachelor of Science Degree in Nursing

May 2023

**Department of Nursing and Allied Health Professions
Indiana University of Pennsylvania (IUP)**

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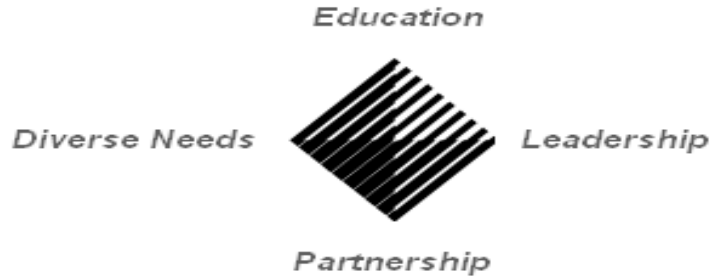
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ACADEMIC

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.

HISTORY OF THE PROGRAM

Indiana University of Pennsylvania has a long history in Indiana, Pennsylvania as a “teachers’ college.” The school opened its doors in 1875 following the mold of the French *Encole Normale* (i.e., A higher education establishment outside the mainstream framework of the public university system intended to provide the Republic with a new body of teachers, trained in the critical spirit and secular values of the ‘Age of Enlightenment’). The Commonwealth of Pennsylvania purchased the Indiana Normal School (1875-1927) and became Indiana State Teachers College (1927-1959); then Indiana State College (1959 – 1965); achieved University status in 1965 and finally became Indiana University of Pennsylvania.

Reflecting the founding mission of the University to meet the needs of this geographical area, the School of Health Services created a department to launch a baccalaureate program in nursing. A partnership initiated with Latrobe Area Hospital provided a clinical site, classrooms, office space for faculty, and overnight accommodations for students. The Pennsylvania State Board of Nurse Examiners in 1969 granted initial approval; and, the program has retained full approval since that date. The first graduating class of twenty-two students received their degree in 1972. The baccalaureate graduate is prepared as a beginning practitioner of nursing who can integrate principles from the physical, behavioral, technological, and social sciences into their practice. These graduates are prepared to function in leadership roles in a variety of healthcare settings and contribute to the development of the nursing discipline as they prepare for graduate education. The IUP Nursing Program has gained a reputation among employers of providing a variety of communities in both rural and urban areas with well- prepared beginning practitioners. Comments on evaluation surveys, by recruitment overtures to students during their junior and senior years, and by work performance of graduates, and their achievements in graduate schools validate the positive reputation. IUP’s Master of Science in Nursing Program admitted the first graduate students in the summer of 1983. This program initially focused on

Family Nursing in order to have a significant impact on health, especially in the rural environment, through education, scholarship, service and partnerships. Currently graduates from the master's program provide the community with nurses who fill the role of nurse educator or nurse administrator. The nurse educator is prepared for a career in nursing education, staff development, or as a patient educator. The nurse administrator is prepared for management positions in a variety of health care settings. Both of these tracks strive to meet the diverse needs of both students and the communities they will serve. Graduates from the Master's programs serve to fill the needs of agencies in both urban and rural areas. The Masters degree also serves as a foundation for doctoral study. The undergraduate program was initially accredited by the NLN in 1977; the master's program was initially accredited by NLN in 1991; and then later, in 1999, both the Baccalaureate and Master's programs at Indiana University of Pennsylvania were accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>). In 2009, The baccalaureate degree program in nursing and master's degree program in nursing at Indiana University of Pennsylvania are accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>)."

In 2008, the first graduate students were admitted to IUP's Doctor of Philosophy in Nursing Program. This program is designed for nurses interested in pursuing a career in academia with a research focus on nursing education. Graduates will integrate knowledge from nursing and related disciplines as they assume leadership roles in diverse educational environments. In 2008, the first graduate students were admitted to IUP's Doctor of Philosophy in Nursing Program. This program is designed for nurses interested in pursuing a career in academia with a research focus on nursing education. Graduates will integrate knowledge from nursing and related disciplines as they assume leadership roles in diverse educational environments.

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 Nursing faculty believe in preparing future graduates to practice within a complex healthcare system and assume the roles of provider of care; designer/manager/coordinator of care; and member of a profession. The nursing faculty make a dynamic contribution to the discipline of nursing, the University, College, Department, and community at large. Faculty also aid student development and success through active learning, discovery, and civic engagement. The faculty believes in preparing nurse generalists at the baccalaureate level, nurse educators and administrators at the master's level, and researchers, educators, and leaders at the doctoral level. The nursing faculty embraces an eclectic approach to our philosophical framework incorporating nursing education, systems, and care theories. We believe our philosophical framework incorporates the following concepts of person, environment, health, nursing, education, and caring.

The person is a synergistic blend of body, mind, and spirit with unique beliefs, ideas, and expectations. Persons are individuals with diverse ethnicity, age, gender, religion, lifestyle, genetic heritage, culture, and socioeconomic status. The person has the right and responsibility to participate in decisions which affect his/her health. Nurses, as persons, provide care for such populations across the health-illness continuum in a variety of settings and we believe that as care providers nurses need care for self in order to provide holistic care for other persons.

Environment is a system of individuals, families, groups, communities and populations where the person is in a constant interaction with internal and external environments. Through system interactions the person influences and is influenced by the environment. Health is a state of complete physical, mental, spiritual, and social well-being and not merely the absence of disease or infirmity. Health is determined by the ability to adapt to internal and external environmental changes and maintain a dynamic equilibrium.

Nursing is a caring profession which promotes health by assisting the person to adapt to internal and external environmental changes. Nursing practice is based on holistic, caring, ethical and legal frameworks. Nurses provide safe and quality care that incorporates therapeutic relationships established with the person in the global health system. Nursing incorporates the use of scientific nursing practice, research, critical thinking, clinical reasoning, and judgment to address simple to complex situations. The nurse utilizes evidenced- based practice guidelines to provide quality, cost-effective care for patients in and across all environments.

Education is a dynamic, developmental, and collaborative process that fosters life-long and self-directed learning while helping to develop critical thinking and personal and professional growth. We believe nurses must engage in continuous professional development and assume accountability and responsibility for one's own and delegated nursing care.

Caring is a value that perceives the needs of others and responds to those needs in a way beneficial to the patient as well as the nurse. It is both active and emotive. Caring is evident through respect of persons, understanding, compassion, competence, and is essential to the practice of nursing. The nurse and the patient cultivate sensitivity to one another in order to optimize caring and wellbeing. Watson, J. (2008). *Nursing the philosophy and science of caring*. Boulder, Colorado: University Press of Colorado.

UNDERGRADUATE STUDENT LEARNING OUTCOMES AND DEFINITIONS

Student Learning Outcomes

The baccalaureate nursing degree requires that graduates meet the outcomes measured by the University's Liberal studies program as well as the following outcomes measured by the Nursing program.

1. Leadership

Definition: The graduate employs leadership concepts, skills and decision making in the oversight and evaluation of and the accountability for client care. Concepts used to meet the undergraduate nursing outcome of leadership include:

- a. Advocacy
- b. Designer/Manager/Coordinator of care
- c. Demonstrates acquisition of professional values
- d. Professional role
- e. Health Procedure

2. Critical Reasoning

Definition: The graduate makes decisions regarding client care utilizing cognitive and evaluative processes through questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity. Concepts used to meet the undergraduate nursing outcome of critical reasoning include:

- a. Informatics (QSEN)*
- b. Evidence Based Practice (QSEN)*(Essentials)+
- c. Quality Improvement (QSEN)*
- d. Clinical problem solving
- e. Decision making

3. Technical Skills

Definition: The graduate provides care in which the risk of harm to clients and providers is minimized through use of client-centered interventions and support technologies. Concepts used to meet the undergraduate nursing outcome of technical skills include:

- a. Simulation
- b. Clinical competencies
- c. Safety (QSEN)*
- d. Technology
- e. Informatics (QSEN)*

4. Communication

Definition: The graduate communicates effectively within nursing and inter-professional teams to achieve safe quality client care. Concepts used to meet the undergraduate nursing outcome of communication include:

- a. Evidence Based Practice/Care (QSEN)*(Essentials)+
- b. Intra- and Inter-professional communication
- c. Client centered care (QSEN)*
- d. Teamwork and Collaboration (QSEN)*
- e. Caring
- f. Conflict management

5. Nursing Practice

Definition: The graduate utilizes evidence-based, preventive, compassionate, coordinated client care which is based on client/family preferences, values, and needs. Concepts used to meet the undergraduate nursing outcome of nursing practice include:

- a. Safety (QSEN)*
- b. Client centered care (QSEN)*
- c. Nursing Process
- d. Caring
- e. Evidence based practice (QSEN)*

**QSEN: Quality and Safety Education for Nurses Competencies*

+Essentials: The Essentials of Baccalaureate Education for Professional Nursing Practice

End of Program Objectives and Level Objectives

1. Assimilate evidence based practice and critical reasoning for delivery of optimal health care.

- *Sophomores*
 - Demonstrate evidence based practice and critical reasoning in the health care system.
- *Juniors*
 - Analyze evidence based practice and critical reasoning for delivery of health care.
- *Seniors*
 - Assimilate evidence based practice and critical reasoning for delivery of optimal healthcare.

- 2. Integrate information and technology to achieve and monitor optimal health care outcomes.**
 - *Sophomores*
Employ information and technology to monitor optimal health care outcomes.
 - *Juniors*
Demonstrate application of information and technology to achieve optimal health care outcomes.
 - *Seniors*
Integrate information and technology to achieve optimal health care outcomes.

- 3. Communicate effectively with clients, families, communities, and health care professionals to deliver safe, quality health care.**
 - *Sophomores*
Communicate effectively with clients and families to deliver safe, quality health care.
 - *Juniors*
Communicate effectively with clients, families, and nursing personnel to deliver safe, quality health care.
 - *Seniors*
Communicate effectively with clients, families, communities, and health care professionals to deliver safe, quality health care.

- 4. Provide safe nursing care across the lifespan for all levels of prevention through individual and collaborative relationships. [This will then be subdivided when we level the objectives to the provider, designer/manager/coordinator of individuals, families, populations, and global communities.]**
 - *Sophomores*
Practice safe nursing care for the adult and older adult for all levels of prevention.
 - *Juniors*
Practice safe nursing care across the life span for all levels of prevention.
 - *Seniors*
Provide safe nursing care across the lifespan for all levels of prevention through individual and collaborative relationships.

- 5. Assume leadership roles that advocate for the client and profession.**
 - *Sophomores*
Apply leadership roles that advocate for the client.
 - *Juniors*
Apply leadership roles that advocate for the client and profession.
 - *Seniors*
Assume leadership roles that advocate for the client and profession.

- 6. Demonstrate the professional standards of moral, ethical and legal conduct.**
 - *Sophomores*
Recognize the professional standards of moral, ethical and legal conduct.
 - *Juniors*
Interpret situations of demonstration of the professional standards of moral, ethical and legal conduct.

- *Seniors*

Demonstrate the professional standards of moral, ethical and legal conduct.

**BACHELOR OF SCIENCE DEGREE IN NURSING
ACADEMIC PROGRESSION AND GRADUATION PROCEDURE AND GUIDELINES**

1. Students must achieve a C grade or higher in NURS 211, 212, 213, 214, 236, 312, 316, 330, 331, 332, 333, 336, 337, 412, 431, 432, 433, 434, 440, and 450 to graduate. Refer to specific course pre- and co-requisites for additional information.
2. Students must achieve a C grade or higher in BIOL 150 to progress to 200 level nursing courses and a C grade or higher in BIOL 240, and 241 to progress to 300 level nursing courses. Refer to specific course pre- and co-requisites for additional information.
3. Students are encouraged to participate in Supplemental Instruction (SI) and tutoring that is available in nursing and science courses. Refer to Department of Developmental Studies for listing of offerings.
4. If a student fails a 300 level nursing course in the junior year or a 400 level nursing course the first semester of the senior year, the student is highly encouraged to take NURS 306 the following semester to assist in remediation.
5. The University Progression Policy will be followed except as noted in the table below.
6. D/F repeat policy and course repeat policies are described in university policies and are published in the undergraduate catalog.
7. Probation and dismissal decisions are handled through the Dean’s office with input from the department chair as needed.

COURSE	PRE-REQ	CO-REQ	PRE OR CO-REQ
NURS 211	BIOL 150 with a “C” or better CHEM 103, CHEM 101 or CHEM 111 CHEM 255, CHEM 102 or CHEM 112 Sophomore standing or by permission	NURS 212 or by permission	
NURS 212	BIOL 150 with a “C” or better CHEM 103, CHEM 101 or CHEM 111 CHEM 255, CHEM 102 or CHEM 112 Sophomore standing or by permission	NURS 211 or by permission	

COURSE	PRE-REQ	CO-REQ	PRE OR CO-REQ
NURS 213	NURS 211 and NURS 212 with a "C" or better	NURS 214 and NURS 236 or by permission	BIOL 240
NURS 214	NURS 211 and NURS 212 with a "C" or better	NURS 213 and NURS 236 or by permission	BIOL 240
NURS 236	NURS 211 and NURS 212 with a "C" or better	NURS 213 and NURS 214 or by permission	BIOL 240
NURS 330	BIOL 240 with a "C" or better BIOL 241 with a "C" or better NURS 213, NURS 214 and NURS 236 with a "C" or better FDNT 212, PSYC 215 or Permission	NURS 331, NURS 312 or NURS 316 or permission	
NURS 331	BIOL 240 with a "C" or better BIOL 241 with a "C" or better NURS 213, NURS 214 and NURS 236 with a "C" or better FDNT 212, PSYC 215 or Permission	NURS 330, NURS 312 or NURS 316 or permission	
NURS 332	BIOL 240 with a "C" or better BIOL 241 with a "C" or better NURS 213, NURS 214 and NURS 236 with a "C" or better FDNT 212, PSYC 215 or Permission	NURS 333, NURS 312 or NURS 316 or permission	
NURS 333	BIOL 240 with a "C" or better BIOL 241 with a "C" or better NURS 213, NURS 214 and NURS 236 with a "C" or better FDNT 212, PSYC 215 or Permission	NURS 332, NURS 312 or NURS 316 or permission	
NURS 336	BIOL 240 with a "C" or better BIOL 241 with a "C" or better NURS 213, NURS 214 and NURS 236 with a "C" or better FDNT 212, PSYC 215 or Permission	NURS 337, NURS 312 or NURS 316 or permission	

COURSE	PRE-REQ	CO-REQ	PRE OR CO-REQ
NURS 337	BIOL 240 with a "C" or better BIOL 241 with a "C" or better NURS 213, NURS 214 and NURS 236 with a "C" or better FDNT 212, PSYC 310 or Permission	NURS 336, NURS 312 or NURS 316 or permission	
NURS 312	ENGL 202	NURS 330 and NURS 331; or NURS 332 and NURS 333; or NURS 336 and NURS 337; or by permission	
NURS 316	ENGL 202 MATH 217 or permission	NURS 330 and NURS 331; or NURS 332 and NURS 333; or NURS 336 and NURS 337; or by permission	
NURS 412	NURS 330, NURS 331, NURS 332, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 436, NURS 437 and NURS 440	
NURS 431	NURS 331, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 434	NURS 330 NURS 332
NURS 432	NURS 331, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 433	NURS 330 NURS 332
NURS 433	NURS 331, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 432	NURS 330 NURS 332
NURS 434	NURS 331, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 431	NURS 330 NURS 332

COURSE	PRE-REQ	CO-REQ	PRE OR CO-REQ
NURS 436	NURS 330, NURS 331, NURS 332, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 412, NURS 437 and NURS 440 or permission	
NURS 437	NURS 330, NURS 331, NURS 332, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 412, NURS 436 and NURS 440 or permission	
NURS 440	NURS 330, NURS 331, NURS 332, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 412, NURS 436 and NURS 437 or permission	
NURS 450	NURS 330, NURS 331, NURS 332, NURS 333 NURS 336 and NURS 337 with a "C" or better NURS 312 and NURS 316 or permission	NURS 431 or NURS 433 or NURS 437 or NURS 440 or permission	

Indiana University of Pennsylvania					
Department of Nursing and Allied Health Professions					
Curriculum Organization - Nursing Major					
4 Year Plan - Liberal Studies					
FRESHMAN YEAR (0-29.9 CREDIT HOURS)					
Cohort A: Last name begins with A-L					
CHEM 103	Intro to Chem for Health Sciences	4	CHEM 255	Biochemistry for Health Sciences	3
• ENGL 101	Composition I	3	BIOL 240	Human Physiology	4
BIOL 150	Human Anatomy	4	PSYC 101	General Psychology (SS)	3
• Fine Arts:	Art/Music/Theater/Dance	3	• HIST 196/197/198	History Requirement	3
		14	• H XXX 143	Dimensions in Wellness (HPED/FDNT/NURS)	3
					16
Cohort B: Last name begins with M-Z					
CHEM 103	Intro to Chem for Health Sciences	4	CHEM 255	Biochemistry for Health Sciences	3
• ENGL 101	Composition I	3	BIOL 150	Human Anatomy	4
* Social Science Elective		3	PSYC 101	General Psychology (SS)	3
• Fine Arts:	Art/Music/Theater/Dance	3	• HIST 196/197/198	History Requirement	3
		13	• H XXX 143	Dimensions in Wellness (HPED/FDNT/NURS)	3
					16
* These courses must be completed during the Freshman year.					
CHEM 101/102 and CHEM 111/112 can be substituted for CHEM 103/CHEM 255.					
H Military Science 101 and 102 may be substituted for the 3 credit Health and Wellness Requirement.					
* The social science course can not have the PSYC or SOC prefix. The social science elective must meet the 3 credit global multi-cultural awareness requirement.					
SOPHOMORE YEAR (30-59.9 CREDIT HOURS)					
Cohort A: Last name begins with A-L					
BIOL 241	Intro to Medical Micro	4	* Social Science Elective		3
PSYC 215	Developmental Psychology	3	ENGL 202	Composition II	3
MATH 217	Probability and Statistics	3	FDNT 212	Nutrition	3
NURS 212	Fundamentals I Theory	3	NURS 236	Fundamentals II Theory	3
NURS 211	Fundamentals I Clinical	1	NURS 214	Health Assessment	3
		14	NURS 213	Fundamentals II Clinical	1
					16
Cohort B: Last name begins with M-Z					
BIOL 240	Human Physiology	4	BIOL 241	Intro to Medical Micro	4
PSYC 215	Developmental Psychology	3	ENGL 202	Composition II	3
MATH 217	Probability and Statistics	3	FDNT 212	Nutrition	3
NURS 212	Fundamentals I Theory	3	NURS 236	Fundamentals II Theory	3
NURS 211	Fundamentals I Clinical	1	NURS 214	Health Assessment	3
		14	NURS 213	Fundamentals II Clinical	1
					17
* The social science course can not have the PSYC or SOC prefix. The social science elective must meet the 3 credit global multi-cultural awareness requirement.					
JUNIOR YEAR (60-89.9 CREDIT HOURS)					
NURS 316	Evidence Based Practice in Nurs	3	◦ NURS 330	Care of the Child and Family	2
◦ NURS 336	Adult Health I	4	◦ NURS 331	Care of the Child and Family Clinical	2
◦ NURS 337	Adult Health I Clinical	5	◦ NURS 332	Maternal-Neonatal Health	2
SOC 151/161	Principles of Sociology (SS)	3	◦ NURS 333	Maternal-Neonatal Health Clinical	2
		15	NURS 312	Professional Nursing	2
			ENGL 121	Humanities Literature	3
			Free Elective		3
					16
◦ NURS 336/337 and NURS 330/331/332/333 may be taken either semester.					
SENIOR YEAR (90 and up CREDIT HOURS)					
◦ NURS 412	Nursing Management	3	◦ NURS 432	Psychiatric/Mental Health	2
◦ NURS 436	Adult Health II	4	◦ NURS 434	Public/Community Nursing	2
◦ NURS 437	Adult Health II Clinical	2.5	◦ NURS 431	Public/Community Nursing Clinical	2
◦ NURS 440	Nursing Management Clinical	2.5	◦ NURS 433	Psychiatric/Mental Health Clinical	2
Philosophy/Religious Studies		3	^ NURS 450	A Cognitive Approach to Clinical	3
		15		Problem Solving or Elective	
			- Free Elective		3
					14
- Free electives may meet the 3 credit global multi-cultural awareness requirement.					
◦ NURS 412/436/437/440 must be taken in the same semester either fall or spring. NURS 432/433 and/or NURS 434/431 must be taken as either 4 or 8 credit blocks in the same semester either fall or spring.					
^ Students who achieve a higher score than a specified minimum on a department required standard test(s) are exempt from NURS 450.					
Students must have 53-56 NURS credits and 6-9 Free Electives to graduate					
Note: Students seeking a minor in any area of study must make application in the department where the minor is housed.					
For more details about the application process and for more information regarding a minor in any area, please consult with the Chairperson of that department.					
Updated 4-20-21					

Indiana University of Pennsylvania					
Department of Nursing and Allied Health Professions					
Curriculum Organization - Nursing Major					
4 Year Plan - Liberal Studies - Robert E. Cook Honors College					
FRESHMAN YEAR (0-29.9 CREDIT HOURS)					
CHEM 103	Intro to Chem for Health Sciences	4	CHEM 255	Biochemistry for Health Sciences	3
• HNRC 101	Honors Core I	5	BIOL 240	Human Physiology	4
BIOL 150	Human Anatomy	4	HNRC 102	Honors Core II	5
MATH 217	Probability and Statistics (LS)	3	PSYC 101	General Psychology	3
		16			15
CHEM 101/102 and CHEM 111/112 can be substituted for CHEM 103/CHEM 255.					
• These courses must be completed during the Freshman year. (HNRC 102 meets SOC 151)					
SOPHOMORE YEAR (30-59.9 CREDIT HOURS)					
BIOL 241	Intro to Medical Micro	4	ENGL 202 H	Composition II	3
HRNC 201	Honors Core III	4	† HNRC 202	Honors Core: Sciences-Anthropology	4
NURS 212	Fundamentals I Theory	3	FDNT 212	Nutrition	3
NURS 211	Fundamentals I Clinical	1	NURS 236	Fundamentals II Theory	3
PSYC 255	Developmental Psychology	3	NURS 214	Health Assessment	3
		15	NURS 213	Fundamentals II Clinical	1
					17
† HNRC 202 Honors Core: Psychology allows the student to waive PSYC 101 from their course requirements.					
JUNIOR YEAR (60-89.9 CREDIT HOURS)					
NURS 316	Evidence Based Practice in Nurs	3	◦ NURS 330	Care of the Child and Family	2
◦ NURS 336	Adult Health I	4	◦ NURS 331	Care of the Child and Family Clinical	2
◦ NURS 337	Adult Health I Clinical	5	◦ NURS 332	Maternal-Neonatal Health	2
⌘ XXX 143	Dimensions in Wellness (HPED/FDNT/NURS)	3	◦ NURS 333	Maternal-Neonatal Health Clinical	2
		15	NURS 312	Professional Nursing	2
			* Social Science Non Western Elective		3
					13
* The social science course can not have the PSYC or SOC prefix. The social science elective must meet the 3 credit global multi-cultural awareness requirement.					
⌘ Military Science 101 and 102 may be substituted for the 3 credit Health and Wellness Requirement.					
◦NURS 336/337 and NURS 330/331/332/333 may be taken either semester.					
SENIOR YEAR (90 and up CREDIT HOURS)					
◦ NURS 412	Nursing Management	3	◦ NURS 432	Psychiatric/Mental Health	2
◦ NURS 436	Adult Health II	4	◦ NURS 434	Public/Community Nursing	2
◦ NURS 437	Adult Health II Clinical	2.5	◦ NURS 431	Public/Community Nursing Clinical	2
◦ NURS 440	Nursing Management Clinical	2.5	◦ NURS 433	Psychiatric/Mental Health Clinical	2
Honors College Elective (if needed)		3	^ NURS 450	A Cognitive Approach to Clinical	3
		15		Problem Solving or Elective	
					11
◦ NURS 412/436/437/440 must be taken in the same semester either fall or spring. NURS 432/433 and/or NURS 434/431 must be taken as either 4 or 8 credit blocks in the same semester either fall or spring.					
^ Students who achieve a higher score than a specified minimum on a department required standard test(s) are exempt from NURS 450.					
Students must have 53-56 NURS credits and 6-9 Free Electives to graduate					
Note: Students seeking a minor in any area of study must make application in the department where the minor is housed.					
For more details about the application process and for more information regarding a minor in any area, please consult with the Chairperson of that department.					
Updated 4-20-21					

PRE AND CO-REQUISITES

Please refer to the undergraduate catalog www.iup.edu/registrar/catalog.

CLINICAL NURSING COURSE ENROLLMENT PROCEDURE: 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

Rationale

To provide guidance for advisors and students who want to take nursing courses in the summer.

Procedure and Guidelines Description

When the NAHP Department offers summer nursing courses that are part of the required undergraduate nursing curriculum, they are condensed into a shorter time frame and yet the total hours must be completed. 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. ** Students who do not have the 3.0 GPA may be given permission by the Department Chairperson to take the course based on a case by case basis.
2. Students wanting to take a summer nursing course must sign up on the sign-up sheet in the NAHP Department office by the end of the fall semester.
3. The department chairperson will notify students by January 31 if they have a seat for the summer. Overrides will be given and students must inform the department if they plan to take the course by Feb. 28. Failure to inform the department could result in your seat being given to a student on a possible waiting list. This due date and instruction will be given to the student.
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.

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 or active military duty.
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 which include ethnic, religious, sexual orientation, appearance, and socioeconomic status.
3. Respect other person's space, time, and work such as refraining from disruptive behavior in class, cell phones and texting in class, and tardiness.
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. Adhere to the behaviors as identified in the following separate policies
 - a. Travel to clinical site
 - b. Attendance responsibilities
 - c. Dress Code
 - d. Guest Host Policy
10. Adhere to patient privacy laws. Unauthorized use of cell phones for the purpose of audio recording, video recording, or picture taking is strictly prohibited in any clinical setting

Standards of Professional Behavior and Safe Clinical Practice

As a professional nursing student and a representative of the IUP community, students are expected to adhere to the following established Standards of Professional conduct and Safe Clinical Practice:

NAHP Student Guidelines	University Policies	Civility in our Community
<p>Professional Behavior in the Classroom or Clinical Setting</p> <p>1. Adhere to the Source (IUP Student Handbook) and the Department of Nursing Allied Health Professions Undergraduate Nursing Program Student Information Handbook</p>	<p>Undergraduate Catalog (Academic Policies)</p> <p>Graduate Catalog (Academic Policies)</p>	
<p>2. Comply with all policies of the assigned clinical agency sites.</p>		
<p>3. Adhere to IUP and clinical agency policies regarding drug and alcohol use</p>	<p>Policies and Regulations Regarding Student Behavior https://www.iup.edu/studentaffairs/student-policy-index-a-z/index.html</p> <p>Source: Alcohol & Drug Policy https://www.iup.edu/student-wellness/policies/drug-free-schools-and-communities-act-student-information.html</p>	
<p>4. Respect differences in others (examples include race, ethnic, religious, gender, age, health status, diagnosis, national origin, sexual orientation, etc.)</p>	<p>Statement of Nondiscrimination https://www.iup.edu/social-equity/policies/statement-of-nondiscrimination-english/index.html</p>	<p>To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.</p>
<p>5. Respect other person's space, time, and work (examples of lack of respect include disruptive behavior in class, cell phones in class, etc.)</p>	<p>Class Disruptions Policy https://www.iup.edu/studentaffairs/student-policy-index-a-z/index.html</p> <p>Academic Integrity Policy and Procedures Academic Integrity Policy & Procedures</p>	
<p>6. Interact with others in an empathetic, honest, open manner.</p>	<p>Violence, Intolerance, Hate Student Policy Index A-Z - Student</p>	<p>To strengthen the university for academic success, I will act honestly,</p>

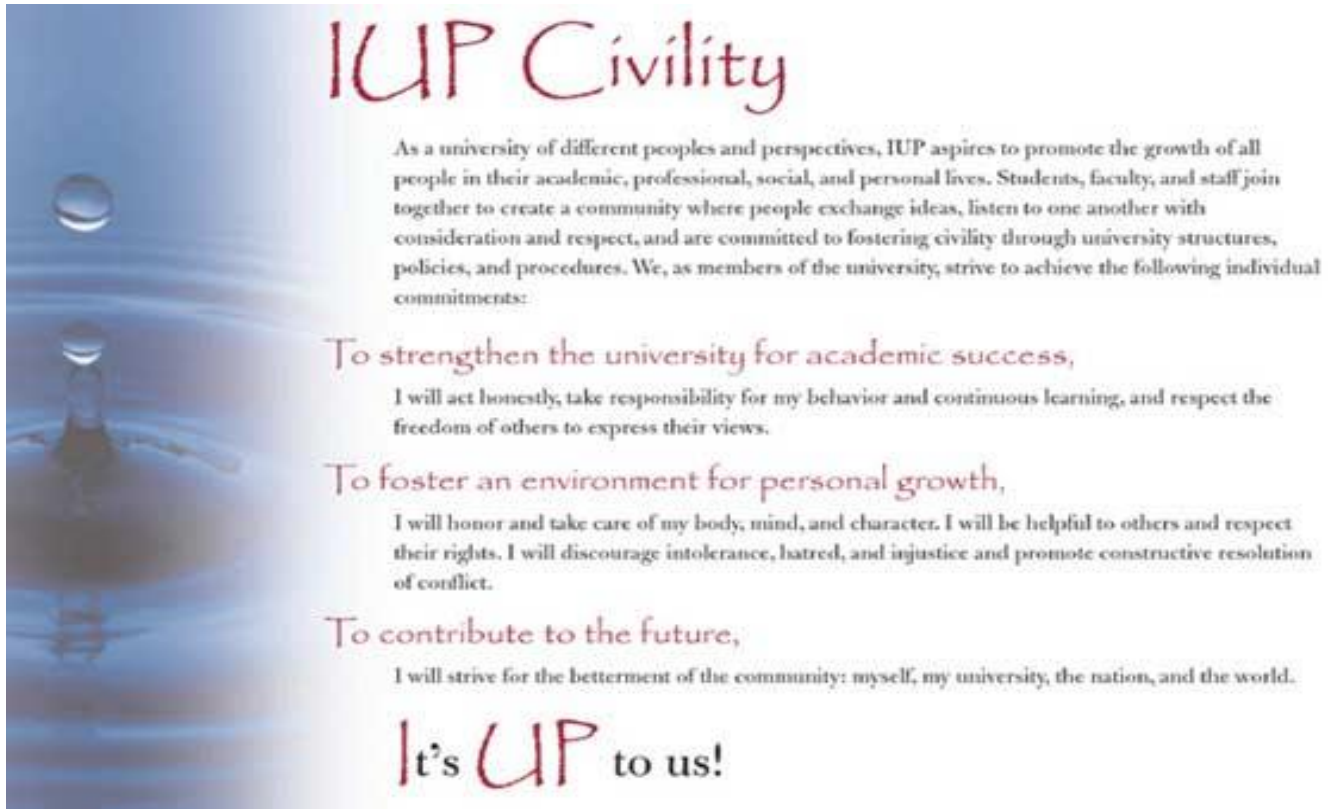
NAHP Student Guidelines	University Policies	Civility in our Community
	Affairs - IUP	take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.
7. Work in a collegial manner with staff members, peers, and professors		To foster an environment for personal growth, . . .
8. Display honesty, integrity, and ethical behavior	Academic Integrity Policy & Procedures	
9. Communicate with patients, their families, staff members, peers, professors in a respectful, constructive fashion		To foster an environment for personal growth, . . .
10. Demonstrate accountability (Preparation for class/clinical, assume responsibility for your actions, report errors, etc.) <ul style="list-style-type: none"> a. Actively participate in learning; seek out learning experiences; be involved in class b. Assume responsibility for your own learning (Seek guidance from professors as needed.) 	Academic Integrity Policy & Procedures	
11. Demonstrate accountability (Preparation for class/clinical, assume responsibility for your actions, report errors, etc.) <ul style="list-style-type: none"> 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.) c. Arrive promptly for class and clinical 	Academic Integrity Policy & Procedures	To strengthen the university for academic success, . . .

NAHP Student Guidelines	University Policies	Civility in our Community
12. Abide to the behaviors in following separate policies <ol style="list-style-type: none"> a. Travel to clinical site b. Attendance responsibilities c. Dress Code 	Academic Integrity Policy & Procedures Anticipated Class Absence for University Representation and Participation Policy	
Safe Clinical Practice <ol style="list-style-type: none"> 1. Use standard precautions and transmission – based precautions in all patient care activities 	Academic Integrity Policy & Procedures	
<ol style="list-style-type: none"> 2. Promptly report any error to the faculty member and to other appropriate clinical personnel 	Academic Integrity Policy & Procedures	
<ol style="list-style-type: none"> 3. Demonstrate the application of previously learned clinical competencies 	Academic Integrity Policy & Procedures	
<ol style="list-style-type: none"> 4. Practice within boundaries of the nursing student role 	Academic Integrity Policy & Procedures	
Items for Immediate Action <ol style="list-style-type: none"> 1. Breach of patient confidentiality (HIPAA violation) 	Information Protection Policy Information Protection Policy - University IT Policies - IT Policies and Guidelines - About IT Support - IT Support - IUP	
<ol style="list-style-type: none"> 2. Unsafe clinical practice, unprofessional behavior 	Academic Integrity Policy & Procedures	
<ol style="list-style-type: none"> 3. Falsifying documentation of patient care 	Academic Integrity Policy & Procedures	
<ol style="list-style-type: none"> 4. Displaying violent or abusive behavior in the classroom or clinical setting 	Policies and Regulations Regarding Student Behavior https://www.iup.edu/studentaffairs/student-policy-index-a-z/index.html Violence, Intolerance, or Hate Student Policy Index A-Z - Student Affairs - IUP	

Any Sanctions of above policies will be handled under the following policies and procedures:

1. Policies and Regulations Regarding Student Behavior-
[Student Policy Index A-Z - Student Affairs - IUP](#)

2. Academic Integrity Policy and Procedures-
<https://www.iup.edu/academicaffairs/for-faculty/academic-integrity/index.html>



IUP Civility

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success,
I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth,
I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice and promote constructive resolution of conflict.

To contribute to the future,
I will strive for the betterment of the community: myself, my university, the nation, and the world.

It's UP to us!

Student Accountability Sheet

Student Information Handbook

I, the undersigned, have read the Student Information Handbook of the IUP Undergraduate Nursing Program and have full understanding of the procedures and guidelines therein.

Date _____ Signature _____

Standard Precautions

I, the undersigned, do hereby acknowledge that I understand the guidelines for Standard Precautions.

Date _____ Signature _____

Agency Policies

I, the undersigned, do hereby acknowledge that I will learn the policies of fire, electrical, hazard material safety, patient codes, HIPPA regulations, and confidentiality in each of my agencies prior to patient care. I understand that I am required to follow the agencies policies during the clinical experience.

Date _____ Signature _____

Student ID # _____

NURSING DEPARTMENTAL TEST PROCEDURE

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.

TRAVEL TO CLINICAL SITES

Students are accountable for their own transportation to clinical sites.

Clinical Requirement Procedure and Guidelines

Rationale:

The purposes for procedure and guidelines for clinical attendance are:

1. To safeguard the health of students.
2. To encourage students to practice health maintenance and preventative care.
3. To provide protection to patients, agency employees, other students and faculty from students who are unsafe to practice clinical nursing.
4. To meet employee health and clearance criteria established by clinical agencies.

Procedure and Guidelines Description:

The following requirements are necessary for entrance into NURS clinical courses or internships to maintain student, faculty and patient safety and adhere to contractual agreements and requirements of our affiliating clinical agencies:

- A. Health Requirements
- B. Clearance Requirements
- C. CPR verification
- D. Liability Insurance

- Students are not permitted in any clinical course unless all clinical requirements are met and up to date. Full health records and clearances can only be reviewed by the Department Chair and/or designee within Castle Branch.

REQUIREMENTS FOR ANY CLINICAL COURSES (INCLUDING INTERNSHIPS WITH CLINICAL OR CAPSTONE COURSES WITH CLINICAL)

- * Prior to entry to clinical nursing courses, internships with clinical, or capstone graduate courses with clinical, students are required to open an account with Castle Branch. Students would go to <http://iup.castlebranch.com> to place an order for an account. All clinical requirements are maintained on this student account. The student is responsible to complete these requirements and upload all information to their account. No paper forms will be accepted in the nursing office. All requirements must be complete by the date specified by the Nursing Department or students may be dropped from their clinical seat.



Indiana University of Pennsylvania

Instructions for Order Placement

To place your first order, go to:
iup.castlebranch.com

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

Contact your administrator if you are not sure of your program or package before continuing.

To place your order, you will be prompted to create a secure myCB account. Personal identifying information will be needed to complete this process. The email address provided will become your login.

Important Information

Documents uploaded to immunization requirements and background check searches take **3-5 business days** on average to complete.

Drug screening is required annually for sophomores. For Juniors and Seniors it is required each semester. To begin this process, return to the portal, select your program and the "I need a drug test only" package. You will receive your drug test registration form within 48 hours. Upload your completed drug test report posted in your account to the drug screening requirement within the clinical requirement to-do list.

You are required to renew your **Pennsylvania Statewide Criminal Search, Fingerprints, and Abuse** every year. To do this, return to the portal (iup.castlebranch.com), select your program and the "I need to renew my clearance" package.

For annual clinical requirements (e.g. **TB, CPR, Influenza**), you will be alerted via email when your due dates are approaching. You be alerted at 60 days, 30 days, and 21 days prior to the deadline.

888.914.7297

Castlebranch.com



Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **Your Computer or Flash Drive**
- Select file(s) needed, one at a time
- Hit **Submit**



All Documents uploaded are stored in your **Document Center** for future use.

To attach a previously uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.

Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click **Remove Document** and re-attach the correct version.

Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.

Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

- Click **Document Center** within the myCB panel on the left
- Click **Print/Fax Mail Cover Sheet** on far right
- Read and close the warning prompt
- Print the cover sheet
- Follow the directions on the cover sheet
- Faxed documents will display under **My Documents** within the **Faxed** folder

Submit Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **My Documents**
- Choose the **Faxed** folder
- Pick document needed
- Hit **Submit**

Submitting Documents

MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

- Click **Document Center**
- Find the **Faxed/Mailed Documents** folder
- Select one file you wish to merge with another
- Click **Add PDF to Merge Queue**
- Repeat until all pages you wish to merge are queued
- Select **Merge These Documents** at the top right
- All merged files can be found in the **Merged Files** folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to mail in
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Repeat for all requirements to be sent in
- **Mail to:**

CastleBranch
1844 Sir Tyler Drive
Wilmington, NC 28405
Attn: TDL Document Center



Note: Pages mailed to CastleBranch should be ordered accordingly:

Cover letter A, document A
Cover letter B, document B

The clinical requirements are as follows:

Name	Description	Due Date for the Semester Entering the Clinical Course
Health Insurance	Provide a copy of your current health insurance card OR proof of coverage. Verification of coverage from the provider is required if the name on the card does not match the students name.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Covid Vaccine	Upload your covid vaccine card. If you have an approve exemption for your clinical site upload the exemption. (Please check with Dr. Gropelli if you have questions about exemptions since policies vary from clinical sites. Some clinical sites will not accept the exemptions and the review process are site specific.) If you received the booster then please upload your booster card. Please note that some clinical sites are requiring the booster.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Measles, Mumps & Rubella (MMR)	Please submit documentation of two documented doses of MMR vaccines and Submit documentation of positive antibody titers for all 3 components (lab report required). If series is in process, submit where you are and new alerts will be created for you to complete the series and submit your titers. If vaccination records cannot be obtained a positive titer for each is acceptable. If the titer is negative despite receiving two MMR vaccines, the health care provider must provide a signed letter that the student remains nonimmune (or a nonresponder) and no further treatment is indicated.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Varicella (Chicken Pox)	Please submit documentation of a positive antibody titer (lab report required). If your series is in process, submit where you are and new alerts will be created for you to complete the series and titer. If titer is negative or equivocal, new alerts will be created for you to receive a booster shot and submit a repeat titer (if appropriate depending on past vaccinations). If the titer is still negative, the health care provider must provide a signed letter that the student remains nonimmune (or a	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester

	nonresponder), but no further treatment is indicated.	
Hepatitis B	<p>Please submit documentation of one of the following: a positive antibody titer (lab report required)</p> <p>If series is in process, submit where you are and new alerts will be created for you and complete the series and titer. If titer is negative or equivocal, new alerts will be created for you to receive 1 "challenge dose" of Hep B and in 4 weeks have a titer rechecked. If the titer is still negative two additional doses are given. (If your physician recommends repeating the entire series then a re-titer, this is acceptable) If the titer is still negative, the health care provider must provide a signed letter that the student remains nonimmune (or a nonresponder), but no further treatment is indicated.</p>	<p>July 15 for the Fall Semester</p> <p>December 6 for Winter Semester</p> <p>January 1 for Spring Semester</p> <p>May 1 for Summer Semester</p>
Tuberculosis (TB)	<p>Please submit documentation of one of the following:</p> <ol style="list-style-type: none"> 1. negative 2-Step TB skin test (administered 1 - 3 weeks apart) and all subsequent 1-Step TB skin tests (10 - 13 months apart), with the most recent administered within the past 13 months 2. negative quantiFERON Gold blood test administered within the past 12 months 3. negative T-Spot test administered in the past 12 months 4. if positive results, submit a clear chest x-ray AND a symptom free TB questionnaire on the school form administered within the past 12 months <p>Renewal will be set to 1 year. Upon renewal, submit one of the following:</p> <ul style="list-style-type: none"> • negative one-step skin test • negative quantiFERON Gold blood test • if positive results, submit a completed TB Questionnaire on the school form. 	<p>July 15 for the Fall Semester</p> <p>December 6 for Winter Semester</p> <p>January 1 for Spring Semester</p> <p>May 1 for Summer Semester</p>

	No student may be in clinical with expired TB screening which is due every 12 months (annually).	
Tetanus, Diphtheria & Pertussis (Tdap)	Submit documentation of a Tdap booster administered within the past 10 years. The renewal date will be set 10 years from the administered date.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
CPR Certification	Please submit your current CPR certification. Must be the Health Care Provider BLS course for the American Heart Association course. Copy of BOTH the front AND the back of the card is required and the card MUST be signed. Temporary certificate or letter from provider will be accepted and temporarily approved for 30 days by which time the permanent documentation must be uploaded. Renewal date will be set based on the expiration of certification.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester Student must have a current CPR card to be in clinical
Influenza	Please submit documentation of a flu shot administered during the current flu season (August-March). Documentation must indicate that the vaccination you received is from a batch for the current flu season. Declination form from the clinical agency may be acceptable depending on agency policy. Form must be signed by the student OR a healthcare provider. Students must follow the individualized policy for the clinical agency. If the student has questions about specific agency policy then he/she needs to consult their clinical instructor. Renewal will be set annually.	Due date is varied depending on the clinical agency requirement for the particular influenza season.
Physical Examination	Please submit documentation of your physical exam completed and signed by a medical professional within the past 12 months on the school form. For initial submission: Complete the first two pages of the form that is available to download for this requirement. Upon Renewal: Complete the 3rd page of the form that is	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester

	available to download from this requirement. Renewal will be set 1 year from the administered date.	
Professional License (For LPN – BSN Program only)	Submit documentation of your current Pennsylvania LPN License. Renewal date will be set based on the expiration of licensure. This is for the LPN to BSN Track Only.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Professional Liability Insurance	Please submit your current Professional Liability Insurance coverage in the amount of at least \$1 million per occurrence for personal injury and \$3 million 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. Renewal date will be set to the expiration of coverage.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Hepatitis C	Submit documentation of an antibody Hepatitis C titer (lab report required). If titer is positive, you will be rejected and instructed to contact your program administrator for further instruction	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Student Consent for Audiovisual Recording of Simulation	Complete and submit the Student Consent for Audiovisual Recording of Simulation form available to download from this requirement. The renewal date will be set to 1 year.	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Guest/Host Relationship Guidelines	Complete and submit the Guest/Host Relationship Guidelines that is available to download for this requirement. Renewal date will be set three times annually: 5/01 7/15 1/01	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester

Student Accountability Sheet	Please complete and submit the Student Accountability Sheet that is available for download for this requirement. Renewal date will be set three times annually: 5/01 7/15 1/01	July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester
Screening for Ebola Virus Disease	Complete and submit the Screening for Ebola Virus Disease form that is available for download from this requirement. Renewal date will be set three times annually: 8/15 1/15 5/01	August 15 for the Fall Semester December 6 for Winter Semester January 15 for Spring Semester May 1 for Summer Semester
Drug Screening	<p>Urine Drug Screen (UDS) must be ordered and completed through Castle Branch. IUP UDS for Sophomores are due annually. IUP UDS for Juniors, Seniors, and Graduate students are a comprehensive panel and are due each semester that the student is in a clinical course.</p> <p>Only UDS following the Castle Branch procedures, using a Castlebranch approved Quest Diagnostic lab will be accepted. The UDS must be done within the window set by the Department Chairperson. If a UDS is performed outside of the window set for the semester a student is currently in, the UDS will be rejected and is considered a failed test. If the UDS results are positive, the drug screen will be rejected (unless documentation is provided for prescription/s to the Medical Review Officer at Castle Branch). If a student has a positive UDS and is not cleared by the Medical Review Officer, they need to contact Dr. Gropelli immediately because this is considered a failed UDS. Due to federal law, a drug test positive for marijuana, even with a prescription, is considered a failed drug test. Students with a failed drug test are not permitted in clinical for the semester as per agency requirements.</p> <p>If a UDS is positive, the student has the right to dispute the results of the UDS. The student must immediately notify the Department Chairperson or designee, in writing, that they would like to dispute the results. The Chairperson or designee will then notify Castle Branch officially and a</p>	<p>Fall Semester: 08/2 to 08/12 Spring Semester: 12/30 to 1/8 Summer Semester: 05/02 to 05/13 Winter Semester: set by the Department Chairperson annually for any student participating in a Winter Internship.</p>

	<p>dispute package will be formulated for the student to purchase. The cost of the dispute package is several hundred dollars and is the responsibility of the student to pay. Once the dispute package is officially purchased, the original specimen from the original UDS is shipped to another Quest Lab location and re-tested. Once the results are finalized from the re-test, the results are posted to the student's Castle Branch account. This entire process takes about 4-6 weeks to be completed so the student is not able to participate in clinical for that semester.</p> <p>If UDS results show Dilute Negative, the results are considered neither positive nor negative. The presence or absence of drugs cannot be ruled out because the urine was dilute. Castle Branch will mark the UDS result with an exclamation mark indicating that a new UDS must be completed. The student must order a new drug screening and give a specimen within 48 hours of the results being posted. The additional drug testing will be at the expense of the student. If the student fails to complete another UDS within the 48 hours, the Dilute Negative UDS will be considered a failed drug screening. If a student shows Dilute Negative results for a second time, this will be considered a failed drug screening unless documentation from a medical provider can be provided to explain a medical condition that would cause a dilute urine specimen.</p> <p>If a student should have positive results on more than one UDS, a recommendation will be made to the Dean's Office for the student to be removed from the Nursing program. If a student is removed from the Nursing program for this reason, the student will not be admitted back to the Nursing program at any time.</p> <p>Anytime a student goes to the clinical site and shows signs of impairment or erratic behavior, the nursing faculty or a representative from the clinical facility can report this immediately. A drug screening will be called, and the student must comply with the process of completing a drug screening immediately. The drug screen is at the student's expense. If the student refuses a</p>	
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	<p>drug screening or doesn't follow the process then it is considered a failed drug screening. In the case of a failed drug screening, the student would be removed from clinical for the rest of the semester and fail the course.</p> <p>Drug Screen Windows: Fall Semester: 08/02 to 08/12 Winter term: 11/30 to 12/12 Spring Semester: 12/30 to 1/8 Summer Semester: 05/02 to 05/13</p>	
<p>Criminal Clearances: 1. PA Department of Human Services (FBI background check with fingerprinting) 2. ACT 34 Criminal History (PA State Background Check) 3. Act 151 Child Abuse Clearance</p>	<p>Clearances Required for Completion Annually and Must be Current during the entire Clinical Course: 1. PA Department of Human Services (FBI background requires fingerprinting) 2. ACT 34 Criminal History (PA State Background Check) 3. Act 151 Child Abuse Clearance</p> <p>Students are required to follow the instructions on the Castle Branch site. The PA State Police Background check will be conducted by Castle Branch. The student must follow the instructions for the Act 151 Child Abuse Clearance and PA Department of Human Services (FBI background check with fingerprinting) clearance and obtain these results and upload the results into their account. The clearances must be run as employee and not volunteer.</p>	<p>July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester</p>
<p>Criminal Clearance: Department of Aging requirement</p>	<p>This requirement needs to be done once while in the program.</p> <ol style="list-style-type: none"> If you have been a resident of PA for the last 2 years, you must complete the Verification of PA Resident Form and submit it to Castle Branch along with two (2) additional forms of official, signature-bearing identification (one of which must be a current photo identification document) If you have not been a resident of PA for the last 2 years, you must submit a Department of Aging FBI clearance. The clearance must be dated when you are a student in the program at IUP. 	<p>July 15 for the Fall Semester December 6 for Winter Semester January 1 for Spring Semester May 1 for Summer Semester</p>

The following requirements must be updated annually:

1. TB Screening
2. Physical

3. Criminal Clearances (All three as listed): PA Department of Human Services (FBI background check with fingerprinting), ACT 34 Criminal History (PA State Background Check), and Act 151 Child Abuse Clearance
4. Liability Insurance
5. Student Consent for Audiovisual Recording of Simulation
6. Influenza Vaccine

The following requirements must be updated every semester the student is in clinical:

1. Ebola Screening
2. Guest Host Procedure and Guidelines
3. Student Accountability Sheet
4. Comprehensive Drug Screening for all students (Sophomore level students are required to do the basic drug screen annually.)

**Indiana University of Pennsylvania
Department of Nursing and Allied Health
Pandemic Flu Procedure and Guidelines**

In compliance with Pennsylvania Department of Health and Centers for Disease Control recommendations, students should not attend class/clinical or any public gatherings while ill with influenza. Students with flu symptoms will be asked to leave campus if possible and to return home to recover. The illness and self-isolation period will be about a week. It is very important that individuals avoid spreading the flu to others. Please be advised that the campus Center for Health and Wellbeing will not provide documentation of suspected flu virus. Check the IUP home page regularly for further information and updates from the state and CDC.

In addition, students must comply with the Nursing Student Handbook regarding the Nursing Department Test Procedure and Guidelines. Furthermore, students in clinical must abide by individual facility policies regarding any flu virus.

Tuberculosis Screening

Nursing students are required by the affiliating 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.

Please submit documentation of one of the following:

1. negative 2-Step TB skin test (administered 1 - 3 weeks apart) and all subsequent 1-Step TB skin tests (10 - 13 months apart), with the most recent administered within the past 13 months
2. negative quantiFERON Gold blood test administered within the past 12 months
3. negative T-Spot test administered in the past 12 months
4. if positive results, submit a clear chest x-ray AND a symptom free TB questionnaire on the school form administered within the past 12 months

Renewal will be set to 1 year. Upon renewal, submit one of the following:

- negative one-step skin test
- negative quantiFERON Gold blood test
- if positive results, submit a completed TB Questionnaire on the school form.

Procedure for Skin Test:

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

A TB test called interferon-gamma release assays or IGRAs is also an acceptable method of screening for TB according to the CDC. IGRAs is an acceptable method for people which have received Bacilli Calmette–Guérin (BCG) vaccine.

If skin test is positive, a chest x-ray is required along with statement of appropriate follow up care from physician.

Students who have a documented history of a positive TB test and a negative chest x-ray will be exempt from further TB skin testing. Since you do NOT receive TB skin testing, you will be required to complete the Positive Skin Test TB Surveillance Survey. This form must be signed by the physician that you are cleared for clinical (see below).

**Indiana University of Pennsylvania Department of Nursing and Allied Health
Positive Skin Test TB Surveillance Form**

Our records indicate that you have a "Positive" History to Tuberculin Skin Testing. Students who have a documented history of a positive TB test, will be exempt from further TB skin testing. Since you do NOT receive TB Skin testing, you will be required to complete this symptom survey in accordance with the Center for Disease Control (CDC) recommendation (see below).

Please answer "YES" or "NO" to each symptom. Answer "YES", if you have experienced the symptom in the last twelve (12) months:

- _____ "Excessive" Fatigue
- _____ Loss of Appetite (Anorexia)
- _____ Unexplained Weight Loss
- _____ Low Grade Fever
- _____ Chronic Persistent Cough
- _____ Night Sweats
- _____ Dull Aching Pain or Tightness in the Chest
- _____ Coughing up Blood, Sputum with Blood at any time

PLEASE REPORT IMMEDIATELY TO THE UNIVERSITY HEALTH CENTER OR YOUR PRIMARY CARE PHYSICIAN IF YOU HAVE HAD ANY OF THE ABOVE SYMPTOMS FOR FOLLOW UP CARE.

STUDENT'S SIGNATURE DATE

PLEASE HAVE THE HEALTH CENTER OR PRIMARY CARE PHYSICIAN SIGN BELOW TO VERIFY THAT YOU ARE CLEARED TO ATTEND CLINICAL.

COMMENTS:

HEALTH CARE PROVIDER SIGNATURE DATE

Urine Drug Screen: In order to comply with affiliating agency requirements, it is now necessary that nursing majors registered for clinical courses submit to urine testing:

All students entering junior and senior level clinical courses (including clinical internships) and students in graduate courses with clinical experiences must have a comprehensive (16 panel drug screen) within the required time frame prior to each clinical semester.

All students entering the sophomore level clinical courses will be required to complete a basic (8 panel drug screen) within the required time frame prior the beginning of the academic year and will be valid for the academic year.

Please note students are not to submit information to the instructor, health center or the drug screening lab regarding prescribed medication. The student is only required to disclose this information if requested.

Refusal to comply with the drug testing requirement or testing positive for the use of specified drugs will prohibit a student from enrolling in or continuing with NURS clinical courses and related co-requisites courses for the semester. The student will be required to have a clear urine drug screen prior to reentry to NURS clinical the following semester. The university cannot guarantee clinical placements for students who refuse to comply with the requirement or who test positive.

STUDENT RESPONSIBILITIES AND RIGHTS

1. It is the student's responsibility to schedule and pay associated fees for all exams, lab tests and immunizations. Counseling and/or follow-up for any abnormalities is the responsibility of the student and his/her health care provider.
2. **STUDENTS WHO FAIL TO MEET HEALTH REQUIREMENTS WILL NOT BE PERMITTED TO BEGIN CLINICAL NURSING COURSES.**
3. 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.
4. **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 Procedure and Guidelines on Student Injury at an Affiliating Agency.)
5. 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. IUP will not cover the costs associated with this testing and thus the responsibility may fall to the student.
6. 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.

7. Any student who has had a known exposure to a communicable disease, excluding upper respiratory infections, must report this to her/his clinical faculty.
8. It is the student's responsibility to use the services available through IUP's Center for Health and Well-Being, as defined in the current edition of the student handbook, to obtain treatment for acute illness or injury.
9. 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.
10. 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 the medical clearance will be placed in the student file.
11. 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 IUP's Center for Health and Well-Being and the Counseling and Student Development Center. Special services are also available through the Disabled Student Services and the Speech and Hearing Clinic.
12. **ALL STUDENT HEALTH INFORMATION WILL BE KEPT CONFIDENTIAL.**

REQUEST FOR VARIANCE IN CLINICAL COURSES

A student who requests a variance in clinical course requirements for health reasons must provide the clinical faculty 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 faculty. Written medical approval for the activities proposed in the plan must be obtained by the student and submitted to the teaching faculty. 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/and patient safety, a request for variance in clinical course requirements may also be initiated by a member of the clinical teaching faculty. Any restrictions on student practice (i.e., casts, varicella exposure with a negative titer) imposed by clinical agencies will be strictly followed.

DEPARTMENT RESPONSIBILITIES

1. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student has met all health requirements and any variances have been reported to the clinical agency prior to the student attending clinical.

2. It is the responsibility of the Department of Nursing and Allied Health Professions (DNAHP) department to review the affiliating schools policies/contractual agreements for any changes in their process and update the health requirement guidelines according to those changes to remain in compliance with all affiliating school requirements.
3. It is the responsibility of the Department of Nursing and Allied Health Professions (DNAHP) to notify the students of any changes in requirements through the handbook and/or their castle branch account.

CLEARANCE REQUIREMENTS

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.

PROCEDURE

1. The student will go to the appropriate site, register, and schedule all fingerprinting appointments (if applicable to that clearance). It is the responsibility of the student to submit all forms and incur the fees related to compliance. It is also the responsibility of the student to review prohibitive offenses for clearances available on the website for each clearance.
2. Failure to achieve verification of clearance will result in the student being unable to attend the clinical course.

Students in clinical courses including clinical internships or capstone courses with clinical are required to complete the following clearances each year. These clearances **MUST** remain in effect for the entire academic year. Students must complete the following clearances each year:

Clearances Required for Completion Annually and Must Carry Through the Clinical Year
<ol style="list-style-type: none"> 1. PA Department of Human Services (FBI background requires fingerprinting) 2. ACT 34 Criminal History (PA State Background Check) 3. Act 151 Child Abuse Clearance 4. One-time requirement while a student - Department of Aging FBI requirement must be met once either with completion of the PA Residency requirement or with a Department of Aging FBI clearance for student not residing in PA for the last two years.

STUDENT RESPONSIBILITIES

1. **All clinical nursing students must complete annual background checks** to comply with both State and Federal laws. This requires students to provide the University with official reports from: State Police, Child Abuse, and FBI background checks. Department of Aging FBI requirement must be met once either with completion of the PA Residency requirement or with a Department of Aging FBI clearance for student not residing in PA for the last two years.

2. If a student has a criminal record identified by one of the background checks above, the University 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 nursing major for a failure to progress in the program. The department chair will notify the Dean's office of any student in this situation.
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.

DEPARTMENT RESPONSIBILITIES

1. It is the responsibility of the Nursing and Allied Health Professions (NAHP) department to verify that all students have completed clearances, and any variances have been reported to the clinical agency prior to the student attending clinical. If the agency denies access to a student with a positive criminal history, the chairperson will attempt to place them in another clinical agency. However, failure to be approved at a clinical agency could result in the student not being able to progress in the program. The department chair will notify the Dean's office of any student in this situation.
2. It is the responsibility of the Nursing and Allied Health Professions (NAHP) department to review the affiliating agency policies/contractual agreements for any changes in their process and update the clearance requirements procedure according to those changes to remain in compliance with all affiliating school requirements.
3. It is the responsibility of the Nursing and Allied Health Professions (NAHP) department to notify the students of any changes in requirements.

CPR CERTIFICATION

Current certification in cardiopulmonary resuscitation must be maintained by nursing students throughout all semesters of clinical nursing courses. Health Care Provider Basic Life Support (BLS) certification is required, including adult one and two-person rescue, obstructed airway, and infant and child CPR. Certification must be attained and maintained through the **American Heart Association or the Red Cross, but must be a Health Care Provider course only**. It is the responsibility of the student to remain certified during clinical experiences, schedule certification/re-certification and costs of the course. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student remains certified in CPR throughout the clinical course.

PROFESSIONAL LIABILITY INSURANCE

Liability insurance in the amount of at least \$1,000,000.00 per occurrence for personal injury and \$3,000,000.00 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. Cost and application for insurance is the responsibility of the student. **It is the student's responsibility to renew the guidelines annually to assure continuity during clinical nursing courses.** Students have the option of purchasing liability insurance through the carrier of their choice. Proof of coverage must be submitted for departmental records. It is the responsibility of the faculty member teaching the clinical course to assure that each clinical student maintains liability insurance throughout the clinical course.

RECORDS

1. The student is required to submit all original clearances, lab results (titers), immunization and testing validation to Castle Branch. Records will be uploaded and maintained by the student in order for the department to verify completion of the clinical requirements.
2. Students should maintain personal copies of records and clearances for themselves.

MISCELLANEOUS INFORMATION ABOUT

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. The information provide is include to provide some guidance for students about criminal offenses that could prohibit the student form being able to attend clinical, graduate with a nursing degree, or obtain licensure. The Department of Nursing and Allied Health does not provide legal advice about offenses. If a student has an offense they need to consult their own legal representation about these offenses. Students need to be aware that a clinical agency may deny access to a student for clinical for an offense and this could result in the student not being able to complete the program. The Department of Nursing and Allied Health must follow the procedure and guidelines of the clinical agency regarding which offenses prohibit the students access to the agency for clinical.

Applicable Offenses Under 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 3928 Unauthorized Use of a Motor Vehicle
- CC 3929 Retail Theft
- CC 3929.1 Library Theft

- CC 3929.2 Unlawful Possession of Retail or Library Theft Instruments
- CC 3929.3 Organized Retail 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 3934 Theft from a Motor Vehicle
- CC 4101 Forgery
- CC 4114 Securing Documents by Deception
- CC 4302 Incest
- CC 4303 Concealing Death of a Child
- CC 4304 Endangering the Welfare of a Child
- CC 4305 Dealing in Infant Children
- CC 4952 Intimidation of a Witness
- CC 4953 Retaliation Against a Witness or Victim
- CC 5902B Promoting Prostitution
- CC 5903C Obscene or Other Sexual Materials to Minors
- CC 5903D Obscene or Other Sexual Materials
- CC 630 Corruption of Minors
- CC 6312 Sexual Abuse of Children
- CS 13A12 Acquisition of a Controlled Substance by Fraud
- CS 13A14 Delivery by Practitioner
- CS 13A30 Possession with Intent to Deliver
- CS 13A35 Illegal Sale of Non-Controlled Substance
- CS 13A36 Designer Drugs
- CS 13Axx *Any other Felony Drug Conviction Appearing on a PA Rap Sheet*

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.

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, unchipped 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 or unnatural hair color or styles are inappropriate in a professional role. Men should be clean-shaven or have facial hair neatly trimmed.

2. Uniforms:

- a. Students are required to purchase the approved IUP student uniform. They are not permitted to substitute this approved uniform with other uniforms.
- b. Clean, wrinkle-free student uniform of an appropriate professional length
- c. 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 procedure and guidelines applies also to pregnant students
- e. Appropriate undergarments must be worn since undergarments may be visible through uniform fabric
- f. Plain white stockings or plain 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 white or gray 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. A watch with a second hand, pen with black ink, and physical assessment kit should always be brought to clinical lab. Students are required to take their physical assessment equipment, such as, blood pressure cuff, stethoscope, pen light, etc. appropriate for the agency.
- k. Students are required to follow the agency dress code so additional restrictions may apply
- l. Even when not in clinical, students in their uniform should act in a professional manner since they are representing the department.

3. Jewelry:

- a. Jewelry must be kept to a minimum; individual faculty or agency procedure and guidelines may not permit any jewelry to be worn.
- b. Watches, wedding bands, engagement rings, and **single** post earrings in the earlobe are usually permitted.
- c. 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

- d. Necklaces, bracelets, chains, or earclips **should not** be worn with the student uniform
 - e. Visible body piercing jewelry is **not permitted** on the clinical setting.
4. Personal behavior:
- a. Gum chewing is prohibited during clinical laboratory or agency.
 - b. Use of tobacco (cigarettes, e-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.

ACADEMIC ACHIEVEMENT/DIAGNOSTIC TESTS

Standardized exams may be administered for the purpose of diagnostic evaluation of students' knowledge base. **See Appendix A.** The nursing program utilizes assessment and testing services from Kaplan for assessment and remediation. The Kaplan package also includes the NCLEX review course at the end of the program. Kaplan is an assessment company serving schools of nursing and provides standardized testing and preparation for NCLEX licensure examination. Fees for the Kaplan academic achievement/diagnostic test package are the student's responsibility. This package is non-returnable and non-refundable.

UNDERGRADUATE NURSING PROGRAM EXIT EXAM

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. The student must also develop an individualized plan of study that is based on the results of his/her Exit Exam.

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 procedure will apply to the Nursing Exit Exam.
- 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 faculty.

SPECIAL COSTS OF PROGRAM

The Kaplan Package is approximately \$600 and includes the NCLEX review course. Students will pay a \$100 tuition fee each nursing semester for access to all Nursing Integrated Testing Program resources available through Kaplan and then receive the NCLEX® Kaplan Prep Course after graduation (\$499 value). Tuition fees will be paid directly to Kaplan through an established payment portal. If the account is deactivated for lack of payment, the student is responsible for contacting Kaplan support to pay and reactivate their account at 1-800-527-8378. The Kaplan package also includes an NCLEX Review Course at the end of the program. This product will be used throughout the curriculum. In the final semester of the senior year, students will be required to purchase the mandatory exit exam. The cost is typically under \$70. Students are to make a one-time purchase of a lab kit which is usually less than \$200. The lab kit will contain supplies required for on campus lab and simulation activities which correspond to respective nursing courses. The students are responsible for all kit items throughout the program of study. Additional costs incurred throughout the program include uniforms, Castlebranch account, liability insurance, CPR certification, criminal and child abuse clearances, health screening, drug screenings, possible additional requirements (fees) from the clinical agency, and State Board of Nursing application fee. Purchase of the school pin is optional; costs range from \$80-150. Students may incur additional expenses related to graduation.

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 professional nurses. The purposes of ATD include:

- Promoting personal and intellectual growth through education, networking, and scholarships
- Fostering excellence in individual performance, character enrichment and leadership

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 Board

The purpose of the Student Advisory Board (SAB) is to enhance communication between nursing students and faculty. It affords nursing students the opportunity to bring issues of concern to the attention of the nursing faculty. The SAB consists of a minimum of two voting representatives from each nursing class and the SAB faculty advisor.

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

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 the senior level and specific directions will be distributed during the final semester of coursework.

SECOND DEGREE STUDENTS

Please note that the IUP Department of Nursing and Allied Health Professions offers a program of study for second degree candidates. Admitted candidates will be assigned an academic advisor to assist with course requirements on an individual basis.

INTERNSHIPS

Nursing students wanting to complete internships need to inform their advisor and complete an internship form by the due date. All internship site must be sites that are already approved clinical sites. Please refer to internship checklist.



Nursing Internship Checklist

Student Name: _____ **Banner ID: @** _____ **4 Letters:** _____

Internship Coordinator/Faculty Supervisor: _____

This checklist is for undergraduate Seniors, including LPN-BSN students doing a Junior level NURS 493 internship, also Masters students taking a NURS 744 course. Students going into their Senior level NURS courses will need to plan to take NURS 493. Normally students will take the Internship during their second semester of the senior year. Some students may find it beneficial to take the Internship during their first semester. This will be allowed as long as there are enough seats for the students who are required to take the course that semester.

Internship Requirements	Verified Initials
1. Faculty Advisor – Initiate the HHS Internship form during the advising session. The form can be found on the Z drive within the Forms folder then select the internship form for the correct semester. Have the student fill out the top portion of the form with all their personal information and sign the form. Advisors should give students a copy of the Internship Checklist so students are aware of the process and their responsibilities. The advisor will attach the form to the students advising sheet. If the Internship Application is not turned in with the advising sheet, the student will not receive an override for the course.	
2. Department Chairperson – assign the students to appropriate internship section.	
3. Faculty for Internship Section – all applications will be given to you for your section once the chair has assigned the students. You must review the internship application to ensure it has been completed by the student.	
4. Department Staff – notify the students when all overrides have been entered by the Nursing Department.	
5. Student – add the internship to their schedule. <i>If the student does not add the course to their schedule they will not be placed with a preceptor.</i>	
6. Faculty for Internship Section & Student – correspond with each other to come up with possible options for a preceptor. The faculty member will verify that the Nursing Department has approval to use the possible site the student would like to use. A list of sites that have an approved contract and State Board approval, are listed on the O drive under the Clinical Sites Approved folder. No site can be used unless it is listed on the spreadsheet.	
7. Faculty for Internship Section – discuss possible internship sites with all students in their section and meet with the Internship Coordinator once that is complete.	
8. Internship Coordinator - contact the internship site supervisor to set up a preceptor and develop responsibilities/assignments. Once a preceptor is confirmed the Internship Coordinator will give all contact information to the faculty member of the course.	

<p>9. Faculty for Internship Section – fills out Part II of the Internship Application and sign as the IUP Faculty Supervisor. Once a preceptor is set up for each student the faculty member will have sole responsibility to communicate with the preceptor and handle any issues that arise during the internship. The student will be responsible to communicate with the faculty member any information that is needed during the internship.</p>	
<p>10. Faculty for Internship Section – give all completed forms to the Chair of the nursing AND Allied Health Department for approval signature. All forms are due to the Chair of the department by the following dates:</p> <ul style="list-style-type: none"> ● July 15 for the Fall semester ● December 6 for the Winter semester ● January 1 for the Spring semester ● May 1 for the Summer semester 	

Internship Requirements	Verified Initials
<p>11. Department Chairperson – review the application and verify that the student has met the required clinical requirements through Castle Branch. If the information is filled out completely and correctly, the Chair will sign off as the Department Chairperson and forward all forms to the Dean’s Office. A copy of the application will be kept in each student file to refer to as needed.</p>	
<p>12. Bev Mastalski – review the application and if there is missing information return it to the department. Verify that IUP has an internship agreement with the internship site and has been approved as a clinical site. If agreement is in place, forward to Dean’s Associate for Administration to sign. If no agreement, follow-up with the internship site contact to secure an agreement.</p>	
<p>13. Dean’s Associate for Administration – sign internship application if agreement in place.</p>	
<p>14. Bev Mastalski – provide the approved application to the Nursing Department to be added to the student’s record.</p>	
<p>15. Faculty for Internship Section – monitor that all requirements are completed throughout the semester and verify the student does not become non-compliant with their clinical requirements.</p>	
<p>16. Student – must have all of their requirements completed and uploaded to Castle Branch prior to the deadline and complete the required drug screening in the appropriate window to be compliant. If at any point in time the student becomes non-compliant with their clinical requirements, they will be removed from the Internship.</p>	

LPN to BSN Procedure and Guidelines

Indiana University of Pennsylvania					
Department of Nursing and Allied Health Professions					
Curriculum Organization - Nursing Major					
LPN to BSN Track					
LIBERAL STUDIES, SCIENCE, AND ADDITIONAL NURSING REQUIREMENTS					
LIBERAL STUDIES					
ENGL 101	Composition I	3	MATH 217	Probability and Statistics	3
ENGL 202	Composition II	3	SOC 151/161	Principles of Sociolog (SS)	3
ENGL 121	Humanities Literature	3	PSYC 101	General Psychology (SS)	3
Fine Arts:	Art/Music/Theater/Dance	3	Philosophy/Religious Studies		3
HIST 196-8	History Requirement	3	* Social Science Elective (SS)		3
* The social science course can not have the PSYC or SOC prefix. The social science elective must meet the 3 credit global multi-cultural awareness requirement.					
SCIENCES *Must be completed prior to Sophomore NURS courses ***Must be completed prior to Junior NURS courses					
* CHEM 103	Intro to Chem for Health Sciences	4	* BIOL 150	Human Anatomy	4
* CHEM 255	Biochemistry for Health Sciences	3	***BIOL 240	Human Physiology	4
			***BIOL 241	Intro to Medical Micro	4
ADDITIONAL REQUIREMENTS ***Must be completed prior to Junior NURS courses					
***FDNT 212	Nutrition	3	***PSYC 255	Developmental Psychology (LS)	3
CHEM 101/102 and CHEM 111/112 can be substituted for CHEM 103/CHEM 255.					
SOPHOMORE YEAR (30-59.9 CREDIT HOURS)					
NURS 214	Health Assessment	3	(may be taken either semester)		
JUNIOR YEAR (60-89.9 CREDIT HOURS)					
NURS 316	Evidence Based Practice in Nurs	3	NURS 312	Professional Nursing	2
NURS 334	Transitions in Professional Nurs	3	NURS Elective		3
<i>Option 1</i>			<i>Option 1</i>		
▫ NURS 336	Adult Health I	4	▫ NURS 330	Care of the Child and Family	2
▫ NURS 337	Adult Health I Clinical	5	▫ NURS 331	Care of the Child and Family Clinical	2
<i>Option 2</i>			<i>Option 2</i>		
▫ NURS 332	Maternal-Neonatal Health	2	▫ NURS 333	Maternal-Neonatal Health Clinical	2
Credits (8) by Exam AND NURS 493 (1 cr) Internship		9	Credits (7) by Exam AND NURS 493 (1 cr) Internship		8
NURS 334 offered as needed					
▫ NURS 336/337 and NURS 330/331/332/333 may be taken either semester.					
SENIOR YEAR (90 and up CREDIT HOURS)					
▫ NURS 412	Nursing Management	3	▫ NURS 432	Psychiatric/Mental Health	2
▫ NURS 436	Adult Health II	4	▫ NURS 434	Public/Community Nursing	2
▫ NURS 437	Adult Health II Clinical	2.5	▫ NURS 431	Public/Community Nursing Clinical	2
▫ NURS 440	Nursing Management Clinical	2.5	▫ NURS 433	Psychiatric/Mental Health Clinical	2
Free Elective		3	NURS 450	A Cognitive Approach to Clinical Problem Solving or Elective	3
			Free Elective		
			3		
▫ NURS 412/436/437/440 must be taken in the same semester either fall or spring. NURS 432/433 and/or NURS 434/431 must be taken as either 4 or 8 credit blocks in the same semester either fall or spring.					
Students must have 51-54 NURS credits (includes 3 credits of an advisor approved NURS elective) and 9-12 Free Electives to graduate					
Note: Students seeking a minor in any area of study must make application in the department where the minor is housed.					
For more details about the application process and for more information regarding a minor in any area, please consult with the Chairperson of that department.					
Updated 4-20-21					

Kaplan incorporation into LPN to BSN Curriculum

The LPN to BSN students will complete the required Kaplan components as they progress through the nursing curriculum.

LPN to BSN students can test out of Adult Health I and Maternal Child theory and clinical courses. If successful, the student will not have to take the Fundamentals, Maternal Newborn, or Nursing Care of Children assessments. If the student is not successful, the student will take the required clinical and theory courses and the associated Kaplan components.

Internship Requirements and Credits by Examination

Students have the option of earning credits by examination through Excelsior College. Students will have the option to complete the Excelsior College Maternal & Child Nursing Baccalaureate examination and 1 credit of NURS 493 Internship (total 9 credits) or NURS 330, 331, 332, and 333 (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 Internship (total 9 credits) or NURS 336 and 337 (total 9 credits).

If LPN students are interested in this curriculum option, LPN students need to take the Excelsior Exam and have the results back on time to complete the deadlines for an internship. Please refer to the deadline on the internship checklist in the student handbook.

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.

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.

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 SMARTHINKINGTM.

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.

Fees and Associated Costs for Excelsior College Examinations

The fees 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.

APPENDIX A

Standardized Assessment Guidelines

Kaplan Requirements

The Kaplan standardized testing program has been incorporated into the curriculum to assist students with monitoring their knowledge base as they progress through the nursing curriculum towards their National Council Licensure for Registered Nurses (NCLEX-RN). Kaplan's resources are available online through the program website, and include Nursing School Success, Integrated Testing, Focused Review Tests, Skills Demonstration Videos, Mid-Fidelity Simulations, Essential Nursing Skills and NCLEX® Prep. All clinical content assessment is provided through proctored and faculty monitored testing each semester. In the first semester of the senior year, students start to prepare for the NCLEX with focused online exams and a proctored exam called the Kaplan Secured Predictor. After completion of the nursing program, students have access to a Readiness Assessment and a NCLEX preparation course, which is included as part of the Kaplan Nursing Integrated Testing Program.

Student information:

A. Students are required to log in using their IUP email address and create an account through Kaplan about week 4 or 5 of the sophomore year or for LPN students on their first semester in a clinical course. Each student should retain the account login credentials throughout enrollment in the nursing program. The website for accessing the Kaplan program is <https://Kaptest.com/activate>

B. Fees: Students will pay a \$100 tuition fee each nursing semester for access to all Nursing Integrated Testing Program resources available through Kaplan and then receive the NCLEX® Kaplan Prep Course after graduation (\$499 value). Tuition fees will be paid directly to Kaplan through an established payment portal. If the account is deactivated for lack of payment, the student is responsible for contacting Kaplan support to pay and reactivate their account at 1-800-527-8378.

Access to services will be established by the 4th or 5th week of the student's first nursing semester. Enrolled students will have access to eBooks and all online resources. If payment is not received by the preset deadline, access to the service will be revoked by Kaplan until payment is completed. Any student who fails to pay will be unable to take the required tests, and will receive a failure (F) in that course.

C. Course-specific Kaplan tests are noted on each individual course syllabus.

D. Practice tests and questions are available for student use at any time. Please see course syllabi requirements below.

a. Kaplan Requirements

1. Completion of 2 Kaplan <u>focused review</u> (Practice) assessments	Achievement of 90% or greater on non-proctored content-specific practice assessments are required to take the proctored assessment.
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2. Completion of 1 hour of Remediation Time	Creation and completion of 1 hour of remediation is required to take the proctored assessment (NOTE: <i>A student must spend a minimum of one minute on a question for the time to count towards the 1 hour of remediation</i>). <ul style="list-style-type: none"> Completion of remediation requires the student to access their practice assessments through their student account and review rationale. Remediation time is tracked through system.
3. Completion of Kaplan <u>integrated assessment</u> (Proctored) test.	Failure to complete the non-proctored and proctored Kaplan assessment will result in an F grade in the course. Leaving the test site before completing the test or going to another website while testing will cause the test to be submitted before you finish and may result in a failure “F” in the course.
4. Earned points for the Kaplan <u>integrated assessment</u> (Proctored) tests.	Kaplan <u>proctored assessment</u> Earned points will be distributed as follows: <ul style="list-style-type: none"> Below 50%tile = 0 Earned points added to final exam points 50%-74%tile = 3 Earned points added to final exam points 75%-100%tile = 5 Earned points added to final exam points
5. Recommended remediation after Kaplan proctored assessment	Kaplan recommends the utilization of practice assessments and remediation regardless of level achieved on proctored assessment, to address any identified areas of weakness.

E. Course faculty/coordinators are responsible for implementation of the Kaplan Integrated Testing in each course. Clinical course faculty with content appropriate Kaplan exams are required to order and implement proctored assessment tests for each course. Date and time of the proctored tests will be provided by course faculty in the nursing course syllabus. Evidence of completion of practice test(s) may be required for submission to faculty prior to sitting for the proctored tests.

F. Standardized Assessment Testing Schedule

Level	Kaplan
Sophomore	Integrated - Fundamentals (NURS 213) Focused Review (Practice) - Fundamentals of Nursing A & B
Junior	Integrated – OB (NURS 333) Focused Review (Practice) - Maternity/Gynecological A & B Integrated - Pediatric (NURS 331) Focused Review (Practice) - Pediatrics A & B
Senior	Integrated – Medical Surgical (NURS 437) Focused Review (Practice) – Cardiovascular System A & Respiratory Test A Integrated – Management/Professional Issues (NURS 440) Focused Review (Practice) –Management of Care A & B Integrated – Psychosocial (NURS 433) Focused Review (Practice) – Psychiatric Nursing A & B Integrated – Community (NURS 431) Focused Review (Practice) – Community A & Pharmacological/Parenteral Therapy A

	Secured Predictor (NURS 431/433/440)
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G. Student Testing Instructions:

- 1) Kaplan's Respondus Lockdown Browser must be downloaded and enabled on the students' laptops (Instructions are found on the Kaplan website>Study Plan>Integrated Tests-Proctored>Instruction to Install LockDown Browser).
- 2) When your proctor tells you to begin, go to the "Take and Review My Scheduled Tests" section within this "Integrated Tests" portion of your Study Plan and you'll see the specific test that has been scheduled for you.
- 3) Click the test name and you will see a "Start" button appear. Click Start to begin.
- 4) If you experience a login issue or do not see the test available for you to start, please let your test proctor know immediately.
- 5) If you are kicked out of the test due to server error at any point, simply close the browser window, log back in, click on Resume, and you will automatically be placed back into the test at the point of exit. DO NOT "Refresh", "Quit" or do anything except close the window before logging in again.

Once logged in, you should avoid:

- Hitting the backspace key. Tests are designed to move from one question to the next without going back to change answers. The backspace key may "quit" the test and submit a partial score as complete.
- Leaving the test site before completing the test or going to another website while testing will cause the test to be submitted before you finish and may result in a failure "F" in the course.
- Refreshing the page. If there is a script error, just close the window and login again. Resume as described above.
- Submitting a test before completion with "Quit" button. Your score for the unfinished test will be submitted.
- If the Internet goes down, you should log in again and check under "Take and Review My Scheduled Tests" > "Resume" to go back to the last unanswered question.
- When using your program, avoid using the radio buttons on your toolbar. All testing functions should be accessed from the icons within the program for best results. Since the screen is modeled after the NCLEX®, using the program buttons will give you great practice for the real thing!

Leaving the Kaplan testing site during the proctored assessment may result in a failure in the course.

DO NOT try to access a test outside of the times and dates given by your faculty. The date stamp will show, and your faculty may consider your score invalid. Upon completion, you will be able to view results and access the remediation by clicking back into the test name within the "Take and Review My Completed Tests" section and then Review." This does not have to be done in the testing lab and is available to you throughout your nursing school career for further review.

APPENDIX B

Indiana University of Pennsylvania

Department of Nursing and Allied Health Professions

GUEST/HOST RELATIONSHIP GUIDELINES

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.

Name _____ Date _____

Student ID # _____

APPENDIX C

INDIANA UNIVERSITY OF PENNSYLVANIA Department of
Nursing and Allied Health Professions Student Consent for

Audiovisual Recording of Simulation

Purpose: To obtain student consent to be audio visually recorded while in simulation lab

Recording, Observation and Clinical Training: I understand that as part of the nursing program, simulation will be integrated into students' educational experiences. Audiovisual Recordings (AVRs) of my participation in simulation may be used to enhance my learning. Both students and faculty will be a part of simulation exercises.

Confidentiality: I understand that AVRs of simulation experiences will be used for educational purposes. While individual nursing students, clinical groups, and faculty may view the AVRs, the content will be kept confidential by all viewers.

Security Information: All AVRs will be stored as a digital file on the simulation lab computer which is password protected.

Agreement: My signature below indicates that I understand the information presented above and agree to participate in AVRs of simulation experiences, as part of the nursing curriculum in the IUP Department of Nursing and Allied Health Professions.

Name _____

Student ID # _____

Date _____

Inquiries or concerns should be addressed to Learning Lab Coordinator, Indiana University of Pennsylvania, Department of Nursing and Allied Health Professions, 724-357-2557

APPENDIX D

Student Accountability Sheet

Student Information Handbook

I, the undersigned, have read the Student Information Handbook of the appropriate IUP Nursing Program and have full understanding of the procedures and guidelines therein.

Date _____ Signature _____

Standard Precautions

I, the undersigned, do hereby acknowledge that I understand the guidelines for Standard Precautions.

Date _____ Signature _____

Agency Policies

I, the undersigned, do hereby acknowledge that I will learn the policies of fire, electrical, hazard material safety, patient codes, HIPPA regulations, and confidentiality in each of my agencies prior to patient care. I understand that I am required to follow the agencies policies during the clinical experience.

Date _____ Signature _____

Student ID # _____

January 8, 2016

Appendix E

SCREENING FOR EBOLA VIRUS DISEASE

Have you ever lived in or traveled to a country with widespread Ebola transmission (Guinea, Sierra Leone, Liberia, or Mali)?

— YES

— NO

Have you had contact with an individual with confirmed Ebola within the previous 21 days?

— YES

— NO

Name _____ Date _____

Student ID # _____

July 16, 2015

Appendix F

VERIFICATION OF PA RESIDENCY

Please type or print legibly in ink

I. Personal Information

A) Name: _____

B) Current Address: _____

City _____ State _____ Zip Code _____

C) Months/Years at this Address: _____ D) Telephone: _____

If you have resided at your current address for less than two years:

Previous Address:

City _____ State _____ Zip Code _____

Months/Years at this Address _____

*If necessary, attach a list of other places of residence to demonstrate that you have lived in Pennsylvania for the past two (2) years.

II. Forms of Identification

A) Birth Date: Month/Day/Year ____ / ____ / _____

B) Please provide two (2) additional forms of official, signature-bearing identification (**one of which must be a current photo identification document**). Examples of proper identification include:

- Driver's License • Clinic card • Credit card • State-issued identification card • Passport • Library card
- Alien registration card • Other _____

IV. I understand that by submitting this completed form for Verification of PA Residency I am certifying that all of the information I have provided on this application is complete, accurate, true and correct. I make this declaration subject to the penalties of 18 PA.C.S 4904 relating to unsworn falsification to authorities.

Signature: _____ Date: _____

Banner ID: _____