STUDENT INFORMATION HANDBOOK

Bachelor of Science Degree in Nursing

Fall 2015

Department of Nursing and Allied Health Professions
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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 graduate 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 were accredited by CCNE. In 2009 “The baccalaureate degree in nursing and master's degree in nursing programs at Indiana University of Pennsylvania are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.”

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 policy

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
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 POLICY**

1. Students must achieve a C grade or higher in all nursing courses, all sciences*, and PSYC 310 Developmental Psychology.
2. Students must achieve a C or better in CHEM 101 College Chemistry I, CHEM 102 College Chemistry II before they progress to the sophomore nursing courses.

3. A student must complete all required sciences with a C grade or better prior to the start of the junior level (300 level) nursing courses.

4. Junior level students are not permitted to enroll in NURS 330 Care of the Child and/or NURS 332 Maternal Neonatal Health concurrently with NURS 336 Adult Health I. If a student needs to repeat any of these courses, it will take additional semester(s) of study. Under special circumstances a student may be permitted to take these courses together with permission from the department chair.

5. Senior level nursing students are not permitted to enroll in NURS 432 Psychiatric/Mental Health and/or NURS 434 Community Health concurrently with NURS 436 Adult Health II and NURS 412 Management Leadership. If a student needs to repeat any of these nursing courses, it will take additional semester(s) of study. Under special circumstances a student may be permitted to take these courses together with permission from the department chair.

6. Student success and progression are important to the Department of Nursing and Allied Health Professions. Students are required to meet the pre-requisites for the nursing courses. If a student does not meet the prerequisites for a course the department chair can give permission for the student to take the course in special circumstances.

*Sciences:
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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>CHEM 101</td>
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<td>CHEM 102</td>
<td>College Chemistry II</td>
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<tr>
<td>BIOL 150</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>BIOL 151</td>
<td>Human Physiology</td>
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<tr>
<td>BIOL 241</td>
<td>Intro Medical Microbiology</td>
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**FRESHMAN YEAR (0-29.9 Credit Hours)**

<table>
<thead>
<tr>
<th>Cohort A</th>
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<tbody>
<tr>
<td>CHEM 101</td>
<td>College Chemistry I 4</td>
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<tr>
<td>CHEM 102</td>
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<td>BIOL 101</td>
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<td>Human Anatomy 4</td>
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<tr>
<td>Fine Arts: Art/Music/Theater/Dance 3</td>
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<tr>
<td>HIST 196/197/198 3</td>
<td>History Requirement 3</td>
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<td>XX 143 3</td>
<td>Dimensions in Wellness</td>
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</thead>
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<td>CHEM 102</td>
<td>College Chemistry II 4</td>
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<td>ENGL 101</td>
<td>English Composition I 3</td>
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<td>BIOL 150</td>
<td>Human Anatomy 4</td>
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<tr>
<td>PSYC 101</td>
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<td>HIST 196/197/198 3</td>
<td>History: The Modern Era 3</td>
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<tr>
<td>XX 143 3</td>
<td>Dimensions in Wellness</td>
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</tbody>
</table>

- These courses must be completed during the Freshman year.
- BIOL 240 is a co-requisite for NURS 214
- Military Science 101 and 102 may be substituted for the 3 credit Health and Wellness Requirement.
- All social science elective courses must have the PSYC or SOC prefix. The social science elective may also meet the 3 credit global multi-cultural awareness requirement.

**SOPHOMORE YEAR (30-59.9 Credit Hours)**

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<tr>
<td>BIOL 241</td>
<td>Intro to Medical Micro 4</td>
</tr>
<tr>
<td>PSYC 310</td>
<td>Developmental Psychology 3</td>
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<tr>
<td>MATH 217</td>
<td>Probability &amp; Statistics 3</td>
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<tr>
<td>Free Elective 3</td>
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<tr>
<td>NURS 212</td>
<td>Fundamentals I Theory 2</td>
</tr>
<tr>
<td>NURS 211</td>
<td>Fundamentals I Clinical 1</td>
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<tr>
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<td>Human Physiology 4</td>
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<td>PSYC 310</td>
<td>Developmental Psychology 3</td>
</tr>
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<td>MATH 217</td>
<td>Probability &amp; Statistics 3</td>
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<td>NURS 211</td>
<td>Fundamentals I Clinical 1</td>
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- In order to reach sophomore status, students must have a minimum of 30 credits.
- BIOL 240 is a co-requisite for NURS 214
- The social science course can not have the PSYC or SOC prefix. The social science elective may also 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 336 | Adult Health I 4                  |
| NURS 337 | Adult Health Clinical I 5         |
| SOC 151  | Principles of Sociology 3         |
|         | NURS 330 | Care of the Child and Family 2    |
|         | NURS 331 | Care of the Child & Family Clinical 2.5 |
|         | NURS 332 | Maternal-Neonatal Health 2       |
|         | NURS 333 | Maternal-Neonatal Health Clinical 2.5 |
|         | NURS 312 | Professional Nursing 2           |
|         | ENGL 121 | Humanities Literature 3          |
|         |         |                             |
|         | NURS 336/337 | NURS 330/331/332/333 be taken each semester. |

- In order to reach junior status students need a minimum of 60 credits.

**SENIOR YEAR (90 and up Credit Hours)**

| NURS 412 | Nursing Management 2 |
| NURS 436 | Adult Health II 4    |
| NURS 437 | Adult Health Clinical II 2.5 |
| Philosophy/Religious Studies 3 |                             |
| NURS 440 | Nursing Management Clinical 2.5 |
|         | Free Electives 3     |
|         | NURS 450 | A Cognitive Approach to Clinical Problem Solving or Elective 3 |
|         |         |                             |

- 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 4.5 or a 9 credit block 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.

A minor in Psychology is available for Nursing majors.

**Required Courses:** PSYC 101, PSYC 310, PSYC 280 or PSYC 290 or NURS 316

Three additional Psychology courses from the following list:

- PSYC 312 Adult Development and Aging
- PSYC 321 Abnormal Psychology
- PSYC 372 Drugs and Behavior
- PSYC 374 Stress and Coping
- PSYC 376 Health Behavior
- PSYC 378 Death and Dying

Other courses may be substituted with the prior approval of the Chairperson of the Psychology Department.

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.
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHEM 101</td>
<td>College Chemistry I</td>
<td>4</td>
<td>CHEM 102</td>
<td>College Chemistry II</td>
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<td>HNRC 101</td>
<td>Honors Core I</td>
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<td>BIOL 240</td>
<td>Human Physiology</td>
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<td>BIOL 150</td>
<td>Human Anatomy</td>
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<td>HNRC 102</td>
<td>Honors Core II</td>
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<tr>
<td>SOC 151</td>
<td>Principles of Sociology (SS)</td>
<td>3</td>
<td>PSYC 101</td>
<td>General Psychology</td>
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*These courses must be completed during the Freshman year.*

### SOPHOMORE YEAR

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 241</td>
<td>Intro to Medical Micro</td>
<td>4</td>
<td>XXX 143</td>
<td>Dimensions in Wellness (HPEC/FTQF/NURS)</td>
<td>3</td>
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<tr>
<td>MATH 217</td>
<td>Probability and Statistics (LS)</td>
<td>3</td>
<td>HNRC 202</td>
<td>Honors Core: Sciences-Anthropology</td>
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<tr>
<td>ENGL 202</td>
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<td>FDNT 212</td>
<td>Nutrition</td>
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<tr>
<td>NURS 212</td>
<td>Fundamentals I Theory</td>
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<td>NURS 236</td>
<td>Fundamentals II Theory</td>
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<tr>
<td>NURS 211</td>
<td>Fundamentals I Clinical</td>
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<td>NURS 214</td>
<td>Health Assessment</td>
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<tr>
<td>PSYC 310</td>
<td>Developmental Psychology</td>
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<td>NURS 213</td>
<td>Fundamentals II Clinical</td>
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♦ HNRC 202 Honors Core: Psychology allows the student to waive PSYC 101 from their course requirements.

♣ BIOL 240 is a co-requisite for NURS 214

♣ Military Science 101 and 102 may be substituted for the 3 credit Health and Wellness Requirement.

### JUNIOR YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<th>Course Title</th>
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<tbody>
<tr>
<td>NURS 316</td>
<td>Evidence Based Practice in Nurs</td>
<td>3</td>
<td>NURS 330</td>
<td>Care of the Child and Family</td>
<td>2</td>
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<tr>
<td>♦ NURS 336</td>
<td>Adult Health I</td>
<td>4</td>
<td>NURS 331</td>
<td>Care of the Child &amp; Family Clinical</td>
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<tr>
<td>♦ NURS 337</td>
<td>Adult Health Clinical I</td>
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<td>NURS 332</td>
<td>Maternal-Neonate Health</td>
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<td>♦ NURS 333</td>
<td>Maternal-Neonate Health Clinical</td>
<td>2.5</td>
<td>NURS 333</td>
<td>Maternal-Neonate Health Clinical</td>
<td>2.5</td>
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<tr>
<td>♦ NURS 312</td>
<td>Professional Nursing</td>
<td>2</td>
<td>NURS 312</td>
<td>Professional Nursing</td>
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<tr>
<td>♦ Social Science Non Western Elective</td>
<td>3</td>
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</tbody>
</table>

♦ The Social Science course can not have a PSYC or SOC prefix. The Social Science Elective must meet the Non-Western Culture Requirement.

♣ NURS 335/NURS 337 and NURS 330/331/332/333 may be taken either semester.

♦ The NURS 330 College Elective may be taken in any semester

### SENIOR YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 412</td>
<td>Nursing Management</td>
<td>2</td>
<td>NURS 432</td>
<td>Psychiatric/Mental Health</td>
<td>2</td>
</tr>
<tr>
<td>♦ NURS 436</td>
<td>Adult Health II</td>
<td>4</td>
<td>NURS 434</td>
<td>Public/Community Health</td>
<td>2</td>
</tr>
<tr>
<td>♦ NURS 437</td>
<td>Adult Health Clinical II</td>
<td>5</td>
<td>NURS 431</td>
<td>Public/Community Health Clinical</td>
<td>2.5</td>
</tr>
<tr>
<td>HNRC 201</td>
<td>Honors Core III</td>
<td>4</td>
<td>NURS 433</td>
<td>Psychiatric/Mental Health Clinical</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>15</strong></td>
<td></td>
<td>NURS 450 A Cognitive Approach to Clinical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Problem Solving or Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>12</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

♦ NURS 436/NURS 437 and NURS 432/433, NURS 434/431 may be taken either semester.

♣ Students who achieve a higher score than a specified minimum on a department required standard test(s) are exempt from NURS 450.

A minor in Psychology is available for Nursing majors.

Required Courses: PSYC 101, PSYC 310, PSYC 280 or PSYC 290 or NURS 311

Three additional Psychology courses from the following list:

PSYC 312 Adult Development and Aging
PSYC 321 Abnormal Psychology
PSYC 372 Drugs and Behavior
PSYC 374 Stress and Coping
PSYC 376 Health Behavior
PSYC 378 Death and Dying

Other courses may be substituted with the prior approval of the Chairperson of the Psychology Department.

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: 6/4/2015
PRE AND CO-REQUISITES

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

CLINICAL NURSING COURSE ENROLLMENT POLICY: FALL & SPRING SEMESTERS

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

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

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

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

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

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

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

Developed: March 11, 2009 / Reviewed May 20, 2015

SUMMER NURSING COURSE ELIGIBILITY GUIDELINES

When the NAHP Department offers summer nursing courses that are part of the required undergraduate nursing curriculum, they are condensed 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. **

2. When students have earned less than a ‘C’ grade in a nursing course and are registering to repeat the course, they are not guaranteed a seat in the class until all students who are taking the course for the first time have enrolled/registered and an opening still exists.
3. Students wanting to take a summer nursing course must sign up on the sign up sheet in the NAHP Department office by the end of the fall semester.

4. The department chairperson will notify students by January 31 if they have a seat for the summer. Overrides will be given and students must register by Feb. 28. Failure to register 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.

5. 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.

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

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

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

March 11, 2009; revised April 27, 2012; reviewed May 20, 2015

**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:

<table>
<thead>
<tr>
<th>NAHP Student Policies</th>
<th>University Policies</th>
<th>Civility in our Community</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Behavior in the Classroom or Clinical Setting</strong></td>
<td><strong>The Source</strong> (IUP's Student Handbook Contains All Rules of Conduct)</td>
<td></td>
</tr>
<tr>
<td>11. Adhere to the Source (IUP Student Handbook) and the Department of Nursing Allied Health Professions Undergraduate Nursing Program Student Information Handbook</td>
<td><strong>Office of Student Conduct</strong> (Oversees Rules of Conduct)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Undergraduate Catalog</strong> (Academic Policies)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Graduate Catalog</strong> (Academic Policies)</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Adhere to IUP and clinical agency polices regarding drug and alcohol use</td>
<td>Statement of Nondiscrimination <a href="http://www.iup.edu/humanresources/policies/non.shtm">http://www.iup.edu/humanresources/policies/non.shtm</a></td>
</tr>
<tr>
<td>14.</td>
<td>Respect differences in others (examples include race, ethnic, religious, gender, age, health status, diagnosis, national origin, sexual orientation, etc.)</td>
<td>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.</td>
</tr>
</tbody>
</table>

### NAHP Student Policies

<p>| 15. | Respect other person’s space, time, and work (examples of lack of respect include disruptive behavior in class, cell phones in class, etc.) | Class Disruptions Policy <a href="http://www.iup.edu/registrar/catalog/acpolicy/index.shtm#Class%20Disruptions">http://www.iup.edu/registrar/catalog/acpolicy/index.shtm#Class%20Disruptions</a> | Violence, Intolerance, Hate <a href="http://www.iup.edu/studentaffairs/intolerance.shtm">http://www.iup.edu/studentaffairs/intolerance.shtm</a> |
| 17. | Work in a collegial manner with staff members, peers, and professors | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>18.</strong> Display honesty, integrity, and ethical behavior</td>
<td><strong>Academic Integrity Policy and Procedures</strong></td>
<td></td>
</tr>
<tr>
<td><strong>19.</strong> Communicate with patients, their families, staff members, peers, professors in a respectful, constructive fashion</td>
<td>To foster an environment for personal growth, . . .</td>
<td></td>
</tr>
<tr>
<td><strong>20.</strong> Demonstrate accountability (Preparation for class/clinical, assume responsibility for your actions, report errors, etc.)</td>
<td><strong>Academic Integrity Policy and Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>a. Actively participate in learning; seek out learning experiences; be involved in class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Assume responsibility for your own learning (Seek guidance from professors as needed.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NAHP Student Policies</strong></td>
<td><strong>University Policies</strong></td>
<td><strong>Civility in our Community</strong></td>
</tr>
<tr>
<td><strong>21.</strong> Demonstrate accountability (Preparation for class/clinical, assume responsibility for your actions, report errors, etc.)</td>
<td><strong>Academic Integrity Policy and Procedures</strong></td>
<td>To strengthen the university for academic success, . . .</td>
</tr>
<tr>
<td>a. Actively participate in learning; seek out learning experiences; be involved in class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Assume responsibility for your own learning (Seek guidance from your professor as needed.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Arrive promptly for class and clinical</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>22.</strong> Abide to the behaviors in following separate policies</td>
<td><strong>Academic Integrity Policy and Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>a. Travel to clinical site</td>
<td>Anticipated Class Absence for University Representation and Participation Policy</td>
<td></td>
</tr>
<tr>
<td>b. Attendance responsibilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Dress Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Safe Clinical Practice</strong></td>
<td><strong>Academic Integrity Policy and Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>1. Use standard precautions and transmission–based precautions in all patient care activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Promptly report any error to the faculty member and to other appropriate clinical personnel</td>
<td><strong>Academic Integrity Policy and Procedures</strong></td>
<td></td>
</tr>
</tbody>
</table>
3. Demonstrate the application of previously learned clinical competencies | **Academic Integrity Policy and Procedures**

4. Practice within boundaries of the nursing student role | **Academic Integrity Policy and Procedures**

**NAHP Student Policies** | **University Policies** | **Civility in our Community**

**Items for Immediate Action**


2. Unsafe clinical practice, unprofessional behavior | **Academic Integrity Policy and Procedures**

3. Falsifying documentation of patient care | **Academic Integrity Policy and Procedures**

4. Displaying violent or abusive behavior in the classroom or clinical setting | Policies and Regulations Regarding Student Behavior [http://www.iup.edu/studentaffairs/policies/stbehav.shtm](http://www.iup.edu/studentaffairs/policies/stbehav.shtm)  
Violence, Intolerance, or Hate [http://www.iup.edu/studentaffairs/intolerance.shtm](http://www.iup.edu/studentaffairs/intolerance.shtm)

Revised April 27, 2012  
**Any Sanctions of above policies will be handled under the following policies and procedures:**


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 policies 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 POLICY

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

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

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

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

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

Failure to meet these requirements may result in the assigning of a grade zero for the test.

Effective 10/19/98; Revised May 20, 2015

TRAVEL TO CLINICAL SITES

Students are accountable for their own transportation to clinical sites.
Clinical Requirement Policy

Policy: Requirements for Clinical Attendance

Rationale:
The purposes for policies 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.

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

1. Health Requirements
2. Clearance Requirements
3. CPR verification
4. Liability Insurance

*For Fall 2015 course faculty will check requirements spreadsheet compiled by the Compliance Officer and then distributed by Chair and the UDS will be viewed for completion in CertifiedBackground.com. After Fall 2015 course faculty will view the entire electronic record for completion held by CertifiedBackground.com. The actual full record can only be reviewed by the Department Chair and the Assistant Chair.

A. HEALTH REQUIREMENTS

* Prior to entry to clinical nursing courses students are required to place forms on file to show completion of the following:

<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Titers:</td>
<td>2. ***Current flu vaccination or vaccine</td>
<td>2. ***Current flu vaccination or vaccine</td>
</tr>
<tr>
<td>*Measles</td>
<td>declining(Some facilities will only permit</td>
<td>declining(Some facilities will only permit</td>
</tr>
<tr>
<td>*Mumps</td>
<td>allow declination for specific reasons)</td>
<td>allow declination for specific reasons)</td>
</tr>
<tr>
<td>*Rubella</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Varicella</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Healthcare Requirements

**MS/PHD Students** will complete the following:

<table>
<thead>
<tr>
<th>MS/PHD Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Health and physical examination</td>
</tr>
<tr>
<td>2. Titers:</td>
</tr>
<tr>
<td>* Measles</td>
</tr>
<tr>
<td>* Mumps</td>
</tr>
<tr>
<td>* Rubella</td>
</tr>
<tr>
<td>* Varicella</td>
</tr>
<tr>
<td>* Hepatitis C Antibody Screen</td>
</tr>
<tr>
<td>* Hepatitis (HBSAB) Titer</td>
</tr>
<tr>
<td>3. Immunizations: MUST provide documentation from physician</td>
</tr>
</tbody>
</table>

**3. TB Skin Test (one step)**

**4. Urine drug screening (13 Drug) 10 business days prior to each semester**

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**MS/PHD Students**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Health and physical examination</td>
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<td>2. Titers:</td>
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</tr>
<tr>
<td>3. Immunizations: MUST provide documentation from physician</td>
</tr>
</tbody>
</table>
Tdap (within the last 10 years)
MMR (2) (if available)
Varicella (2) (if available)
**Hepatitis B (3) or signed waiver/declination
***Current flu vaccination or vaccine declination (Some facilities will only permit declination for specific reasons)

4. ****TB Skin Test (TST) or one step with proof of negative 2 step
5. *****Urine drug screening (13 Drug) 10 business days prior to start of the semester

*Titers are required. Vaccinations or history of illness with the disease is not acceptable as proof of immunity for some clinical agencies. If not immune on first titer, student must receive booster immunization and be re-titrated to verify immunity. If the student received booster(s) and are still non-immune the student must provide documentation from their MD that student is a non-converter.

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

If a student does not have proof of vaccinations the students can provide proof of immunity through titer results.

ALL TESTING MUST BE IN EFFECT FOR 12 MONTH PERIOD, FOR EXAMPLE IF RECEIVED TB TEST IN MAY THE STUDENTS MUST HAVE THE ANNUAL REPEATED AT THAT SAME TIME.

*** Influenza Policy

Indiana University of Pennsylvania
Department of Nursing and Allied Health
Pandemic Flu Policy

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 Policy. Furthermore, students in clinical must abide by individual facility policies regarding any flu virus.

****Two Step (tuberculin) Skin Test (TST)

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.

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

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 and students in master’s and doctoral practicum experiences must have a 13 drug screen (listed below) within 10 days prior to each clinical semester.

All students entering the sophomore level clinical courses will be required to complete an 8 drug screen 10 days prior the beginning of the academic year and will be valid for the academic year. (*Drugs included in the 8 drug screen)

1. Benzodiazepines *
2. Barbiturates *
3. Methadone
4. Oxycodone
5. MDMA (3,4-methylenedioxymethamphetamine)
6. Marijuana (THC) *
7. Cocaine *
8. Opiates/Morphine *
9. Methamphetamines *
10. Amphetamines *
11. Phencyclidine (PCP) *
12. Tricyclics
13. Buprenorphine

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 Policy on Student Injury at an Affiliating Agency.)

7. A student is entitled to testing following possible exposure to an HIV or other blood borne infection, according to the employee health guidelines of the clinical agency. This testing is optional, and the result will be available only to the student, subject to the surveillance definition of the Centers for Disease Control. IUP will not cover the costs associated with this testing and thus the responsibility may fail to the student.

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

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

10. It is the student's responsibility to use the services available through 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.

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

12. A student who chooses to continue a clinical course while she is pregnant must have written medical clearance for any clinical practice to which she may be assigned. A copy of medical clearance will be placed in the student file.
13. Students are encouraged to integrate practices into their life styles which will promote and maintain health. If need for support is identified, services and programs to enhance both physical and mental health are available through 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.

14. **ALL STUDENT HEALTH INFORMATION WILL BE KEPT CONFIDENTIAL.**

**STUDENT INJURY AT AN AFFILIATING AGENCY**

1. Any injury to a student which occurs during clinical laboratory hours at an affiliating hospital and which necessitates treatment should be processed through the hospital’s Emergency Department or Occupational Health.
2. Injury incurred by a student in an agency other than a hospital should be treated at IUP’s Center for Health and Well-Being or at the nearest Emergency Department – depending on the severity of the injury.
3. Cost incurred for services rendered in the Emergency Department, Occupational Health, or the Center for Health and Well-Being will be the responsibility of the student.
4. It is the responsibility of the student or appropriate personnel to notify the IUP Nursing Department or clinical professor immediately of all injuries sustained during clinical practice. The IUP Student Injury form (available at [http://www.iup.edu/page.aspx?ekfrm=173812](http://www.iup.edu/page.aspx?ekfrm=173812)) must be completed for any injury that occurs to a student.

**REQUEST FOR VARIANCE IN CLINICAL COURSES**

A student who requests a variance in clinical course requirements for health reasons must provide the clinical teaching team with an initial plan for meeting course objectives. The plan will be approved when it is mutually acceptable to the student and the clinical teaching 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 patient safety, a request for variance in the 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 Nursing and Allied Health Professions (NAHP) department to review the affiliating schools policies/contractual agreements for any changes in their process and update the health requirements policy 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.

**B. 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 and 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 are required to complete the following clearances each year and these clearances **MUST** remain in effect for the entire academic year. Students must complete the following clearances each year prior to the sophomore, junior, and senior year. Students completing clinical courses in the master’s or doctoral program will also be required to complete these clearances:

<table>
<thead>
<tr>
<th>Clearances Required for Completion Annually and Must Carry Through the Clinical Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PA Department of Human Services (FBI background requires fingerprinting)</td>
</tr>
<tr>
<td>2. ACT 34 Criminal History (PA State Background Check)</td>
</tr>
<tr>
<td>3. Act 151 Child Abuse Clearance</td>
</tr>
</tbody>
</table>

**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.
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. The department will assist the student with selecting a new major.

5. If the student with a criminal record does obtain clinical placement, this does not guarantee future clinical placement(s) or permission to sit for the NCLEX exam or eligibility to obtain a nursing license.

6. Eligibility for the NCLEX exam and/or licensure does not guarantee employment eligibility.

7. If a student with a criminal record obtains clinical placement, the student is proceeding “at his/her own risk”. The student may at any time during the program encounter an agency that will not place him/her.

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

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 policy 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.

C. 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 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.
D. 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 policy annually to assure continuity during clinical nursing courses.** Students have the option of purchasing liability insurance through another carrier. Proof of coverage must be submitted for departmental records. 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 the university. These will be kept confidential and on file at the University. These files are currently kept in the Dean’s office. In fall 2015 these records will be uploaded by the student in an electronic system called CertifiedBackground.com and will be managed by this electronic system.

2. Students should maintain make personal copies of records and clearances for themselves.
CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

**Order Summary**

- **Required Personal Information** - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Payment Information** - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turnaround-time.

**Place Your Order**

- Go to: [http://riverside.certifiedbackground.com/](http://riverside.certifiedbackground.com/)
- Click on the button in the middle of the page.
- Select your program from the drop-down menu. (If you are not sure of your program, please contact your administrator before continuing.)
- From the next drop-down menu that appears, please select your package option. (If you are not sure of your package option, please contact your administrator before continuing.)
- On the following screen, please review the contents of your package. Then, check the box that appears at the bottom of the screen to show that you have read, understand, and agree to the terms and conditions.
- You are now ready to get started with your order. Click the button, and you will be directed to set up your CertifiedProfile account.

**View Your Results**

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In
Process® until it has been completed in its entirety. The necessary personnel at Riverside College of Health Careers can also securely view your results online with their unique username and password.

If you have any additional questions, please contact CertifiedProfile at 888-914-7279 or email cpservicedesk@certifiedprofile.com
Indiana University of Pennsylvania – Drug Test Only
Instructions for Order Placement
Certified Background.com

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

✔ View your order results
✔ Upload and store important documents
✔ Manage the requirements specific to your records
✔ Place additional orders as needed
✔ Complete tasks as directed to meet deadlines

To place your order, go to www.certifiedprofile.com

In the “Place Order” field, enter the following package code specific to your school and program:

IF56dt – BSN Sophomore Only
IF60dt – BSN Juniors & Seniors Only
IF58dt – MSN
IF59dt – LPN to BSN
IF61dt – PhD

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed. The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment. You can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your compliance status from a separate CertifiedBackground portal.

Your CertifiedProfile Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST
888-914-7279 or cpservicedesk@certifiedprofile.com
MISCELLANEOUS

CRIMINAL BACKGROUND CLEARANCES

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

DISCUSSION ABOUT ACT 34/151/169 CLEARANCES

1. Act 34 is the criminal record check. Act 151 is the child abuse check. These clearances are good for only one year from the time they are dated and issued from the respective agency.
2. Act 34 criminal offenses are those that involve crimes against another person. i.e., assault, sexual molestation, rape, etc. There are 17 crimes listed for Act 34.
3. Act 34 check will yield a report including all misdemeanor and felony offenses. Because driving under the influence (DUI) is a misdemeanor offense in Pennsylvania, it automatically requires fingerprinting. Driving under influence (DUI) will be recorded if the person was fingerprinted and the local police department forwarded the offense to the State Police Repository.
4. Act 169 concerns the Older Adult Protective Services Act. This act requires the Pennsylvania State Police Background check and a FBI background check if the student has not been a Pennsylvania resident for the last two consecutive years. Prohibitive offenses are listed below.

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 6301 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)

**DRESS CODE - CLINICAL PRACTICE**

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

1. To project a positive professional image to patients being cared for by IUP nursing students.
2. To protect patients from injury or infection.
3. To assist agency staff members and patients in readily identifying the caregiver as a student.

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

Professional appearance for clinical laboratory should conform to the following:

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

2. **Uniforms:**
   a. Clean, wrinkle-free student uniform of an appropriate professional length
   b. No alterations of the uniform style are permitted
   c. In clinical settings where the student uniform is not required, the faculty will designate appropriate alternate attire
   d. Student uniform policy applies also to pregnant students
   e. Appropriate undergarments must be worn since undergarments may be visible through uniform fabric
   f. Plain white stockings (male students - white socks)
   g. Plain white shoes; plain white leather athletic shoes are acceptable; shoes and laces must be kept clean; shoes worn for clinical practice must be used exclusively for that purpose
   h. Washable cardigan style sweaters/jackets may be worn with the student uniform when
permitted by the agency
i. Appropriate identification indicating status as a student must be worn; also students will adhere to agency guidelines as to the specific type of identification required
j. A watch with a second hand, pen with black ink, and physical assessment kit should always be brought to clinical.

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

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

CANCELLATION OF CLINICAL PRACTICE
In the event that classes are canceled by the University, clinical practice is canceled also. During inclement weather, clinical practice may be also canceled at the discretion of the faculty. Mechanisms for communicating information about cancellations will be established by the individual faculty. STUDENTS SHOULD USE GOOD JUDGMENT ABOUT THEIR ABILITIES TO DRIVE UNDER HAZARDOUS CONDITIONS.
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 Assessment Technologies Institute (ATI). ATI is an assessment company serving schools of nursing and provides standardized testing and preparation for NCLEX licensure examination. The ATI program is approximately $600 and is to be purchased at the Co-op Bookstore. Fees for academic achievement/diagnostic tests are the student's responsibility. This program is non-returnable and non-refundable.

Revised 2/06; Reviewed 5/20/2015

UNDERGRADUATE NURSING PROGRAM EXIT EXAM POLICY

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

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

Procedure:

- The Exit Exam will be administered and proctored by senior level clinical faculty (rotating proctoring times throughout the day). The Nursing Department’s Test Taking policy will apply to the Nursing Exit Exam.
- Students are not permitted to have cell phones with them during the exam.
- Anyone found to have a cell phone during the exam, will receive a score of zero.
- MAKE-UP exams will be at the discretion of the NAHP Department Chairperson.
- The remediating student is responsible for any additional expenses along with making arrangements for satisfactorily completing the remediation and communicating with the NAHP Department Chairperson.

SPECIAL COSTS OF PROGRAM

The one-time cost for the Assessment Technologies Institute (ATI) program is approximately $600.00 (cost is subject to change). Students will purchase this product in the beginning of the first semester sophomore year. 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 $50. Students are to make a one-time purchase of a lab kit for approximately $125.00. 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, liability insurance, CPR certification, criminal and child abuse clearances, health screening, and State Board of Nursing application fee. Purchase of the school pin is optional; costs range from $80.00-150.00. Additional expenses related to graduation may incur.

Revised 1/11; Reviewed May 20, 2015
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 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.
LPN to BSN POLICIES
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

<table>
<thead>
<tr>
<th>LIBERAL STUDIES</th>
<th></th>
<th>SCIENCE ***Must be completed prior to Junior level nursing courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
<td>3</td>
<td>CHEM 101 College Chemistry I</td>
</tr>
<tr>
<td>ENGL 202 Research Writing</td>
<td>3</td>
<td>CHEM 102 College Chemistry II</td>
</tr>
<tr>
<td>ENGL 121 Humanities Literature</td>
<td>3</td>
<td>BIOL 150 Human Anatomy</td>
</tr>
<tr>
<td>Fine Arts: Art/Music/Theater/Dance</td>
<td>3</td>
<td>BIOL 240 Human Physiology</td>
</tr>
<tr>
<td>HIST 196-8 History Requirement</td>
<td>3</td>
<td>BIOL 241 Intro to Medical Micro</td>
</tr>
<tr>
<td>Pre/Corequisite to NURS 316</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science Elective (SS)</td>
<td>3</td>
<td>Philosophy/Religious Studies</td>
</tr>
</tbody>
</table>

**The social science course can not have the PSYC or SOC prefix. requirement.**

The social science elective may also meet the 3 credit global multi-cultural awareness

<table>
<thead>
<tr>
<th>ADDITIONAL NURSING ***Must be completed prior to Junior level nursing courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDNT 212 Nutrition</td>
</tr>
<tr>
<td>LIBR 151/251 Library Studies</td>
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SOPHOMORE LEVEL COURSES

- NURS 214 Health Assessment | 3
- NURS 214 May be taken either semester

JUNIOR LEVEL COURSES

| NURS 316 Evidence Based Practice in Nurs | 3 |
| NURS 334 Transitions in Professional Nurs | 3 |
| NURS 312 Professional Nursing | 2 |

**Option 1**

- NURS 336 Adult Health I | 4 |
- NURS 337 Adult Health Clinical I | 5 |
- NURS 330 Care of the Child and Family | 2 |
- NURS 331 Care of the Child/Family Clinical | 2.5 |
- NURS 332 Maternal-Neonatal Health | 2 |
- NURS 333 Maternal-Neonatal Health Clinical | 2.5 |

**Option 2**

- OR Credits by Exam AND
- NURS 493 Internship | 1 |
- OR Credits by Exam AND
- NURS 493 Internship | 1 |

NURS 336/337 and NURS 330/331, NURS 332, 333, 493 may be taken either semester.

- NURS 334 offered as needed

SENIOR LEVEL COURSES

| NURS 412 Nursing Management | 2 |
| NURS 436 Adult Health II | 4 |
| NURS 437 Adult Health Clinical II | 2.5 |
| NURS 440 Nursing Management Clinical | 2.5 |
| NURS 432 Psychiatric/Mental Health | |
| NURS 434 Public/Community Nursing | |
| NURS 431 Public/Community Nursing Clinical | 2.5 |
| NURS 433 Psychiatric/Mental Health Clinical | 2.5 |
| NURS 450 A Cognitive Approach to Clinical Problem Solving or 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 4.5 or a 9 credit block 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.

A minor in Psychology is available for Nursing majors.

Required Courses: PSYC 101, PSYC 310, PSYC 280 or PSYC 290 or NURS 316.
Three additional Psychology courses from the following list:
PSYC 312 Adult Development and Aging
PSYC 321 Abnormal Psychology
PSYC 372 Drugs and Behavior
PSYC 374 Stress and Coping
PSYC 376 Health Behavior
PSYC 378 Death and Dying

Other courses may be substituted with the prior approval of the Chairperson of the Psychology Department.

* 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 6/4/2015
**ATI incorporation into LPN to BSN Curriculum**

The LPN to BSN students will complete the required ATI components as they progress through the nursing curriculum with the exception of the Critical Thinking Entrance Assessment and the Self-Assessment Inventory. Each student will be required to take the Critical Thinking Entrance Assessment and the Self-Assessment Inventory as part of NURS 334.

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 ATI 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 no later than July 15 for Fall Internships, October 15 for Winter/Spring Internships and March 15 for Summer Internships.

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 SMARTTHINKINGTM.

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

ATI Requirements

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

ATI Curriculum Sequence

Students whose scores fall below 50th percentile on the Critical Thinking Entrance Exam will be advised to enroll in PHIL 101 Informal Logic: Methods of Critical Thinking, DVST 150 Introduction to Higher Education, and/or DVST 160 Learning Strategies. Self-Assessment inventory required in NURS 211, Fundamentals I.

Each content mastery series assessment is attached to a course. Refer to course syllabus for specific evaluation methods.

The RN-Comprehensive Predictor is administered prior to graduation to assess the likelihood of passing NCLEX-RN exam. Students who do not achieve the benchmark he/she will be required to remediate by enrolling in NURS 450 – A Cognitive Approach to Clinical Problem Solving. Critical Thinking Exit required in NURS 412, Nursing Management.
APPENDIX B

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

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

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

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

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

Date: ___________________    Signature: _______________________________

Please Print Name: _______________________________

Effective May 4, 2009
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 Nursing and Allied Health Professions.

Signature of Student  
Date

___________________________  ________________
Signature of Faculty  
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

Approved  March 2010