



UNIVERSITY OF LUNSAR

SCHOOL OF NURSING STUDENT HANDBOOK



2020-2021

BACHELOR OF SCIENCE IN NURSING PROGRAM

www.universityoflunsar.edu

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SECTION A: INTRODUCTION TO THE SCHOOL OF NURSING

Preface

This handbook is intended to provide students with reference information and to provide answers to the most commonly asked questions posed by new and returning students as they progress through their undergraduate program. The purpose of this handbook is to complement, not replace, the University of Lunsar (U of L) Catalog.

Students are required to review the handbook each year and submit signature documentation annually to the specified location.

It is the responsibility of students to know and observe all regulations and procedures related to the program they are pursuing. Under no circumstances will a regulation be waived or an exception granted because students plead ignorance of or contend that they were not informed of the regulations or procedures. Each student receives the link and directions to the Nursing Undergraduate Student Handbook at program overview sessions. It is the responsibility of the student to maintain knowledge of the content in the most current edition of the student handbook.

Violation of any policy, statement, rule, law or regulation, including the Student Code of Conduct, may result in dismissal from the nursing program. All students at U of L are required to use their university email account for correspondence. This is the method of official communication.

All statements and policies published in this handbook are in effect for the time period published on the cover of the handbook. Faculty reserve the right to change statements and policies during the year the handbook is in effect, with the provision that students are informed in writing of any changes.

Welcome Letter from the Dean!

On behalf of the faculty and staff, I welcome you to the 2021 - 2022 academic year at the University of Lunsar School of Nursing, and congratulate you on your acceptance to the nursing major.

This is an exciting, and challenging time to enter the world of health care. The healthcare system in Sierra Leone is still grappling with issues of cost, quality, and safety constantly. As practitioners of the future, your role will not only be to function within the system, but to also work to transform it in ways which will assure those who need care receive it in the most safe, efficient, and affordable way possible.

The University of Lunsar's School of Nursing provides the resources and learning experiences which enable students to establish a firm foundation for building competence in professional study. In addition to the technical skills necessary to provide safe care, students will develop communication, critical thinking and decision making skills to lead care teams in the future. Through active participation in this community of learners, students gain an appreciation for the

value of diversity, commitment to service, the importance of engaged citizenship, and the essential nature of lifelong learning.

As you embark on this journey to become a professional nurse, be cognizant of the fact that nursing challenges even the best among the class. It is a demanding course of study. Continuous, extensive study, as well as engagement with your classmates and those you meet in clinical practices, is essential to master this program and to prepare you for safe and effective practice in the years ahead. Your plan for success should include making full use of the support nursing faculty are available to provide — we suggest you make appointments and visit with them during office hours, interact as a nursing committee member, and ask questions in class. In essence, we want you to have the best educational experience possible. Our doors are always open to you.

I look forward to interacting with you over the school year and celebrating your successes. I also look forward to one day welcoming you as a colleague and fellow nurse into a profession that will bring you a lifetime of fulfillment and purpose. The friends and colleagues you make here will be lifelong.

Marie Umar-Kamara, DNP, FNP, CNE.
Dean, School of Nursing

SCHOOL OF NURSING VISION, MISSION, VALUES, AND PHILOSOPHY

Vision

Our vision is to be a world class school of Nursing that graduates nurses that are well equipped to provide holistic compassionate healthcare of the highest quality and engage in life-long learning.

Mission

Our mission is to be responsive to current and evolving health care needs by providing quality nursing education that is in keeping with currently accepted social, educational and nursing standards and is consistent with the mission of the college.

Values: I-CARE

- Integrity - Honesty in all we do.
- Collaboration - We value intra-professional and community collaboration to advance learning, discovery and practice.
- Accountability - We hold ourselves responsible for behaviors, actions and results.
- Respect - For diverse backgrounds and opinions in an inclusive and compassionate manner.
- Excellence - In innovative approaches to teaching, scholarship and service

Philosophy Statement

Congruent with the philosophy and core values of University of Lunsar, the School of Nursing philosophy reflects our beliefs in a set of core values that are fundamental to nursing education and shared and upheld by the nursing students, faculty and staff, and our clinical partners.

Education is a self-actualizing, creative, and lifetime endeavor involving systematic inquiry and progression from novice to expert. The educational process must be learner-centered to foster intellectual vitality, critical thinking, and the responsibility of ongoing professional development. Nursing education must be academically rigorous and socially relevant, embracing multiple ways of knowing and integrating the liberal arts and sciences with professional nursing study. The nursing curriculum is organized around a clear appreciation of the domain of nursing science: person/people, health/illness, society/environment, and nursing. The program cohesiveness is evidenced by weaving scholarly, professional, and practice-related activities throughout the education process.

Nursing is deeply rooted in the science of caring and connection to others. Individuals have unique qualities and basic needs for respect and recognition of personal dignity. The universality of human rights and needs transcend the boundaries of age, gender, race, ethnicity, class, culture, language, spirituality, and religion. Human diversity and psychosocial-cultural factors influence and are influenced by the experience of individuals, communities, and society. Incorporation of humanity and respect is vital to the process of healing and the quality of nursing care.

The primary goals of nursing are to promote, restore, and maintain health, prevent disease, and provide care and comfort throughout life, during illness, and at the end of life. The patient is the center of nursing care and may be an individual, family, group, or community in varying states of health. The patient is recognized as having distinct and unique needs that continuously change and are redefined as the patient interacts with the nurse, healthcare providers, and the environment. It is critical that a nurse anticipates and adapts to the changing needs of the patient. Identification of patient needs, provision of nursing care, the healthcare experience, and environment are fundamentally connected. The nurse helps create a healing environment for each patient by collaborating with the patient to establish mutual goals that enable the patient to attain optimal health.

The future of nursing rests with those entering the profession. The beliefs and values that sustain nursing education are expressed at every level of the educational experience. We are dedicated to the advancement of all engaged in this endeavor, and we foresee significant personal and professional growth as outcomes for students, faculty and staff, and clinical partners.

Program goals

Students will achieve an advanced beginner level of nursing competence by demonstrating:

- I. Effective therapeutic nursing practice
- II. Nursing judgment
- III. A spirit of inquiry
- IV. Professional identity

Program learning outcomes (PLOs)

The graduate is a knowledgeable professional nurse who will demonstrate:

Integration of theories and concepts from liberal education into nursing practice (III)

Knowledge, skills and attitudes in leadership, quality improvement and patient safety to provide high quality health care (I, II, IV)

Professional nursing practice grounded in the translation of current evidence (I, II, III)

Knowledge of skills in information literacy, management and patientcare technology (III)

Knowledge of health care, financial and regulatory policies that influence the nature and functioning of the health care system (I, II)

Effective communication and collaboration skills with the interprofessional team to deliver high quality and safe patient care (I, II, IV)

Health promotion and disease prevention at the individual and population level necessary to improve population health (I, II)

Professionalism that reflects the inherent values of altruism, autonomy, human dignity, integrity and social justice fundamental to nursing (IV)

Competence to practice with patients, including individuals, families, groups, communities and populations across the lifespan and across the continuum of health care environments that respects the variations of care, the increased complexity and the use of healthcare resources inherent in caring for patients (I, II, III, IV)

SECTION B: GENERAL INFORMATION

Nursing Program Overview

The baccalaureate program in nursing prepares the graduate to provide care for individuals, families, groups, aggregates, and communities; to apply research; and to function as a generalist within the healthcare system. Administrative skills necessary to manage the healthcare needs of clients in a variety of settings are developed. The *Bachelor of Science in Nursing* (BSN) degree is also the foundation for graduate study in nursing. Students are admitted to the program and begin taking nursing courses in the first term of their third year.

The Bachelor of Science Nursing (BSN) program is designed to cater for the needs of both high schools graduates and **SCCHN** Nurses.

Important telephone Numbers and Resources

Main University of Lunsar Operator:

School of Nursing:

University of Lunsar web address:

Learning Management System:

Bookstore:

University Resources

Bookstore

Location: TBD

These stores will have extended operating hours during the first week of classes to facilitate students' purchases.

Learning Management System

TBD

The system will allow faculty to post materials, deliver tests and surveys, hold online discussions, and many other course-related functions. All students and teaching faculty will have access to the system. Students are held responsible for learning how to access and use the system.

Bulletin Boards

A variety of information concerning upcoming events, job postings, and announcements can be found on the bulletin boards at various locations in the School of Nursing.

Computers

All students are required to have a personal laptop computer. All students are expected to have at least a beginning level of skill working with computers. Many courses use web-based media and group discussions as a means of enhancing teaching/learning strategies.

The computer lab will contain the latest versions of Windows, Office, and other commonly used programs.

Copy Machines

There is a copy machine in the library for student use for a fee.

Health Care

University Health Services provides primary health care to all registered students, full or part time, who have paid on-campus tuition and fees. Students are required to show their current valid Photo ID before service is provided. Students may use Health Services whether or not they are enrolled in the U of L Student Medical Insurance Plan.

ID Cards

All students must obtain a U of L student Photo ID card. Photo ID cards are required to check books out of the library, use printers, and access a variety of U of L services.

Library

Location TBD

Smoking Policy

University of Lunsar is a smoke-free facility, and smoking is not permitted near entrance doors.

Webpage

The School of Nursing website is a valuable tool for you to access recent changes and information regarding the nursing program, scholarship opportunities, special events, and speakers, updated job opportunities, etc.

SECTION C: PROFESSIONAL AND STUDENT CODES

The school of nursing will adopt the American Nurses Association Code of Ethics for Nurses (Can replace if SL has an equivalent)

Provision 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5

The nurse owes the same duties to oneself as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

ANA Code of Ethics with Interpretive Statements

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015

Student Professional Code

Students enrolled in nursing courses at U of L are required to remain responsible, professional, and courteous during all academic related activities, whether on campus or off. All rules, regulations, and policies of the classroom and other participating institutions should be followed appropriately. It is imperative that students exemplify personal and academic integrity in all settings affiliated with the Nursing Program as these behaviors are a direct reflection of the university's reputation within the surrounding community.

Below is the Student Professional Code outlining conduct expected of a student enrolled in the Nursing Program at U of L.

Violation of any policy, statement, rule, law, or regulation, including the Student Code of Conduct, may result in dismissal from the nursing program.

According to this Student Professional Code, students are expected to:

1. Provide competent and reliable services to patients, clients, students, and the public using sound judgment and discretion. This includes the following expectations:
 - a. Be prepared for the learning environment, and actively participate in appropriate ways to ensure learning of key components
 - b. Be on time
 - c. Be accountable
 - d. Seek guidance and clarification of student's role when appropriate

- e. Address all patients, clients, and agency staff in a respectful and professional manner, utilizing the appropriate title, tone and language.
2. Demonstrate respect and courtesy to others while engaged in the classroom, off-site course activities, emails, or any face-to-face interactions with faculty, staff and/or other students including (but not limited to):
 - a. Refraining from participating in side conversations while other peers or instructors are speaking
 - b. Being considerate of other beliefs, opinions, and cultural practices
 - c. Executing discussions in a nonthreatening and non-confrontational manner
 - d. Addressing all instructors, professors and preceptors in a professional manner, utilizing the appropriate title, tone and language
3. Observe the rules and regulations of each classroom as outlined per syllabus and all clinical facilities including (but not limited to):
 - a. Proper use of equipment and other property
 - b. All materials of the facility should remain at the clinical site
 - c. No distributing, possessing, and/or being under the influence of alcohol, illegal drugs, or controlled substances
 - d. Complying with all current health requirements, drug testing and criminal background requirements as outlined by the programs
 - e. No possession of or use of any type of weapon
 - f. Complying with cell phone or other electronic devices (iPod, iPad, electronic tablets, etc.) usage consistent with the policies of the classroom, clinical site, or other institution
4. Maintain the confidentiality of individual and institutional information in accordance with current professional rules and laws.
5. Maintain proper dress, appearance, hygiene, and decorum in accordance with the standards set by the program, clinical site, and nursing profession, and health care profession.
6. Comply with the ethical and professional standards set by the nursing profession, and health care profession and the programs including (but not limited to):
 - a. Never falsifying documents regarding student performance
 - b. Consistent submission of documents and assignments that accurately reflect appropriate references and or citations
 - c. Functioning within the student role of the clinical or institutional setting

SECTION D: POLICIES AND PROCEDURES

Violation of any policy, statement, rule, law, or regulation, including the Student Code of Conduct, may result in dismissal from the nursing program.

ADMISSIONS

Prospective students must submit a supplemental application to the School of Nursing as well as obtain admission to University of Lunsar.

TRADITIONAL BSN TRACK

Admission to Level 100 of the Bachelor of Nursing Science traditional track shall be on the basis of performance in the West African Certificate of Secondary Education (WACSE) examination, or its equivalent, in Science subjects.

Applicants for this track stream shall be required:

- a) To have taken at least 5 subjects, including English Language and Mathematics, at the WACSE examination at not more than two sittings.
- b) To have obtained a minimum grade of credit in English Language;
- c) To have obtained a minimum grade of credit, or its equivalent, in Mathematics.

In addition to the above basic requirements, applicants must have a minimum grade of C, or its equivalent, in at least 2 of the following subjects: Physics, Chemistry and Biology; and a minimum grade of B, or its equivalent, in Science.

The other qualifying subject must be one of the following:

- a) Literature
- b) Agriculture
- c) Computer Studies
- d) Any other subject deemed appropriate by the Faculty of Health Sciences

Application Cycles:

- The School of Nursing admits once per year
- Application Deadline - **May 1**

ADMISSION REQUIREMENTS

Applicants who meet the following criteria are eligible to apply to the nursing major in the first term of the third year (application does not guarantee acceptance and admission):

All general education and prerequisite courses must be completed prior to beginning the clinical nursing courses in the fall semester of the junior year.

The student must maintain the minimum cumulative **GPA of 2.75 and science GPA of 2.75** in all required prerequisite nursing course work prior to beginning the junior clinical nursing courses.

- No grade less than a C- will be accepted for any general education course required for the nursing major.

- Minimum GPA of 2.75 on a 4.0 scale for the Biology, Chemistry and Anatomy and Physiology sequences. No grade less than a C- will be accepted for any science course.
- Submit official transcripts of all college-level courses from other institutions with the departmental application

BOARD OF NURSING AUTHORIZATION

Application Pending

PROGRAM ACCREDITATION

Pending

LICENSURE

To Be Determined

**BACHELOR OF SCIENCE IN NURSING
CURRICULUM**

Complete the following prerequisites prior to enrollment into the nursing program courses

Course	Title	Hours
BIOL 101& BIOZ 101	Biological Concepts and Biological Concepts Laboratory	4
BIOL 205	Basic Human Anatomy.	4
BIOL 209 & BIOZ 209	Medical Microbiology & Medical Microbiology Lab	4
BIOL 217	Principles of Nutrition	3
CHEM 102	Chemistry Related to Life Sciences	4
CIS 110	INTRODUCTION TO COMPUTERS	3
ENGL 101	First year Writing	3
ITH 100	Introduction to Informatics and Technology in Healthcare	3
MATH 100	Fundamentals of Mathematics	3
MED 101-	Introduction to Medical Terminology	3
PHIS 206 & PHZ 206	Human Physiology & Human Physiology Laboratory	4
PSYC 101	Introduction to Psychology	4
PSYC 304	Life Span Developmental Psychology	3
SOCY 1001	Introduction to Sociology	3
STAT 208.	Statistical Thinking.	3
TOTAL HOURS		51

Major Nursing Courses

Course	Title	Hours
NURS 201	Introduction to Professional Nursing	3
NURS 202	FUNDAMENTALS OF NURSING CARE	6
NURS 203	Nursing Drug Dosage Calculation	1
NURS 261	Health Assessment for Nursing Practice	4
NURS 320	Patient Education	3
NURS 325	Nursing of Adults I	6
NURS 335	Nursing of Women	5
NURS 326	Introduction to Diagnostic tests and laboratory values	2
NURS 345	Nursing of Children	5
NURS 355	Psychiatric-Mental Health Nursing	5
NURS 360	Operating Room Nursing: Didactic	2
NURS 365	Pathophysiology and Pharmacology I	3
NURS 366	Pathophysiology and Pharmacology II	3
NURS 371	Nursing Research and Evidence Based Practice.	3
NURS 401/402	Pediatric Intensive Care (lecture & clinical)	6
NURS495/496	Adult Critical Care (lecture & Clinical)	6
NURS 416	Community Health Nursing	5
NURS 425	Nursing of Adults II	6
NURS 426	Ethics in Nursing and healthcare	2
NURS 478	Transition into Professional Nursing	5
NURS 496	Senior Synthesis (University Core Capstone)	3
Total Hours		77

GRADING SYSTEM

The nursing department will follow the University of Lunsar grading policy. Please refer to University of Lunsar Academic Catalog for additional information.

1. The BSN degree requires completion of a minimum of 130 credits.
2. Students pursuing their first bachelor's degree at the University of Lunsar must complete General Education requirements according to the *Catalog* under which they were admitted or readmitted to the University.
3. For University-wide academic regulations, refer to the University of Lunsar *Catalog* section titled "Academic Policies & Regulations":

4. Nursing Grading Scale:

A+	4.0 (97-100%)	C+	2.3 (77-79%)
A	4.0 (93-96%)	C	2.0 (73-76%)
A-	3.7 (90-92%)	C-	1.7 (70-72%)
B+	3.3 (87-89%)	D+	1.3 (67-69%)
B	3.0 (83-86%)	D	1.0 (63-66%)
B-	2.7 (80-82%)	D-	0.7 (60-62%)
		F	59% and below

Grade Rounding Policy: Grades will be rounded at the discretion of the course instructor. For those instructors choosing to round grades, rounding will be utilized on the **final grade only**. Final grades will be calculated to the second decimal. Rounding will occur at 0.50 or higher (0.49 should NOT be rounded up). Please review each course syllabus for course policies on rounding.

Final examinations

The purpose of final examinations is to provide a final evaluation of students' academic progress for the entire course or since the last examination. Final comprehensive examinations or other learning experience will be scheduled during the scheduled finals week for all courses unless exceptions have been approved by School of Nursing administration. Students should check with the Semester Coordinator at the beginning of the semester to determine the final examination schedule and plan to be on campus during finals week.

Clinical Course Passing Standards: For nursing courses with clinical components, students must achieve a minimum 77% overall course grade, and a passing grade in clinical in order to pass the course and progress in the program.

Pre-licensure Clinical Grading:

1. Final clinical grades are pass/fail.
2. Each item listed as an Essential Clinical Objective ("starred items") must be passed in order to pass the clinical segment of the course.
3. A clinical failure is a failure in the course.

4. A student who fails clinical may not progress in the program without repeating the course.

MAKE-UP EXAMINATIONS

Some courses may have policies that prohibit make-up examinations; refer to course syllabi.

ACADEMIC INTEGRITY

The nursing faculty of the University of Lunsar School of Nursing strives to teach and model professionalism. Students are held accountable for maintaining academic integrity. The School of Nursing supports and follows the Academic Integrity Policy as written in the *University of Lunsar Student Handbook*.

CRITERIA FOR ALL REQUIRED PAPERS

1. All formal papers must be typed (or word processor generated) on plain white paper. The original copy (not a photocopy) must be submitted.
2. All students must utilize Microsoft Word for all documents.
3. Correct spelling, grammar, and punctuation are essential components of collegiate writing. Unsatisfactory papers may be returned to the student for revision.
4. All scholarly activities and papers must follow APA format, (The Manual of the American Psychological Association 6th Edition).
5. Incidents of plagiarism will be subject to the Academic Integrity policy. Please refer to this topic listed in the *University of Lunsar Student Handbook*.
6. All papers must be submitted by the required dates. The acceptance of late papers may vary by course. Please refer to your course syllabus. If a paper is accepted late, it will be subject to a reduction in grade. Exceptions to the due date will be made only under an extraordinary circumstance and at the instructor's discretion; arrangements must be made with the instructor in advance.

MATH COMPETENCY EXAMINATIONS

Students will be tested at various intervals throughout the nursing program to assess math competency as a method to promote safe medication administration practices. Students are required to pass math examinations each term in order to participate in clinical practice courses and to remain in the nursing program. Students are encouraged to prepare for the math competency test using their textbook, and other resources or a University of Lunsar tutor prior to the first day of each term.

Deadlines for meeting the competency are established and published in each course syllabus. Students enrolled in courses in which medication calculation and administration competency is required will be notified of the dates for achieving competency. Students who do not meet course standards for competency will be subject to remediation.

A student who is not successful on the third math competency attempt will fail the associated nursing course. In addition, the student will withdraw from the other nursing courses in which the student is enrolled (per the School of Nursing Withdrawal Policy). If eligible for reinstatement, the student can request to be readmitted (per the BSN Program Reinstatement Policy) to the Nursing program the next time the courses from which the student withdrew are offered.

ACHIEVEMENT EXAMINATIONS PREPARATIONS

The University of Lunsar Nursing Faculty is committed to assisting students to achieve success on the National Licensing Examination for Registered Nurses in Sierra Leone. Successful completion of this examination is required for entry into the practice of professional nursing. In addition to faculty prepared examinations, nursing students take a series of achievement examinations upon completion of the various courses in the nursing program to prepare for taking the national exam. The examinations are used to measure student nursing knowledge, acquired nursing skills and competencies. Students failing to achieve the national average on any achievement test must provide evidence of remediation to their faculty advisors.

University of Lunsar provides students with ample educational resources including library resources, CDs, DVDs, computer software programs, videotapes, audiotapes and access to a variety of nursing education websites. Students are required to attend review courses during the final term of the program.

GRADUATION REQUIREMENTS

To graduate from the undergraduate Nursing program a student must satisfy the criteria as outlined in the University of Lunsar Academic Catalog.

A student must apply for graduation at least one semester prior to graduation. The student's transcript will be audited to ensure that all requirements for graduation have been met. Upon graduation, BSN students are eligible to apply to take the national examination for licensure as a registered nurse.

Graduation Ceremonies: The University holds commencement ceremony in June of each year. The student participating in graduation must order a cap and gown from the U of L Bookstore. Formal graduation announcements are available to graduates through the Bookstore. Notification of dates to order will be forwarded from the Office of the Registrar after the graduation application has been filed. It is the student's responsibility to order a cap and a gown and/or announcements; the School of Nursing does not make these arrangements.

Graduation Ceremonies: The School of Nursing will organize a graduation ceremony for all graduating students. The BSN Pinning Ceremony is a historical program celebrating the transition from student nurse to graduate nurse with the student receiving their Registered Nurse pin. A student who wishes to purchase the U of L BSN pin, designed by the School of Nursing, may do so prior to graduation.

INTERRUPTION OF PROGRESS POLICY

In the event that a student must withdraw from the nursing program or require an interruption in course sequencing due to an extenuating circumstance, the student must see the Nursing Program Director to discuss the feasibility of making accommodations. Students who fail a course or withdraw from the nursing program must seek reinstatement as described in the BSN Reinstatement Policy in the University of Lunsar Catalog. Reinstatement into the Nursing Program is not guaranteed.

EMERGENCY LEAVE

Students are expected to continue in the program in which they are enrolled in a continuous sequence until graduation. Students who experience an illness or extraordinary life circumstance may request a leave of absence. The request for a leave of absence should be submitted in the form of a petition to the Dean. The leave of absence shall not be granted for a period of more than one year, and a student may be required to do preparatory work or validation prior to reentry. If more than one year has elapsed since the student successfully completed a clinical rotation, the student must formally request readmission to the nursing program. In this instance, the student may be required to repeat some or all clinical courses.

Incomplete Grade (I):

A student may request a grade of Incomplete from a faculty if there is a compelling reason acceptable to the instructor and the student is progressing satisfactorily in the course. The faculty and student agree on the time limit for completion of the course and sign the appropriate form. Requirements must be completed by no later than the sixth week of the following semester; however, a grade of “I” in a nursing core course that is a prerequisite to another course must be resolved by the 10-day count of the following semester in order to continue progression. If the grade of “I” is not satisfactorily completed by the end of the 10-day count of the following semester, the student will be administratively withdrawn from the course and progression will be stopped.

WITHDRAWAL POLICY

Please refer to University of Lunsar Academic Catalog.

PROGRAM DISMISSAL

Clinical Contracts:

The School of Nursing undergraduate progression policy requires that all students demonstrate a satisfactory clinical evaluation to be eligible for progression. Students who are not consistently meeting the established clinical course objectives as outlined by the clinical evaluation form may be required to complete a **Clinical Contract**. Clinical Contracts will typically be established as a transition to the next semester. A Clinical Contract is a resource to be initiated under the following conditions but not limited to:

1. Inability to demonstrate consistent achievement and/or improvement in clinical performance as specified in the clinical evaluation
2. Earning a rating in one or more clinical course objectives that is not consistently at the acceptable standard
3. Inability to consistently demonstrate personal and professional clinical behaviors as outlined in the course syllabus, clinical evaluation form, Code of Ethics, or Undergraduate Nursing Student Handbook

What does it mean to have a Clinical Contract? Undergraduate nursing students who have a Clinical Contract may progress to the next course but will need to comply with clinical contract elements until the student's clinical performance is **consistently** at a course-appropriate satisfactory level. **Students who do not improve their clinical performance and/or fail to complete any listed contract requirements by established timelines (to be re-evaluated at mid-term of the following semester) may have their progression in the program stopped.** Students may have their contract extended during the semester but must meet passing clinical standards at the end of the semester in which the contract was initiated.

Grading and Progression – BSN Students:

1. A grade of **C+ (2.3) or** higher must be earned in all prerequisite, nursing core curriculum courses.
2. A student must complete all required courses in sequence at each level in nursing before progressing to the next level.
3. Students who do not successfully complete 1st semester nursing coursework may not progress and must reapply to the program.
4. Any subsequent failure in a required nursing core course will result in dismissal from the program.
5. Progression in the program is pending space available. Students with no nursing course failures and in standard progression will be given priority placement in nursing clinical courses.

Grade appeal

The University grade appeal system should be followed. The policy outlines the timeline, process, and the form to be completed. While the process may seem complex, it assures that the student's issue is addressed with due and fair process.

Exit Exam: Completion of the Nursing Exit Exam is a requirement for NUR 435/436, *Synthesis of Nursing Knowledge and Practice*, taken in the final semester of the BSN program. Your score on the Exit Exam will impact the final course grade.

DISCRIMINATION, HARASSMENT, OR MISCONDUCT

The University provides several avenues where you can go for help, information, or advice about discrimination, harassment, or misconduct. We encourage you to discuss any concerns with your faculty or advisor for assistance with this process. If a student experiences a conflict or behavior which is of a discriminatory or sexually harassing nature, the student should consult with the dean of the School of Nursing

GENERAL STUDENT COMPLAINT PROCEDURE

Effective communications are encouraged between nursing administration, faculty, staff and students. Avenues for addressing complaints are described below. If an issue is not resolved within the Nursing Department, the student should follow the Student Complaint Procedure as written in the *University of Lunsar Academic Catalog and the University of Lunsar Student Handbook*.

Avenues for Addressing Concerns

A. University Policy

Please refer to the University Catalog for details about student concerns related to any University policy and /or becoming involved in changing University policies.

B. School of Nursing Policy

Students may communicate concerns or suggested changes about current student policies to the Student Policy Committee chairperson.

Nursing majors with concerns about the program or personal experiences therein have a number of avenues by which to address their concerns:

Concerns About Changing Major

Students should seek the counsel of their advisor and the chair of the department of the major into which they want to transfer before taking the serious step of changing their major. No nursing student will be denied a change of major out of the Department of Nursing, but the consequences of doing so need to be fully explored prior to a final decision.

Specific consequences may include increased semesters to complete another major, potential unavailability of reentering the nursing major or lack of accessibility to the desired other major.

Concerns About Curriculum

Students have access to the SON's Curriculum Committee either through direct representation or by written communication or petition. Extensive evaluation of the students' perceptions of courses, agencies and curriculum objectives is conducted by the faculty on a routine basis, and students should take advantage of the opportunity offered by this process to contribute their ideas, concerns and criticisms. Students need to understand that curriculum change is a process that is not undertaken lightly or without substantial evaluation of problems. The faculty encourages any and all dialogue regarding the need for change in the program.

Concerns about Faculty

The University mandates a procedure for student evaluation of faculty in every class for which the student is registered. Even though the effects of their anonymous ratings may not always be immediately evident to students the evaluations are considered a vital part of any faculty member's personnel action process.

Addressing Issues with Faculty

In cases of disagreement between faculty and student during an academic semester (i.e. course requirements, grading, and clinical evaluation etc.) the student is advised to address the issue using the identified steps as follows:

1. Attempt to resolve the issue through direct communication with the faculty member involved. Students may use their advisor for assistance in this process. If the issue to be resolved involves the course faculty team, communication with the course coordinator will be necessary.
2. If the issue remains unresolved, the student may seek recourse from the school dean. This involves making an appointment with the dean and discussing the issue with or without the respective faculty and /or advisor present.

3. If resolution of the issue is still not achieved after steps 1 and 2 have been followed, the student may request a review of the issue by Academic dean of the University. Procedures for this appeal must be followed as identified in the current University Student Handbook and Catalog.

Student Concerns about Academic and/or Clinical Performance

The SON's one course withdrawal OR one course fail policy stands as written. Students are encouraged to incorporate strategies to promote success in their academic and clinical performance throughout every semester. Strategies include:

1. Exploring and utilizing the resources in the Academic Success Center / Tutor Center throughout their undergraduate studies (See the "Resources" section in this handbook)
2. Taking the initiative to address health or personal concerns that impact academic and clinical success before their standing in the program is jeopardized.
3. Addressing academic and/or clinical performance concerns with their course faculty in a timely way throughout the academic year.
4. Contacting their academic advisors throughout the academic year for additional guidance with promoting success in the program.

Formal Complaint within the Nursing Program

The SON defines a formal complaint as a signed letter that specifically expresses concern from any member of the program's community of interest about issues related to a student's experience in the nursing program. The formal complaint should include:

1. The basis of the complaint
2. The steps taken to resolve the complaint
3. The intention of the formal complaint

Once a signed formal complaint letter is received, the dean forwards the formal complaint documentation to the appropriate committee or person(s) for review. The review committee's comments/recommendations are forwarded to the dean who then provides a response to the originator of the written formal complaint.

Formal Complaints are tracked via a Formal Complaint Log that includes:

1. Tracking number designated by year and complaint # for that year (i.e. 2020-1)
2. Date the letter was received by department
3. Reviewing committee or person(s) conducting review
4. Date formal complaint was 'closed'

Source documentation for each formal complaint is kept on file in the SON Administrative Office.

COMMUNICATION ISSUES

Students are encouraged to make scheduled appointments with faculty as needed during office hours. Students are requested to limit phone calls to the nursing staff and faculty to urgent matters. Test or course grades will not be given to students over the phone. University of Lunsar provides email services for faculty and student use.

- Students are expected to check their University of Lunsar email at least daily.
- All personal communication devices (cellular phones, pagers) must be kept in silent mode or off during any nursing class, lab, or practice experience (if allowed).

Email Etiquette Guidelines

The U of L nursing faculty uses e-mail regularly to communicate information to nursing students. The school e-mail address should be used for all collegiate communication. Students should check their school e-mail inboxes at least daily and respond in a timely manner to foster quick resolution of questions and concerns.

In accordance with standards of professional communication, students should use the follow guidelines when initiating or responding to an e-mail:

- The e-mail should start with a formal salutation. For example: Dear Professor _____,
- The need or purpose of the e-mail should be clearly and respectfully identified
- Any attachment(s) should be referenced in the body of the e-mail.
- Proper grammar should be incorporated into the e-mail. In other words: proper spelling, punctuation, and well-written sentences
- The e-mail should be proofread and spell-checked
- The e-mail should conclude with the student's full name

USE OF ELECTRONIC DEVICES IN THE CLASSROOM

Multimedia Recording

- Written and/or expressed oral permission must be obtained from faculty, staff or preceptor(s) prior to engaging in audio, photographic, and/or video recording.
 - Unauthorized recordings may be confiscated and responsible individual(s) may be referred to the appropriate administrator and charged with violating the Professional Conduct standards.
- Authorized audio, photographic, and/or video recording may not be posted to social media sites or shared without the expressed written consent of the faculty.

Technology in the classroom is intended to enhance the learning environment for all students. As members of the learning community, each student has a responsibility to other students who are members of the community. Use of any technology that disrupts the learning environment, promotes dishonesty or

illegal activities, is prohibited. The use of electronic devices in class is a privilege, and should be used by students for specific course work, not for social networking or other activities. Faculty reserve the right to not allow electronic devices in the classroom.

Classroom disruptions: Students are expected to be respectful and attentive in all classroom and clinical sessions. If there is any question about the propriety of student behavior and the use of electronic devices, it is the course or clinical instructor who decides whether student behavior is disruptive in the classroom. The instructor may warn the student or ask him/her to leave the classroom.

Cellular phones: All cell phones and similar electronic devices (headphones, Bluetooth devices, Smart Watches) must be turned off, placed in silent (vibrate) mode, or left in your car during class. If there is a need to check for and/or receive a call (e.g., a sick child or similar circumstance) the student must inform the instructor at the beginning of class that the student may need to leave the classroom to take an important call. Students may not engage in text messaging during class. Students who create a disturbance with ringing phones or texting will be warned and/or may be asked to leave the classroom. Repeated offenses will be reported to the Dean of Student Affairs as a Code of Conduct violation. An exception to this guideline would be the activation of numerous devices at the same time as part of the University's emergency notification system.

Laptop computers: Using laptop computers in the classroom to take notes and for any other authorized use may be permitted at the instructor's discretion. However, laptops are not to be used for the purposes of instant messaging, game playing, social media, and internet surfing during class. Faculty reserve the right to restrict the use of laptops in the classroom.

Recording lectures: If a student wishes to record classroom lectures, prior written permission must be obtained from the instructor (sign & date agreement). Every effort must be made to avoid distracting others during this process. No audio or video recorded lectures may be posted to any internet site or social media site. Recording of conversations between students and faculty or students and other students is prohibited.

Electronic devices and academic dishonesty: To maintain academic integrity in the classroom, the following steps will be followed:

- NO personal communication devices are allowed on the student or desk during exams.
- Do not bring any textbooks, notebook papers, handouts, book bags, purses etc. to class on testing days. A break will be provided after all tests are completed to obtain necessary items for class.
- No personal items are permitted in the classroom during testing. Any electronic communication devices/cell phones (etc.) are strictly prohibited during testing. If any of the aforementioned devices is discovered in the testing area during testing, it will be deemed a breach of academic integrity and referred accordingly and a grade of zero (0) will be awarded for that test. If any assistive devices (cell phones, electronics, or other aides) are found being used during an exam, the academic integrity violation policy will be followed which may result in dismissal from the Nursing Program.

Electronic devices and illegal activities: Electronic devices may be used for professional needs in the clinical setting (references for drugs, lab tests, etc.). The use of these devices must be in accordance with the clinical facility policies. The course instructor or adjunct clinical instructor may prohibit the use of electronic devices (I-pad, Smartphone etc.) that will violate laws, such as intellectual property rights or copyrights, invasion of privacy, sexual harassment, copying information from a patient's confidential record, and using a camera phone to take inappropriate pictures without the subjects consent in the classroom or clinical setting. Recording devices of any type are prohibited in any lab or clinical practice setting. Unauthorized use of an electronic device in a patient care area may result in dismissal from the program.

FACULTY ADVISORS

Students are assigned to a faculty advisor during the first semester of the program and are encouraged to make appointments as needed during the program.

NATIONAL STUDENT NURSES ASSOCIATION

Content to be determined

CAMPUS DRESS CODE

University of Lunsar seeks to properly prepare students for the general business and professional community. Improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs. Hats may not be worn on campus. Students in allied health programs have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities.

ATTENDANCE POLICY

Students are expected to attend all class sessions. Absences may affect course grades and the ability to pass the course. Students are expected to email course faculty to report any absence from a lecture or lab course. Clinical absences require faculty notification by phone. This is discussed further in the next section. Nursing programs attendance policies are more stringent those of University of Lunsar. Students should refer to the course syllabus. Excessive absence will lead to course withdrawal.

CHANGES IN PERSONAL INFORMATION

In the event of any changes in your name, address or phone numbers students are required to notify the following departments: Administrative Assistant for the nursing program, and Registrar.

Portfolios

Each nursing student is required to maintain a portfolio. The portfolio consists of examples of the student's best-written work and must be submitted at the end of the final semester of the nursing program.

After submission, portfolios are assessed by the faculty to evaluate the effectiveness of the nursing curriculum in preparing students to achieve program outcomes.

Each student is required to save copies of written assignments that are representative of their best work. Examples of assignments that can be included are care plans (with or without concept maps), case studies, literature reviews, process recordings, and other course papers.

Copies of assignments without grades or faculty comments must be submitted; however, students are encouraged to use the feedback provided by the faculty member to make the suggested revisions prior to submission in the portfolio

INFORMATION RELATED TO PRACTICE & LAB COURSES

STUDENT HEALTH REQUIREMENTS

Students are required to obtain a health assessment upon entrance into the program and each year while in the program. Students who do not complete their initial health assessments prior to the end of the first term of enrollment will not be allowed to register for the next term. Students who do not complete their annual update will not be allowed to register for the next term. Students who fail to provide their initial or annual update within two terms will be dismissed from the program. If a student wishes to return to the Nursing Program, they must follow the Reinstatement Policy in the University of Lunsar Catalog. There is no guarantee of reinstatement.

Titers

TBD

Annual TB Test Requirement

Students must submit an initial Chest X-Ray AND annually submit a Symptom Assessment for TB Form signed by a medical provider.

Tdap

Tetanus, diphtheria and pertussis (Tdap) immunization is required for all nursing students. Tetanus immunization must be updated every ten years. After evidence of initial Tdap vaccine, a booster every 10 years with standard Td vaccine is acceptable (unless required by clinical site).

Compliance with all health requirements will be verified prior to the approval of any Affiliation Agreement for practicum course placement. Students are responsible for adhering to all clinical requirements described above or access to clinical may be denied.

All students are required to submit a copy of all health records to the Nursing Program.

Policy on the Disclosure of HIV Status

If a student chooses to disclose to the instructor that he/she is HIV-positive, U of L Confidentiality Policy authorizes disclosure to the SON dean on a need to know basis." "Need-

to-know basis" is limited to care that involves handling of a needle or other sharp instruments in a body cavity or poorly visualized, confined anatomical site.

HIV testing cannot be required of students without written consent. An exception to HIV testing and disclosure occurs if a patient is involved in accidental direct skin or mucous membrane contact with the blood or bodily fluids of a student which could transmit HIV. The patient must be notified

HEALTH ISSUES AFFECTING STUDENT ATTENDANCE

Nursing students are required to attend all nursing classes to facilitate learning and meeting course objectives. Nursing faculty will provide assistance to students who are absent from class due to extenuating circumstances related to serious or prolonged health issues. Healthcare provider assessment and medical clearance is required for any student who wishes to return to class after resolution of serious or prolonged health issues (including childbirth-see section below). The occasional simple health alterations will not require Health Care Provider assessment and/or medical clearance.

PREGNANCY

In the event that a nursing student becomes pregnant, the student is required to:

1. Advise the Nursing Program Director who will advise the nursing faculty.
2. Obtain written information from the healthcare provider related to medical clearance for the student to continue to participate in the nursing program with inclusion of the expected date of delivery.
3. Discuss changes in health and pregnancy status with Nursing Program Director and/or clinical instructors.
4. The postpartum student must notify the Nursing Program Director of her plans to return to class and have a medical clearance from the attending healthcare provider before returning to the nursing program.

ACCIDENT/INJURY POLICY

Any student who suffers an accident or injury as a result of being a student at University of Lunsar must report this occurrence to the faculty person directly responsible for that course. The faculty person will advise or refer the student as necessary and complete appropriate incident reports.

HEALTH INSURANCE

University of Lunsar requires each nursing student to carry Health Insurance or comparable coverage for emergency medical care for the duration of the time the student is enrolled in the Nursing Program. Students are responsible for all expenses related to illness or accidents that may occur while participating in the University of Lunsar nursing program.

CARDIOPULMONARY RESUSCITATION (CPR) COURSE

Students must be proficient in CPR prior to attending any clinical practice course. The American Heart Association Health Care Provider level CPR course is required during Term One of the Nursing program.

Students will be responsible for the cost of the course and textbook. Students will not be permitted into clinical without successful completion of the CPR course.

CODE OF CONDUCT

Students are held accountable for the knowledge of and adherence to policies addressed in the *University of Lunsar Student Handbook*, the *University of Lunsar Nursing Student Handbook*, and the *University of Lunsar Catalog*. Failure to comply with said policies will result in a report being filed with the Dean of Student Affairs.

A violation of the University of Lunsar Code of Conduct, the Nursing Degree Program Code of Ethics (Appendix A), may result in dismissal from the nursing program. Students will be afforded due process, as specified in the University of Lunsar disciplinary procedure.

ESSENTIAL ABILITIES

Students admitted to University of Lunsar nursing programs are expected to demonstrate the ability to acquire the knowledge necessary for the practice of nursing, as well as the ability to perform or to learn to perform the skills as described herein. Scholastic accomplishments as well as physical and emotional capacities are necessary to meet the full requirements of the school's curriculum and to graduate as skilled and effective practitioners of nursing.

A candidate for the BSN degree must possess abilities and skills that include observation, communication, motor, intellectual, and behavioral and social.

Observation: The candidate must be able to acquire a defined level of required information as demonstrated through ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem-solving and coming to appropriate conclusions and/or courses of action. Furthermore, a candidate must be able to:

- Observe a patient accurately, at a distance and close at hand, to acquire information from written documents and to visualize information as presented in images from paper, films, slides, or video
- Interpret graphic images and digital or analog representations of physiologic phenomenon (such as BPs and EKGs) with or without the use of assistive devices

Such observation and information acquisition necessitates the functional use of visual, auditory, and somatic sensation while being enhanced by the functional use of other sensory modalities. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion.

Communication: A candidate must be able to speak, to hear, and to observe patients by sight in order to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes speaking, reading, and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team.

Motor: It is required that a candidate possess the motor skills necessary to directly perform palpation, percussion, auscultation, and other diagnostic maneuvers, basic laboratory tests, and diagnostic

procedures. The candidate must be able to execute motor movements reasonably required to provide safe general and emergency nursing care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, and application of pressure to control bleeding. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the sense of touch and vision.

Intellectual-Conceptual (Integrative and Quantitative) Abilities: The candidate must be able to measure, calculate, reason, analyze, evaluate, integrate, and synthesize. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem-solving, the critical skill demanded of nurses, requires all of these intellectual abilities. The candidate must be able to perform these problem-solving skills in a timely fashion.

Behavioral and Social Attributes: The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, and the prompt completion of all nursing responsibilities. The candidate must be able to tolerate physically-taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and educational processes.

Non-Academic Dismissal as it Relates to Essential Abilities: Possession of the Essential Abilities as identified above is necessary for successful progression in the nursing program from the time of admission to graduation. If it becomes evident that a student does not possess one or more Essential Abilities, progression in the nursing program will be halted. A decision to stop a student's progression in the program based on lack of the Essential Abilities will be made by the faculty in consultation with the dean of the School of Nursing. In the event of dismissal, the student may appeal this decision by following the Grievance Procedure.

HONOR CODE

By accepting admission into the nursing program, a candidate certifies their ability to meet the Essential Abilities as outlined in the University of Lunsar School of Nursing Student Handbook and pledges to adhere to the Honor Code of the School of Nursing in all interactions.

The Honor Code reads as follows:

I pledge my commitment to the highest ideal and academic standards of my education at the University of Lunsar. I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility comes accountability for my actions. As a student of the School of Nursing, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients/clients, families, community members, peers, and faculty. I pledge to work collegially with my peers and to support one another in the pursuit of excellence in our nursing education and to report unethical behavior. I will work to safeguard the health and welfare of patients/clients who have placed their trust in me and will advocate for the patient's/clients best interest. I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

SIMULATION CENTER CONFIDENTIALITY AGREEMENT

The School of Nursing requires that each student comply with the Simulation Center Confidentiality Agreement. Simulation based learning experiences are significant in assisting the student to assess basic competencies for readiness to practice as a Graduate/Registered Nurse. In order for each student to attain the fullest benefit from the simulation based learning experiences, the School of Nursing requires that no discussion of simulation based learning experiences take place with fellow students or future students including, but not limited to: activities involving clinical simulation scenarios, clinical skills sessions or clinical remediation experiences.

The Simulation Center Confidentiality Agreement is as follows:

I agree that, in order to participate in simulation learning, I will comply with the Simulation Center Confidentiality Agreement and I understand that it is a breach of confidentiality to discuss any part of the activities involving simulation based learning experiences with fellow students or future students outside the simulation lab.

CLINICAL PRACTICE LEARNING EXPERIENCES

Clinical learning experiences are offered in a wide variety of health care settings. **Clinical schedules will vary and may require daytime, evening, or weekend hours.** Participation and preparation for clinical practice is absolutely necessary. Students will be evaluated based upon their ability to apply the theory and skills learned in the classroom and laboratory to the practice setting. Clinical nursing skills are practiced first in the School's Skills Laboratory.

HEALTH CARE FACILITIES

Health care facilities affiliated with University of Lunsar are located throughout our community. Clinical assignments will be determined based upon facility availability and desirable clinical learning opportunities. The nursing faculty are committed to clinical excellence. The student is responsible for transportation to assigned health care facilities.

CLINICAL ASSIGNMENTS

Reflections of Nursing Practice:

The student will compose reflections of nursing practice each week. Reflective journaling is an excellent way to capture the essence of our profession. Nursing students benefit from spending time reflecting on their practice experiences and their reflections demonstrate the aesthetic knowing of nursing. The student will use the conceptual framework pillars to describe the practice that is founded in caring, uses critical thinking and communication to demonstrate professionalism and holism. When describing professionalism the student will give specific examples that address (competence, legal, ethical, political and economic issues). The reflections of Nursing Practice will be submitted to the clinical faculty each week for each practice course.

Patient assessments, plans of care or other assignments are also required throughout the Nursing program and may vary from course to course.

DRESS CODE, HYGIENE and REQUIRED EQUIPMENT RELATED TO PRACTICE COURSES

University of Lunsar seeks to properly prepare students for the general business and professional community. Students in nursing have specific dress requirements. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Improper dress includes but is not limited to clothing that is inappropriately revealing.

1. Students must meet the appearance requirements of any clinical agencies assigned. Students should not assume a policy based upon the appearance of staff. Alternate facilities or accommodations for appearance not meeting clinical requirements will not be made. Failure to adhere to the clinical facility's requirements may result in failure of a clinical course.
2. Students must wear the required University of Lunsar nursing uniform for clinical practice and lab experiences. Uniforms must fit properly (not tight), be clean and wrinkle-free. Dress or skirt length must cover the knee. All students must wear a nametag with the following: the student's first and last name, Nursing Student, and University of Lunsar. Students are required to wear a University of Lunsar photo ID to all clinical practice experiences.
3. Students may wear a clean white lab coat in the clinical setting provided this complies with the clinical facility policies. Additional information on the purchase of uniforms is provided on admission.

Uniform Requirements

- Scrub Top and pants and lab coat.
- Shoes-White Leather Upper-Closed toe and closed heel.
- Students must wear underwear. Underwear should not be visible through uniforms. Underwear must be of modest style. Women must wear a bra. Women must wear a half or full-length slip if wearing a dress style uniform. Plain white camisoles or t-shirts may be worn under scrub tops. Men may wear plain white t-shirts or undershirts under scrub tops.
- White pantyhose or knee-high stockings must be worn with dress style uniforms (no socks with dress style uniform). White knee-high stockings or socks must be worn with pants uniform. Men must wear white socks.
- Professional white leather shoes must be worn for all clinical experiences. Backless shoes and athletic shoes are not acceptable.
- Minimal jewelry may be worn during clinical experiences. Students may wear a plain metal wedding band type ring, a single stud or one pair of stud pierced earrings. Students must have a watch with a second hand or digital read out. No other visible body-piercing jewelry.
- Students must be clean and well-groomed when participating in clinical experiences. Students are encouraged to wear antiperspirants or deodorants. Students must refrain from wearing perfumes, colognes, and after-shave fragrances. Many individuals suffer from allergies and intolerance to fragrances. Oral hygiene is required. Odors from foods, coffee, and smoking may require attention while in the clinical setting.
- Hair must be clean and well-groomed and of a natural hair color. Ponytails may not hang down the student's back. Hair must not touch the student's uniform including the collar. Bangs should be no longer than eyebrow length. Hair accessories must be modest in appearance. Men may wear a mustache and or beard providing that it is well-trimmed.
- Fingernails must not be longer than the fingertips (short). No nail polish, acrylic nails or nail jewelry is permitted.

- Makeup, if desired, may be used in moderation.
- All students will need the following items for clinical experiences.
 - a. A stethoscope (Sprague-Rappaport type or Littman). Must have Bell and Diaphragm.
 - b. Blood Pressure cuff
 - c. Hemostats
 - d. Bandage scissors
 - e. Protective eyewear (goggles).
 - f. Ballpoint pens - black, red
 - g. Penlight
 - h. Scissors

Exceptions to the Dress Code Policy may be made for religious or health-related reasons, or agency-specific requirements.

PRACTICE COURSE POLICIES

1. Students with any condition (regardless of cause) that impairs their judgment and ability to function will not be permitted in the clinical setting. The Drug and/or Substance Abuse Policy will be initiated.
2. Students are not permitted to work during the hours immediately preceding a clinical learning experience. Students need to be mentally and physically alert and rested in order to perform optimally in the clinical setting. Students who fail to comply with the policy will not be permitted to remain in the clinical setting.
3. Clinical evaluations will be given at the middle and end of each term. The evaluation provides the student with feedback related to their practice performance. Students must pass all course objectives at the final evaluation in order to pass the practice course.
4. Students will receive information regarding scheduled clinical experiences. In the event that clinical learning experiences require evening or weekend scheduling, students will be notified in advance.
5. Students must attend all clinical practice experiences.
6. Extenuating circumstances may prevent attendance or result in tardiness at a scheduled clinical experience, if this occurs the student must personally notify the clinical instructor immediately. A clinical absence will result in the student being required to participate in a make-up clinical experience.
7. Excessive absences or tardiness will result in course failure (refer to course syllabus).
8. Students may not leave the clinical practice unit during assigned hours without permission of the faculty.
9. The medical record is private, confidential and legally protected. Students may only have access to the medical record of their assigned patients and must maintain all matters in strict confidence. No part of the medical record may be copied and no documents bearing the name or other identifying features may leave the clinical facility.
10. All students are required to obtain and wear to clinical practice experiences a University of Lunsar photo ID. Clinical facilities may require students to wear additional identification.
11. Each student is responsible for providing personal transportation to and from clinical educational facilities.
12. Cell phone use may vary depending on facility and/or campus; refer to the course syllabus. Unauthorized use of a cell phone in a patient care area may result in dismissal from the program. Cell phones may be used by students in the facility cafeteria or lobby areas only, if permitted by the clinical facility. Photos may not be taken in the clinical setting.
13. **Medication Administration and Reporting:** Pre-licensure students, while in clinical settings, will administer medications according to the School of Nursing and the clinical site Medication Administration and Reporting Policies (Appendix D).

LAB COURSE POLICIES

1. The nursing curriculum includes two lab courses. NURS 3008 Principles of Assessment Lab and NURS 3024 Fundamentals of Nursing Skills Lab.
2. A simulation learning experience may be incorporated as a component of any term from Term 2-7. Simulation experiences will begin with less challenging activities and progress to complex learning activities as the student progresses through the program.
3. Attendance to lab sessions is required. Tardiness to lab classes is unacceptable. Repeated absence or tardiness will result in the inability to meet course objectives and will result in course failure.
4. Dress code: Same as Clinical Practice courses: in University of Lunsar SON uniform, nursing shoes, nametag, hair up/off collar.
5. NURS 3008 Principles of Assessment Lab Bring the following to class each day: Study laboratory manual/skills book, watch, stethoscope, penlight, and pen.
6. NURS 3024 Fundamentals of Nursing Skills Lab. Bring the following to class each day: Lab book, scissors, stethoscope, watch, penlight, and pen.
7. Active learning. Lab is a hands-on learning experience. Students are expected to practice. Competency assessments will be conducted to provide feedback of student learning.
8. The Conceptual Framework Pillars of caring, communication, critical thinking, professionalism and holism are integral to all lab coursework.
9. Students will work with student partners, mannequins and simulators to practice nursing assessment and skills.
10. Student performances may be videotaped or recorded for learning and/or testing purposes.
11. Counseling reports are provided to inform students of any performance deficiencies and will include a remediation plan.
12. Performance evaluations are provided to students during midterm and final Weeks.
13. Students failing to meet clinical practice, attendance, or timeliness requirements will receive formal verbal and/or written counseling. Students not in compliance with course and professional performance standards may result in course failure or dismissal from the Nursing program.

Standard Precautions Policy

To eliminate or minimize occupational exposure to all blood-borne pathogens, the most significant being Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV), all nursing students are required to follow Universal Precautions. These precautions are outlined in the nursing program's Universal Precautions Procedures. Completion of a standard precautions educational program on a yearly basis is required of all students enrolled in clinical courses.

The training and quiz will take place in the nursing skills lab annually.

Policy for Follow-up of Significant Exposure to Blood/Body Fluids

If a student experiences significant exposure to blood/body fluids during the clinical experience the following actions are to be implemented:

1. The student will immediately report the significant exposure to the instructor and will follow the clinical agency's protocol for exposure/injury.

2. It is recommended that the student immediately receive a screening test for HBV, HCV, and HIV at the agency where the exposure occurred, if possible, or within 24 hours at the University Medical Center.
3. It is recommended that the student receive medical evaluation and counseling.
4. If the student refuses any part of the diagnostic testing and/or treatment, the student will be required to sign the "Informed Refusal for Post Exposure Medical Evaluation" form (Appendix G)
5. The student will complete the School of Nursing "Significant Exposure Report. (Appendix G)" This report will be placed in a separate confidential file maintained by the Office Supervisor of the School of Nursing. A copy of the report will be forwarded to the University Medical Center.
6. As with all health care expenses, payment for treatment is the responsibility of the student.

Policy for Follow-up of Significant Exposure to M. Tuberculosis

If a student experiences significant exposure to a TB patient during the clinical experience, and appropriate precautions were not observed at the time of exposure, the following actions are to be implemented:

1. The student will immediately report the significant exposure to the instructor and will follow the clinical agency's protocol for exposure/injury.
2. It is recommended that the student receive testing three months following exposure.
3. Students receiving treatment for latent TB should not be restricted from clinical settings.
4. It is recommended that the student receive a health care professional's evaluation and counseling that provides the student with information on the appropriate recommendations.
5. If the student refuses any part of the diagnostic testing and/or treatment, the student will be required to sign the "Informed Refusal for Post-Exposure Medical Evaluation" form (Appendix G).
6. The student will complete the School of Nursing "Significant Exposure Report (Appendix G)." This report will be placed in a separate confidential file in the School of Nursing and a copy will be forwarded to the University medical Center.
7. As with all health care expenses, payment for treatment is the responsibility of the student.

SECTION E: ANTICIPATED/APPROXIMATE COSTS OF THE NURSING PROGRAM (IN ADDITION TO REGULAR COLLEGE TUITION/FEES)

- a) Transportation to and from clinical sites – Cost to be determined
- b) Uniform requirements – Cost to be determined
- c) Nursing supply kits – Cost to be determined
- d) Meals when in clinical away from College – Cost to be determined
- e) Up-to-date physical examination prior to clinical rotations – Cost to be determined
- f) Up-to-date CPR – Cost to be determined

g) State board examination immediately after graduation –Cost to be determined

SECTION F: ORGANIZATIONS

TBD

APPENDICES

APPENDIX A
UNIVERSITY OF LUNSAR
BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM
CODE OF ETHICS

1. **Practice of nursing:** Nursing students will abide by all National Board of Nursing rules and regulations. A nursing student shall practice nursing as a student only within the courses of an approved program in which the student is enrolled and under the supervision of program faculty.
2. **Provision of care:** Nursing students will incorporate the foundational pillars of caring, communication, critical thinking, professionalism and holism when caring for patients, families and communities. Recognizing the inherent worth and uniqueness of individuals and populations, the nursing student demonstrates respect of the patients' rights to make decisions about their health care.
3. **Social Justice:** Nursing students support fairness and non-discriminatory behaviors to assure equal treatment under the law and equal access to quality health care.
4. **Professional integrity:** Nursing students are honest, respect human dignity and demonstrate accountability for their own actions. Nursing students protect patients from harm by seeking to remedy errors made by self or others. Nursing students take action to prevent or limit unsafe or unethical health and nursing care practices by self and/or others.
5. **Confidentiality:** Nursing students value and preserve the confidentiality of patients and health care providers.
6. **Rules, regulations and policies:** Nursing students will abide by the rules and policies of the University of Lunsar Nursing Student Handbook, the University of Lunsar Student Handbook, and any assigned facility or agency utilized in a University of Lunsar educational experience.

**VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND
PROFESSIONAL CONDUCT**

It is not possible to enumerate all forms of behavior that would raise serious questions concerning a student's status as a health professional in training. Behaviors which would constitute a violation of academic and professional standards according to the U of L School of Nursing include the following but are not limited to:

1. Plagiarism: Taking credit for someone else's ideas, words, or statements or other works found in print or electronic sources as one's own without proper acknowledgement. Examples of plagiarism include:

Word-for-Word Plagiarism – copying exactly from someone else’s text

Section-by-Section Plagiarism – lifting phrases from someone else’s text

Select-Term Plagiarism – lifting a special term from a text, not one’s own

Paraphrasing Plagiarism – summarizing a passage or rearranging the order of a sentence and changing some of the words without crediting the source

Self-Plagiarism – presenting your own previous work as new work

2. Academic dishonesty/cheating: Committing fraud on a record, report, paper, computer assignment, examination, or other course requirement. Examples of cheating include:

Obtaining, utilizing or distributing unauthorized materials including notes, study aids, intellectual property of publishers intended for instructor use such as test banks, PowerPoints, answers to assignments, utilizing electronics of any kind or information from another student or student’s paper on an examination or any other course requirement including giving or receiving assistance from another student without the instructor’s permission

Altering a graded work after it has been returned and then submitting the work for re-grading

Allowing another person to do one’s work and submitting the work under one’s own name

Submitting copies of the same or nearly similar papers to two professors without prior approval

Fabricating data in support of laboratory or field work: Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting or analyzing data, to selective reporting or omission of conflicting data for deceptive purposes

3. Aiding and abetting dishonesty: Providing material or information to another person when it could be used in a manner that would violate this code of academic integrity (e.g., providing completed or nearly completed work/answers to other students).

4. Falsification of academic records and official documents: Without proper authorization, altering documents affecting academic or University records; forging signatures of authorization; or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record, or any other official University document.

5. Misuse of Technology and Social Media: Misuse is defined as violating the Proper Use of Information Technology as outlined in the U of L Catalog, the Undergraduate Nursing Student Handbook and/or any clinical agency policy statement. This would include but not be limited to students who post unprofessional remarks, photos, or any patient care-related information or the inappropriate use of any personal, University, or facility technology.

6. Misuse of available facilities: Intentionally abusing available facilities. Examples of available facilities include, but are not limited to, laboratories, classrooms, and libraries.

7. Nurse-client relationships: The students in the U of L School of Nursing are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care. Unacceptable behavior includes, but is not limited to, the following examples:

a. Providing nursing care in an unsafe or harmful manner:

- 1) Carrying out a procedure without competence or without the guidance of a qualified person
- 2) Willfully or intentionally doing physical and/or mental harm to a patient
- 3) Exhibiting careless or negligent behavior in connection with the care of a client
- 4) Finding oneself unable to assume the assigned and necessary care of a client and failing to find alternative measures for the delivery of that care

b. Falsifying client records or fabricating patient experience:

- 1) Failing to report omission of or error in treatments or medications
- 2) Fabricating client experiences

c. Disrespecting the privacy of a client/violating the confidentiality of the nurse/client relationship:

- 1) Disclosing the full name or position of a client in a manner that violates the individual's privacy
- 2) Discussing confidential information in inappropriate areas
- 3) Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know

8. Drug and Alcohol/Impaired Student Nurse:

Defined as any student currently admitted who is using, possessing, selling, or distributing illicit drugs, drug paraphernalia, or alcohol; illegally using, possessing, selling, or distributing any drugs, drug paraphernalia or alcohol; or using prescribed and/or illicit substances or alcohol in such a manner as to impair one's judgment or performance as a nursing student.

9. Repeated Performance Improvement Plans:

A pattern or accumulation of performance improvement plans during a given course and/or across the curriculum. (See Appendix E)

Preliminary Inquiry: The faculty member, and other Undergraduate faculty of the School of Nursing shall commence a preliminary inquiry into the suspected infraction as soon as possible. The inquiry may include a discussion with the identified student. If, based upon the preliminary inquiry, it is determined that an infraction has occurred, appropriate sanctions are determined by course faculty, in consultation with the dean of the School of Nursing. The student shall be so notified either electronically or in writing of the infraction and sanction. The student will be offered an opportunity to have a hearing pursuant to the procedures outlined under student grievances. A Performance Improvement Plan (PIP) will be placed in the student's record after the preliminary inquiry, if it is determined that an infraction has occurred.

Student Grievance Procedure

The Student Grievance Procedure is available for students concerning academic and professional practices and policies, dismissal from the program, conflicts with faculty, discrimination, and sexual harassment. *If the conflict concerns discrimination or sexual harassment, the student should consult the*

Dean of the School of Nursing and University Human Resources Department. For all other grievances within the School of Nursing, the procedure for filing is as follows:

1. If applicable, the student is expected to meet with the individual faculty member(s) to address the concern within 5 business days after the student first knew, or reasonably could have been expected to know, of the event that gave rise to the grievance.
2. If the matter is not able to be resolved, the student should initiate an appointment with his/her academic advisor and/or faculty advisor to determine if they wish to file a grievance. Students are expected to follow the proper chain of command in seeking resolution to grievances. Students should consult with the instructor, academic advisor, or faculty advisor to resolve the matter prior to filing a grievance.
3. Grievances must be submitted within 14 business days after the incident or decision. The grievance must specify the nature and extent of the act in question and the respondent(s) involved including previous attempts to resolve the matter, the academic and professional practice or policy violation, or requests for exceptions to progression (program dismissal).
4. The dean shall initiate a Committee meeting in order to review documents submitted and to determine if additional information is needed. A formal hearing will be scheduled. Parties to the grievance will be notified of their responsibility to submit any additional information. All parties must submit additional information requested from the Committee within 3 business days prior to a scheduled hearing.
5. The Committee decision will be rendered in a timely manner. The final report will include the Committee's factual findings and decision. All parties will be notified of the Committee's decision and their right to an appeal process.
6. Once a decision is reached by the Committee, all documentation related to the hearing will be collected and either retained in the School of Nursing or destroyed.

APPENDIX B
FACULTY EVALUATION OF STUDENT CLINICAL PERFORMANCE

APPENDIX C

Bachelor of Science in Nursing Degree Program

Student Participation in Governance

University of Lunsar encourages student participation with faculty in governance, curriculum planning, and development of policies affecting students' welfare. Students are encouraged to use the catalog and student handbook to find out more about resources and to participate in the Student Nurses Organization. Both informal and formal communication channels exist to elicit student concerns.

Students may discuss questions/concerns/suggestions with faculty or clinical instructors informally. The faculty/clinical instructor will provide feedback to the program director who may clarify the issue or policy, or may place the matter on the faculty meeting agenda. A student may also bring student issues, concerns, questions or suggestions directly to the program director who may invite the student to address the item at a student or faculty meeting.

Representatives from each nursing class are invited to attend faculty meetings to discuss questions/concerns/suggestions, especially in the areas of student welfare, curriculums, the library, recruitment and admissions, progression, and retention. Representatives are responsible for obtaining student input and for presenting those views effectively with the community of nursing scholars. These representatives also participate in planning pinning and graduation activities.

The faculty value constructive student feedback to continually improve the program. Therefore, students at all levels are asked to participate in a variety of evaluation activities:

- Course/faculty evaluations are completed at the end of every term for each nursing course. Students are asked to evaluate the effectiveness of the course/instructor in a variety of areas, including meeting course objectives, stimulating interest and intellectual effort, scheduling course work for student to stay up-to-date in their work, providing timely and frequent feedback, as well as progress on gaining knowledge, skills, competencies, and points of view.
- Students complete a termly evaluation of the facility/agency used for clinical experiences.
- Program evaluations are conducted in the graduating semester. Both random exit interviews and written evaluations of the program will be completed by the Dean.
- Post-graduation surveys of employers and graduates are conducted within 6 months of graduation. Continued participation in program evaluation after graduation is very important and essential to ensuring on-going program improvement.

APPENDIX D

University of Lunsar BSN Program Medication Administration and Reporting Policy

PURPOSE:

To outline the process to ensure safe medication preparation and administration in the clinical setting.

PROCEDURE:

Distribution of Policy

- This policy is to be addressed at the orientation of all undergraduate clinical faculty, Clinical Teaching Assistants, Clinical Assistants and Preceptors
- *A copy of this policy is to be included in all clinical course syllabi.*
- Clinical faculty will review the Medication Administration Policy with students in clinical areas during orientation each term.
- This policy will be provided to each clinical site manager by the lead faculty

Supervision of Medication Preparation and Administration

- Under no circumstances are pre-licensure students to administer any medications unless under the continuous, direct observation of the instructor or designee.
- Any violation of this policy may result in an immediate course failure and/or dismissal from the program.
- Designees may include preceptors, primary nurses, and nurses assigned to the patient if institutional policy permits.
- A student's participation in medication administration is left to the discretion of the instructor
- The clinical instructor or designee has the responsibility for supervision of the preparation and administration of medications during the course. The manner in which preparation of medications shall be supervised is left to the sound discretion of the instructor and institutional policies
- Medication administration includes preparation, administration, and documentation of each medication. Students are required to use the "**Eight Rights**" and the "**Four Checks**" procedures in the preparation and administration of medications.
- **Eight Rights:** Accurate administration of a medication is ensured by adhering to the "**Eight Rights**" of medication administration. These are: identify the *right patient*; select the *right medication*; give the *right dose*; give the medication at the *right time*; give the medication by the *right route*; ensure the *right documentation*; give for the *right reason*; and assess for the *right response*.
- **Four Checks:** The "**Four Checks**" used to determine the right medication are performed 1) when the drug is removed from the patient's drawer, 2) when the drug is compared with the medication administration record (MAR) or the plan of care, 3) prior to administering, all medications must be checked by either the instructor or designee 4) the final check is done at the patient's bedside prior to administration of the medication. Checks may be modified based on clinical setting. If students have any questions, they should consult with their faculty prior to any administration of medications.
- **Two patient "identifiers"** are used to properly identify a patient prior to administration of any medication. Identifiers include: patient's name, patient's birth date, an assigned identification number (e.g. medical record number), telephone number, or address. The first three listed are preferred methods for identification. These identifiers are to be compared to the MAR. If a patient is competent, confirmation should occur with the patient.
- Medications that are not in their original containers should have an identifying information label attached with name, dose, and route. If there are any concerns, verification should be done with staff. Unlabeled medications should never be used. Medications are transported to the bedside carefully, keeping them in sight at all times.

Documentation of medication administration will follow the policy of the clinical facility or community partner.

Reporting of Medication Errors and Near-Miss Errors

- **ALL** medication errors, near-miss errors, or any concerns regarding medication preparation, administration, or documentation are to be recorded on the School of Nursing Performance Improvement Plan (PIP) form which are to be included in every clinical syllabus.
 - A near-miss error is defined as an error in medication preparation discovered by the instructor prior to administration.
 - For actual medication errors, the nurse assigned to the patient and the Charge Nurse/Nurse Manager is informed of the event, and any necessary institutional forms are completed in addition to the School of Nursing paperwork.
- Instructors will review the paperwork with the student, which will include the student-generated corrective action plan.
- All errors must be reported to the Lead Faculty **within 24 hours of the occurrence**. Any emergency situations or actual medication administration errors would require immediate notification.
- Completed reports should be submitted to the Lead Faculty within one week of the incident.

APPENDIX E

UNIVERSITY OF Lunsar

School of Nursing

Policy & Procedure: Performance Improvement Plan

Purpose:

1. Increase student awareness of expected academic behaviors, professional behaviors, and safe nursing practice.
2. Identify concerns or trends in student behaviors for purpose of quality improvement.

Policy: The Performance Improvement Plan (PIP) form is to be initiated in all situations involving a student that are out of the ordinary. This includes behavior related to issues of academics, ethical conduct, professional conduct, medication near misses or errors, safety concerns, and others. Examples include: repeated tardiness, repeated late assignments, disrespectful behavior, confidentiality issues, personal appearance, patient care and safety issues, accountability, plagiarism, cheating, etc. All situations related to student and professional conduct are documented on the Performance Improvement Plan.

Performance Improvement Plans are subject to review by the nursing faculty and the dean. Refer to the *Code of Academic and Professional Conduct* as contained in the Nursing Student Handbook for possible actions. A Performance Improvement Plan Database is maintained. The Database is purged of all personal identifiers at the time a cohort graduates.

Procedure:

1. **All forms are to be completed electronically.** Forms are initiated by the instructor who completes the top portion of the PIP form. The PIP is shared with the student. The seriousness and implications of the situation/problem are discussed. The student provides a plan for improvement with faculty input as appropriate. Faculty and student sign the form. A student's signature indicates that the student has read and reviewed this form with the faculty member.
2. Faculty initiating PIP forms related to a situation in a clinic, lab, or practicum course will notify the lead faculty within 24 hours.
3. Previous PIPs are available for faculty review; forms remain in student's file and in the School of Nursing file consistent with record retention policies.

UNIVERSITY OF LUNSAR **Cohort Group:**

SCHOOL OF NURSING

PERFORMANCE IMPROVEMENT PLAN

Student Name:	U of L ID:	Nursing Course:
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Check one:

Pre-Nursing: <input type="checkbox"/>	Trad. BSN: <input type="checkbox"/>	Accelerated BSN: <input type="checkbox"/>	RN to BSN: <input type="checkbox"/>
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Category code* (check one):

<input type="checkbox"/> E = Ethical Issues	<input type="checkbox"/> MNM = Medication Near Miss	<input type="checkbox"/> S = Safety
<input type="checkbox"/> P = Professional Conduct	<input type="checkbox"/> MAE = Medication Administration	<input type="checkbox"/> O = Other

*Notify lead faculty within 24 hours

Date:	Faculty/Administrator:
Description:	

Potential Consequences:

Student Section – Resolution Plan:

Student Signature: _____ Date: _____

Faculty/Administrator Signature: _____ Date: _____

Presence of student signature indicates that the student has read and reviewed this form with the faculty member. Performance Improvement Plans are subject to review by the dean and faculty. Refer to the *Code of Academic and Professional Conduct* as contained in the U of L Undergraduate Nursing Student Handbook for possible sanctions.

Copies to: Student's e-file, Lead Faculty, Performance Improvement Plan Database

Appendix F

**RELEASE OF PERSONAL INFORMATION
THIS AFFECTS YOUR LEGAL RIGHTS
PLEASE READ CAREFULLY BEFORE SIGNING BELOW**

NOTE: If I am under eighteen (18) years of age, I understand that I am not permitted to execute this Release without approval of my parent or legal guardian, who must execute this Release on my behalf.

I, _____, hereby grant to University of Lunsar and those acting pursuant to its authority the absolute right and permission to:

Release background check information to any of the clinical/internship agencies I will be working with for academic credit.

This disclosure is necessary to comply with terms of an Affiliation Agreement between the Agency listed in the Affiliation Agreement and University of Lunsar in order to allow University of Lunsar students to participate in clinical/practicum/preceptorship activities.

I HAVE READ THE FOREGOING RELEASE BEFORE SIGNING BELOW. I FULLY UNDERSTAND THE CONTENTS OF THIS RELEASE.

Print name: _____ Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

PARENT/GUARDIAN OF A MINOR

I HEREBY CERTIFY that I am the parent and/or guardian of _____, a minor under the age of 18 years, and I hereby consent that any of the background check information as disclosed above may be used for the purposes set forth above, signed by the minor, with the same force in effect as if executed by me.

Print name: _____ Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

To protect the rights of students and maintain confidentiality of these records, the following steps will be followed by the School of Nursing:

- Any personal student information will be hand delivered by a faculty member to the agency or sent electronically per agency request.
- University of Lunsar is not responsible for agency use or storage of personal student information.

**APPENDIX G
UNIVERSITY OF LUNSAR
SCHOOL OF NURSING
STATEMENT OF INFORMED CONSENT**

University of Lunsar School of Nursing provides an academic program of study for students. Such study includes on-campus laboratory experiences with models and simulators. Technical skills are demonstrated, practiced, and evaluated. Upon the development of beginning competency, these skills are applied in other settings such as hospitals, nursing homes, clinics, and community health centers. All study in these settings is conducted under the supervision of university nursing faculty and/or licensed health care professionals at the facilities. Please review and sign this Statement of Informed Consent to indicate your acceptance of the learning opportunities, risks, and safeguards provided by University of Lunsar School of Nursing.

I understand that the School of Nursing will give instruction in Standard Precautions according to recommendations from the most recent literature. I hereby agree to follow Standard Precautions while I am a student in the School of Nursing. I understand that these Standard Precautions protect myself, my patients, my family members, and other health care workers from infections and/or communicable diseases.

I understand that nursing involves the study and care of people throughout the life span and that these people may be well or ill. By participating in care giving activities, I may be exposed to infectious diseases, such as Hepatitis B, Human Immunodeficiency Virus, and other infectious and/or communicable diseases. It is understood that payment for testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in my clinical experiences with the university, will be my responsibility.

Furthermore, I understand that I am responsible for all personal health care expenses including expenses resulting from accident, injury, or illness while I am engaged in a clinical experience. Neither the university, nor the clinical agencies are responsible for these expenses. I realize that as a student I am required to maintain health care insurance that is satisfactory to the university.

The School of Nursing requires that I get a Hepatitis B series of vaccinations prior to beginning my clinical experience as a nursing student. I understand that the Hepatitis B vaccine is available to me, for a fee, from University Medical Center. I understand it is my responsibility while I am a student in the School of Nursing to keep immunizations and other required testing current. I agree to inform my clinical instructor(s) or the school chair of any health problem that could possibly affect my performance or the welfare of my patients in the clinical area.

I understand that the clinical agency may request copies of the tests I am required to have before commencement of clinical experiences. If an agency specifically requests copies of my tests, I authorize U of L to release those copies to that agency. I may revoke this authorization at any time (except to the extent that action has already been taken) by submitting a written revocation to the Nursing Program Coordinator, U of L School of Nursing. This authorization will be considered valid from the date of signature until such time that I provide written revocation of my authorization, or I graduate from the School of Nursing at the University of Lunsar. I absolve and agree to hold harmless the University, Northern Illinois University of Lunsar, and the School of Nursing, together with their officers and employees, from any legal liability, claims or damages which may arise from disclosure of this information.

I understand that dismissal from the program or a delay in graduation will occur if I do not have current requirements on file.

In the event that I should be involved with a needle stick or other significant exposure, I have been informed of the most current post-exposure protocol recommended, and I understand that the School of Nursing recommends following this protocol.

I have been informed that pregnancy or contraction of a communicable and/or infectious disease may increase my health risk in relation to care giving activities for patients with bacterial and viral diseases. I have also been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions.

I agree to follow the policies, standards, and practices of clinical agencies while I am at the clinical agency. I agree that I will not, without the express prior written consent of the agency, divulge confidential information for any purpose other than the performance of the duties of my clinical experience.

I have read the above information and have full understanding of the learning opportunities, risks, and safeguards provided by University of Lunsar School of Nursing. I have been given an opportunity to ask questions. I acknowledge that I have read this document in its entirety. To enter/continue in the nursing program, I consent to the following policies and procedures as explained herein.

Student Signature

Date

Print Name _____

APPENDIX H
BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM
SIGNIFICANT EXPOSURE REPORT

Date of Report: _____ Student's Name: _____

Address and Telephone: _____

Date of Incident: _____ Time of Incident: _____

Date and Time of Report of Incident to Instructor: _____

Agency/Facility and Department/Floor/Unit Where Incident Occurred:

Type and brand of device involved in incident: _____

Description of Exposure: _____

The above-named student has been advised of the current policies and procedures for significant exposures consistent with current laws and regulations.

Instructor's Signature _____ Date _____

Student's Signature _____ Date _____

SUBMITTAL PAGE

I am in receipt of the **2020-2021 University of Lunsar BSN Student Handbook** including the University of Lunsar Code of Conduct, and the University of Lunsar Bachelor of Science in Nursing Program Code of Ethics. My signature below indicates I have read and understand the information and policies presented in this publication. I understand that the University and the faculty reserve the right to make changes to adhere to state, regional, and national accreditation standards. I agree to abide by the regulations delineated in this handbook.

STUDENT NAME (PRINT)

STUDENT SIGNATURE / / DATE

WITNESS SIGNATURE / / DATE