

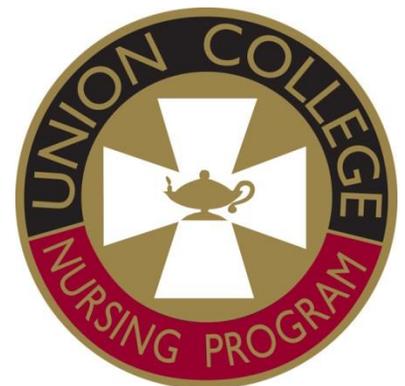
# Nursing Student Handbook

## Union College Division of Nursing

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2018-2019

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## Union College Division of Nursing Nursing Student Handbook

### GENERAL INFORMATION

#### Division of Nursing Welcome

Welcome to the Union College Division of Nursing! The Nursing Program has a long-standing history of excellence and is the first Bachelor of Science in Nursing degree in both the state of Nebraska and among Seventh-day Adventist colleges. As a student in the Nursing Program, you will have the opportunity to build upon your knowledge from the liberal arts and sciences as you gain the nursing knowledge you need to provide high quality, safe patient-centered care in the dynamic healthcare environment.

The Division of Nursing has developed an up-to-date curriculum to provide students with the knowledge, skills, and abilities to be competent professionals and caring generalists in the profession of nursing. The faculty is committed to upholding Christian values, professional standards, holistic care, and service as modeled by Jesus Christ.

We are eager and ready to partner with you to encourage your personal and professional growth. I look forward to getting to know you as you pursue your degree at Union College.

*Slinga De Ink!*

Dr. Nicole Orian, RN  
Chair, Division of Nursing  
Professor of Nursing

#### Introduction

The Nursing Student Handbook is intended to give a general orientation of the services, policies, and procedures of the Union College Division of Nursing. The handbook should be used in conjunction with the Union College Bulletin, Union College Student Handbook, Union College and Division of Nursing websites, and other printed materials distributed during orientation, registration, or by faculty and administrative offices of the college.

The handbook provides students with information about the program of study at Union College in the Division of Nursing. It will be helpful to reference the handbook for a reference throughout your educational experience. The Nursing Student Handbook is updated prior to the beginning of each academic year and is subject to change with written notice to students during the academic year. The student handbook is presented to the new nursing students during New Nursing Student Orientation and a current copy of the Nursing Student Handbook is available at [www.ucollege.edu/nursing](http://www.ucollege.edu/nursing) for all students to access. A new change or policy shall be enforced only after it is given in written form to those affected. No policy shall be retroactive. A student or applicant to the Division of Nursing has the right to request an exception to any published policy using the petition procedure. The petition shall state the rationale for requesting a variance to written policy. The student who believes that a policy, or its use is unfair, is entitled to use the grievance process as outlined in the official Union College student handbook. Where existing policies and procedures do not apply, the Division of Nursing Chair is empowered to make a decision.

#### Mission Statement

The Union College Nursing Program prepares students from diverse communities to be competent professionals and caring generalists in the profession of nursing. The program reflects a commitment to Christian values, professional standards, holistic care, and service as modeled by Jesus Christ.

Rev/Rev: 08/13/08; 08/03/17

#### Philosophy

The Division of Nursing subscribes to a philosophy that is based upon Biblical principles supplemented by the educational writings of Ellen G. White, one of the founders of the Seventh-day Adventist (SDA) church. Her **health**

message promotes health and wellness through meeting basic human needs such as: nutrition, exercise, water, sunlight, temperance, air, rest, and trust in God. The Division of Nursing promotes evidence-based, compassionate patient care incorporating these principles. Christian nursing care is grounded in the essential values of faith, respect, social justice, ethics, and integrity.

**Nursing** is based on providing patient-centered care that is focused on the individual's preferences, values, and needs.

**Patients** may be individuals, families, or communities. The generalist nurse demonstrates mutual respect, open communication, and shared decision making in collaboration with the interprofessional team. Professional nurses integrate evidence-based practice, quality improvement, informatics, and safety design principles to provide system effectiveness and quality individual performance.

**Baccalaureate nursing education**, with its integration of arts and science courses, is valued as preparation for the generalist nurse to function within a changing health care system. A baccalaureate nursing program fosters life-long learning and provides a foundation for graduate education.

**Education** of the adult learner enhances the ability to connect nursing concepts to patient-centered care based on a foundation of life experiences and knowledge. The faculty fosters the adult learner's need to be self-directed, outcome driven, and relevancy oriented. Faculty members are dedicated to fostering in students a culture of servant leadership to influence the future with faith, confidence, and integrity.

Rev/Rev: 03/02/11

### Organizing Framework

- **Safety** is the minimization of the risk of harm to patients and healthcare providers. Patients, families, and members of the healthcare team utilize technology, value attentiveness, and monitor care activities to minimize risk.
- **Quality Improvement** is the use of data to monitor the outcomes of care processes to continuously improve the quality and safety of healthcare systems. The safety and quality goals found in *The Essentials of Baccalaureate Education for Professional Nursing Practice* and *Quality, Safety Education for Nurses (QSEN)* with Knowledge, Skills and Attitudes (KSA's) serve as the foundation of the program.
- **Professional Practice Standards** are a guide to the knowledge, skills, judgment, and attitudes needed to ensure the highest level of quality, safe care. Professional nurses utilize standards for self-assessment and performance evaluation to measure whether care being provided meets the standards. The professional standards found in *The Essentials of Baccalaureate Education for Professional Nursing Practice* and the *American Nurses Association: Scope and Standards of Practice* serve as the foundation of the program (AACN 2009, ANA).
- **Informatics** is the use of information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN).
- **Interprofessional Communication and Collaboration** is the effective interaction and partnership of the healthcare team to optimize patient outcomes by ensuring safe, high quality patient-centered care (AACN 2009, QSEN).
- **Evidence-Based Practice** is integrating best, current evidence with clinical expertise, patient/family preferences, and values for delivery of optimal healthcare. The Division of Nursing facilitates student learning through exposure to a basic understanding of how the evidence is developed, including the research process, clinical judgment, interprofessional perspectives, and patient preference as applied to practice (AACN 2009, QSEN).
- **Patient-Centered Care** is recognizing that the patient or designee is the source of control and full partner in the provision of compassionate and coordinated care. Patient-centered care is based on respect for patient's differences, preferences, values, and needs (QSEN).

- **Clinical Judgment** is the outcome of critical thinking and clinical reasoning in nursing practice. Clinical judgments begin with an end in mind and are about evidence, meaning, and outcomes achieved.
    - **Clinical Reasoning** is the process used to assimilate information, analyze data, and make decisions regarding patient care.
    - **Critical Thinking** is the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (AACN, 1998). Critical thinking underlies independent and interdependent decision making.
  - **Christian Values** are the foundation of the Division of Nursing. Caring is central to the concept of Christian values. Essential values that exemplify Christian values include, but are not limited to, altruism, human dignity, social justice, autonomy, and integrity.
- Rev/Rev: 02/20/12

### New Graduate and Level Outcomes

1. Use Christian values as a foundation of professional practice standards to demonstrate accountable, patient-centered care, and servant leadership. (*BSN Essentials: I, II, III, V, VII, VIII*)
 

**Beginner:** Develops understanding of Christian values and professional practice standards related to the provision of patient-centered care and service.

**Intermediate:** Consistently demonstrates Christian values and ethical behaviors consistent with professional standards as evidenced by accountable patient-centered care and service.

**Advanced:** Assumes accountability for value-based professional practice and service.
2. Demonstrate leadership in collaboration with the interprofessional team to design and manage patient-centered care. (*BSN Essentials: II, III, V, VI, VII, VIII*)
 

**Beginner:** Recognizes the role of the nurse within the interprofessional team in providing patient-centered care.

**Intermediate:** Practices in the role of the nurse within the interprofessional team to provide patient-centered care.

**Advanced:** Integrates leadership in the role of the nurse in collaboration with the interprofessional team to design and manage patient-centered care.
3. Utilize current technological resources to manage information, mitigate error, foster effective communication, and support decision making in provision of safe, quality patient-centered care. (*BSN Essentials: II, III, IV, VII*)
 

**Beginner:** Identifies the role of technology in the provision of safe, quality patient care.

**Intermediate:** Utilizes current technology in the provision of safe, quality patient-centered care.

**Advanced:** Integrates current technological resources with clinical judgment to mitigate error, foster effective communication, and support decision making in providing safe, quality patient-centered care.
4. Integrate best, current evidence with clinical judgment and patient preferences to provide safe, quality care across the lifespan in a variety of health care systems. (*BSN Essentials: II, III, IV, VII, VIII*)
 

**Beginner:** Demonstrates skills in understanding the research process, with application of best current evidence to provide safe, quality care.

**Intermediate:** Integrates best, current evidence into the provision of safe, quality care in a variety of health care systems.

**Advanced:** Discriminates best, current evidence to inform clinical judgment in providing safe, quality care across the lifespan in a variety of health care systems.
5. Participate in quality improvement activities promoting individual performance and system effectiveness to achieve optimal patient outcomes. (*BSN Essentials: II, III, IV, V, VI*)
 

**Beginner:** Recognizes the role of quality and systems in the provision of patient care.

**Intermediate:** Utilizes quality and systems improvement data in the provision of patient care.

**Advanced:** Integrates quality improvement activities in provision of patient care to achieve optimal patient outcomes.

6. Demonstrate knowledge, skills, and attitudes in preparation for lifelong learning required in a changing practice environment. *(BSN Essentials: II, III, IV, VII, VIII, IX)*  
**Beginner:** Begins to develop knowledge, skills, and attitudes necessary to provide safe, quality care in professional nursing practice.  
**Intermediate:** Demonstrates appropriate knowledge, skills, and attitudes while providing safe, quality care in professional nursing practice.  
**Advanced:** Actively seeks the requisite knowledge, skills, and attitudes to meet the demands of a changing professional practice.
7. Synthesize knowledge from liberal education and nursing courses to provide patient-centered care. *(BSN Essentials: I, II, III, IV, V, VI, VII, VIII, IX)*  
**Beginner:** Applies knowledge from the natural, behavioral and nursing sciences; spiritual domain; and humanities in providing patient-centered care to adults.  
**Intermediate:** Utilizes knowledge from the natural, behavioral, and nursing sciences; spiritual domain; and humanities to provide patient-centered care to patients across the lifespan.  
**Advanced:** Integrates scientific, conceptual, and nursing practice competencies from the natural, behavioral, and nursing sciences; spiritual domain; and humanities in providing patient-centered care in complex environments.  
 Rev/Rev: 02/20/2012

### Christian/Professional Values

The Division of Nursing faculty believes that students are responsible for their own learning and all aspects of the program are conducted with this concept in mind. Students are given the responsibility and freedom to grow, and the faculty will provide support to accomplish this. Each student is legally responsible for his/her own actions based on that which can be reasonably expected within the framework of his/her education and experience. Accountability is essential in the nursing profession, and students are held accountable for their attitudes, behavior, and their own learning. Civility and respect for the opinions of others is very important in an academic environment although at times you may not agree with everything which is said or discussed. A high level of professionalism is expected of all faculty and students. As a student in the Union College Division of Nursing, you are an important part of a learning community. Recognize that your behavior affects your fellow students, your patients, your instructors, healthcare organizations, and Union College. In the future, you may need a professional recommendation from a classmate or faculty member, and your behavior now provides the basis for any future recommendations. Take care to reflect a high level of integrity and professionalism in all that you do.

Students are expected to comply with the Division of Nursing Christian/Professional values in addition to all nursing program and college policies. Failure to comply will result in disciplinary action.

Christian/ Professional Values	Examples of Attitudes & Personal Qualities	Examples of Professional Behaviors
1. Altruism  <i>Concern for the welfare of others</i>	Caring Unselfishness Benevolence Service	<ul style="list-style-type: none"> <li>-Gives full attention to the patient/family when giving care.</li> <li>-Does not use cell phone during clinical unless use is permitted in individual course syllabi.</li> <li>-Expresses concern about social trends and issues that have implications for health care.</li> <li>-Assists others in clinical and classroom setting.</li> <li>-Works with interprofessional team to meet the holistic needs of patients.</li> <li>-Participates in college life and community service.</li> <li>-Demonstrates commitment to the learning process and nursing by taking advantage of all learning opportunities, striving for excellence in all aspects of the program, and providing quality care.</li> <li>-Volunteers at Foot Clinic, Project Impact, as a student missionary, etc.</li> <li>-Offers emotional support and positive reinforcement to peers.</li> <li>-Enriches the learning environment in the classroom by contributing constructively to activities.</li> <li>-Keeps electronic devices off or in airplane mode during exams and silenced during class unless prior arrangements have been made with the instructor.</li> <li>-Limits computer use in the classroom and clinical for educational activities to minimize distraction for self and others.</li> <li>-Maintains confidentiality of information learned during simulation and computerized testing.</li> </ul>
2. Human Dignity  <i>Respect for worth and uniqueness of individual</i>	Empathy Respectfulness Non-judgmental acceptance Affirmation	<ul style="list-style-type: none"> <li>-Gives full attention to instructor and peers in the classroom.</li> <li>-Allows others to ask questions/voice opinions without derogatory verbal or nonverbal responses.</li> <li>-Exhibits courteous professional behavior, responses, and language (no profanity or slang) at all times in the educational environment.</li> <li>-Offers emotional support and positive reinforcement to peers.</li> <li>-Enhances others self-esteem through words and actions.</li> <li>-Provides nursing care based on the individual's needs irrespective of personal characteristics.</li> <li>-Interacts with others in a nondiscriminatory manner.</li> <li>-Demonstrates respect for others' values &amp; beliefs as well as self.</li> <li>-Values cultural and spiritual differences in patients, peers, and faculty.</li> <li>-Safeguards others' time/privacy.</li> <li>-Protects confidentiality of patients/peers/families/staff (HIPAA) including the ethical obligation to keep interactions professional.</li> <li>-Respectfully discusses differences of opinion with the person involved and in the appropriate place.</li> <li>-Provides criticism in constructive manner.</li> </ul>

Christian/ Professional Values	Examples of Attitudes & Personal Qualities	Examples of Professional Behaviors
3. Social Justice  <i>Actions guided by moral, legal, and human principles</i>	Non-judgmental Impartiality Sensitivity Non-discriminatory	<ul style="list-style-type: none"> <li>-Promotes equal treatment of others.</li> <li>-Is accepting of multiple perspectives on issues and ideas.</li> <li>-Supports others with different learning styles and paces.</li> <li>-Is aware of own prejudices and the implications of these biases.</li> <li>-Advocates for patients and the profession.</li> <li>-Allocates resources fairly and utilizes resources wisely.</li> <li>-Reports incompetent and illegal practice objectively and factually.</li> <li>-Promotes universal access to health care.</li> <li>-Encourages participation in legislation and policy related to healthcare.</li> </ul>
4. Autonomy  <i>Right to self-determination</i>	Respect Openness Support	<ul style="list-style-type: none"> <li>-Respects the confidentiality of peer performance in simulated learning environments.</li> <li>-Honors individual's right to refuse treatment.</li> <li>-Respects the rights of others to give input to the plan of care.</li> <li>-Shares opinions as own; allows others to speak for themselves.</li> <li>-Assists and supports the patient in autonomous decision-making.</li> <li>-Maintains professionalism in the student/patient relationship and does not extend relationships beyond the professional experience.</li> </ul>
5. Integrity  <i>Actions guided by appropriate code of ethics and accepted standards of care.</i>	Honesty Accuracy Accountability Responsibly Quality of Care Commitment to Learning	<ul style="list-style-type: none"> <li>-Completes own assignments.</li> <li>-Documents nursing care accurately and honestly.</li> <li>-Writes assigned papers expressing original thought and integrating sourced content appropriately.</li> <li>-Takes accountability for own actions and accepts the consequences of those actions.</li> <li>-Seeks and uses feedback for personal and professional growth.</li> <li>-Clarifies misconceptions.</li> <li>-Keeps instructor well informed.</li> <li>-Is honest, truthful, and respects confidentiality.</li> <li>-Communication is open, appropriate, and timely.</li> <li>-Encourages open discussion of controversial issues in the profession.</li> <li>-Keeps commitments and is dependable, punctual, and trustworthy.</li> <li>-Seeks to remedy errors made by self and others.</li> <li>-Demonstrates appropriate use of technology.</li> <li>-Makes decisions based on professional standards, research, and data.</li> <li>-Protects confidentiality of patients/peers/families/staff.</li> <li>-Reports to class and clinical activities free of the influence of chemical substances.</li> <li>-Adheres to the college's policy regarding substance use/abuse.</li> <li>-Reports unethical practices objectively and factually.</li> </ul>

Rev: 05/11/15; 05/11/18

### Testing

The Commission of Collegiate Nursing Education (CCNE) program evaluation criteria require that outcome measures of student learning be validated. The Systematic Program Evaluation Plan (SPEP) prescribes various testing measures to be included as components of the overall evaluation plan. It is critical that students value the importance of these tests, as vital decisions regarding the Division of Nursing are based on the findings.

The Division of Nursing utilizes a standardized assessment prior to admission to the program. This assessment measures reading, science, math, and English abilities. The Union College Division of Nursing utilizes the Test of Essential Academic Skills (TEAS) from Assessment Technologies Institute (ATI). Students must complete Test of Essential Academic Skills (TEAS) exam with a minimum achievement score of 66 in two attempts due by March 1 for fall admission and October 1 for spring admission.

The Assessment Technologies Institute (ATI) Comprehensive Predictor is a comprehensive NCLEX-RN® readiness assessment that is given to seniors in the last semester of their program. It is a comprehensive predictor that assesses each student's readiness to sit for the NCLEX-RN®. This assessment is used as a tool to guide students in preparation for the NCLEX-RN®.

All students will be given the same time limits for standardized assessments and course exams unless accommodations are made through the Union College Teaching Learning Center (in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act). The Division of Nursing does not grant retroactive accommodations.  
Rev/Rev: 05/14/10; 08/03/16; 05/11/18

### Faculty Office Hours/Appointments

See the personnel directory on the Union College website to contact specific faculty members.

Faculty members post schedules on their office doors indicating available times for student appointments. If these times conflict with a student's schedule, the student should email the faculty member to arrange a mutually satisfactory time. For items that take more than a minute or two, the student is encouraged to make an appointment rather than stopping by the faculty member's office. Occasional calls to faculty at home may be necessary, but routine questions and concerns are expected to be addressed during official school hours. Planned appointments provide adequate time to discuss students' needs without being hurried or interrupted.

The student is encouraged to leave a phone message if a phone call is attempted and the teacher is not available. Faculty members will return calls as early as possible but cannot be available in their offices at all times.  
Rev/Rev: 11/30/12; 05/11/15

### Academic Advisement

Upon enrollment into the college, each pre-nursing or nursing student is assigned a nursing academic advisor who provides academic planning and guidance in personal situations that impact academic progress. The advisor assists with intellectual curiosity, critical analysis, self-reliance, trust, and awareness of one's strengths and weaknesses.

An academic plan must be created to assist students in meeting all degree requirements detailed in the Union College bulletin and Division of Nursing [curriculum guide/degree completion guide](#). It is the student's responsibility to make appointments with his/her advisor to develop an academic plan. This plan reflects the student's course selections for each term of enrollment. Ideally the student and advisor should meet each semester to discuss academic progress. Any changes to the academic plan should be discussed with the advisor beforehand. Situations arise that might impact or change the academic plan; those situations will be dealt with between the student and academic advisor. Changes to the academic plan may jeopardize the student's graduation date. Course schedules will be submitted every semester and must be approved by the advisor before registration is complete. Listed below are student and advisor responsibilities to ensure the student's success in educational achievements.

#### Student Responsibilities:

- Initiate meetings with the advisor at the beginning of each semester, before pre-registration, and when needed throughout the semester.
- Set-up a meeting with the advisor in case of any academic difficulty, interruption, or change in academic status.
- Draw on the advisor in combination with the other college resources to meet academic requirements and personal needs while enrolled in the program.
- Contact the advisor regarding courses and program plans.

- Retain a copy of current academic curriculum plan and register each semester keeping in mind these are the courses needed for graduation.
- Register as indicated on a timely basis, not doing so could result in the student not getting the courses he/she needs to progress throughout the program on a timely basis.
- Accountability for meeting graduation requirements is a personal responsibility of the student.

#### Advisor Responsibilities:

- Collaborate in partnership with the advisee to facilitate an academic plan.
- Retain accurate documentation of the advisee's progress.
- Review and approve course selections for registration.
- Understand the curriculum and graduation-related college policies and requirements.
- Provide feedback regarding academic performance and progress.
- Review mid-term and final grades.
- Meet with advisee as needed.
- Assist the advisee to meet educational, personal, and professional goals.
- Refer the advisee to resources as appropriate.

A request for a change of advisor requires a meeting with the Division of Nursing Chair prior to approval for the change. The Chair will communicate any changes with the Union College records office.

Rev/Rev: 12/31/13; Rev: 05/11/15

## POLICIES AND PROCEDURES

### Admission

The Union College Nursing Program admits a new nursing cohort of approximately 30 students each semester. LPN-BSN and RN-BSN students are admitted on a space available basis. Only complete and verified applications are reviewed by the Admissions and Academic Evaluation Committee (AAEC) and considered for admission. It is the applicant's responsibility to ensure that the application and all supplemental requirements have been received and completed by the published deadline.

The Division of Nursing AAEC intends that an applicant to the nursing program is well prepared to successfully complete the nursing curriculum. The holistic admission process gives full consideration to the applicant's qualifications and potential based on all evidence provided in the application and is viewed in the context of the applicant's professional and personal values. Applicants will receive an official letter from the AAEC when the new cohort is selected.

Eligibility to apply and application steps are available online at [www.ucollege.edu/nursing](http://www.ucollege.edu/nursing).

Rev: 05/11/15; 08/03/17

### Progression

Students must comply with the following each semester:

1. A cumulative college GPA and a nursing courses GPA of 2.50 or higher.
2. Nursing courses are arranged in a progressive curriculum. Learning proceeds from the concrete and simple to the abstract and complex. It begins with conceptualization then moves to application and, finally, to integration. To facilitate student learning, the Division of Nursing has organized a progressive curriculum.
3. A student may petition the sequence based on the Division of Nursing petition policy. See Academic Petition and corresponding form.
4. A student accepted on academic probation (see statement on probation) must demonstrate academic improvement (GPA) after the first semester to be removed from probation.
5. All nursing courses must be passed with a grade of "C" (76%) or higher in course theory (includes unit, final exams, and required ATI assessments). If the class has a clinical component, that portion must be passed, as well as the theory portion, with a grade of 76% and an overall course grade of 76% or higher. The course theory will account for at least 75% of the total grade with the comprehensive final contributing at least 20%.

6. If a student fails a clinical portion of the course (clinical performance and/or clinical learning activities) at any time during the semester, the course will be considered an attempt\*. According to Union College policy, if the student fails clinical prior to the withdrawal date, the student may choose to withdraw from the course and receive a "W" on the transcript; this will be considered a course attempt and failure. If the student fails clinical after the Union College withdrawal date, the student will receive an "F" on the transcript. \*A course is considered an attempt when the student continues in the course after the drop/add date as published in the Union College academic calendar.
7. If a student stops out or withdraws from all nursing courses after the Add/Drop date in the college calendar, the semester will count as one course attempt.
8. When a nursing course is failed, it may be retaken the following semester if clinical/class space is available.
9. No one nursing course may be attempted more than twice to achieve a grade of "C" (2.0). A course is considered an attempt when the student continues in the course after the last day to drop/add a course as published in the Union College academic calendar. Students may petition the Admissions and Academic Evaluation Committee (AAEC) if extenuating circumstances exist.
10. Students are allowed a maximum of two course failures or unsuccessful attempts and then must exit the Division of Nursing.
11. Required prerequisite courses must be completed with a passing grade of "C" (2.0) to enter the nursing program.
12. Withdrawal from NURS 305: Physical Assessment requires withdrawal from NURS 208: Fundamentals. See course syllabi.
13. A course audit involves classroom theory only; no tests, quizzes, paper, or clinicals are included. Registration to audit a class prior to the beginning of the course is not considered an attempt.
14. Academic probation is allowed for a total of only two semesters; non-academic probation is allowed for a total of only two semesters.
15. Students must achieve a 100% on the drug administration exam within three attempts prior to the drop/add date specified in the Union College calendar to continue in the clinical course(s) at the corresponding level of the nursing program. Students who do not successfully complete the drug administration exam prior to the drop/add date will be required to drop the clinical nursing course(s) for that semester and will be referred to AAEC. Students may reenter the clinical nursing courses the following semester pending successful completion of all components of the Back to School Fair. Students will not be allowed in clinical facilities (with exception of the Union College Skills Lab and Simulation Center) prior to successful completion of the drug administration exam.
16. Students must complete all components of the Back to School Fair Expectations for their level in the nursing program prior to deadlines specified on the form each semester. Unsuccessful completion and/or completion after the deadline will result in an Incident Report.
17. Health policy requirements (immunizations, annual TST, etc.) must be met and appropriate documentation to verify must be uploaded to CastleBranch. See Immunizations.
18. When a nursing faculty member or the Admissions and Academic Evaluation Committee (AAEC) refers a student to the Teaching Learning Center (TLC) for consultation, it is expected that the student will meet with TLC staff for an evaluation to be completed with any follow-up recommendations made during the semester the referral is made.
19. Once a student is admitted to the Union College Division of Nursing, all nursing courses must be completed at Union College.

Rev/Rev: 08/13/12; 05/09/16; 05/11/18

### Time Frame for Completion

Students who have been accepted into the Division of Nursing will have a maximum of five years to complete the requirements for a bachelor of science in nursing degree.

Rev/Rev: 05/09/12

### Stop Out

On occasion, students experience or choose to take a break from their nursing program. A "stop out" from nursing occurs when the student is unable to continue or chooses to interrupt his/her program for a specified period of time. Examples of a stop-out might be student mission service, health or personal reasons, or curriculum sequencing. Each student's situation is unique and the plan for a program break will be individualized to best meet the student's needs

and the program's requirements. When a student considers a student missionary or task force position the Nursing Program recommends pursuing a position in healthcare if available.

The following procedure will enable the student and division to plan a successful stop-out:

1. Student completes a request for stop-out on the [Stop Out form](#) and secures signature of advisor and BSN Program Director.
  2. Stop out paperwork must be finalized during the semester prior to the stop out. An expected return date must be specified on the Division of Nursing Stop Out Form.
  3. A student must notify the BSN Program Director of his/her intent to return for the fall semester by March 1 and by October 1 for the spring semester.
  4. If stop out time exceeds the agreed upon amount of time, reapplication to the Division of Nursing may be necessary. The stop out cannot be longer than one year.
  5. If a student stops out from all nursing courses after the Add/Drop date in the college calendar, the semester will count as one course attempt.
  6. A student must complete the Division of Nursing program within the five-year limit (see time frame for program completion).
  7. Following the stop out, validation of clinical skills and Assessment Technologies Institute (ATI) content mastery may be required at the student's expense.
  8. Return to the Division of Nursing is contingent on availability of clinical space.
- Rev/Rev: 08/05/14; 05/09/16; 08/03/17

### Academic Petition

According to the Nursing Student Handbook General Information section, "a student or applicant to the Division of Nursing has the right to request an exception to any published policy using the petition procedure."

- The [Academic Petition form](#) must be completed by the student and include appropriate signatures as indicated below.
  - Petitions related to academic issues in the Division of Nursing will require the academic advisor's signature and a *recommend or not recommend* statement. These petitions will be given to the Division of Nursing Chair to be processed.
  - Petitions related to academic issues or a course outside of the Division of Nursing require signatures along with *recommend or not recommend* comments from each of the following: 1) the faculty advisor, 2) the Division of Nursing Chair, and 3) the chair of the division that offers the course.
  - The Division of Nursing Chair may refer some petitions to the Admissions and Academic Evaluation Committee (AAEC) for a decision.
  - Expediency of action on a petition will be indicated by the time-sensitive nature of the petition request. Some petitions will require an immediate action; others can wait until a scheduled meeting time. The student will be notified of an expected time frame for a decision.
- Rev/Rev: 05/09/12; 05/11/15; 05/11/18

### Graduation

The candidate for graduation from the Division of Nursing at Union College shall comply with the following:

- Meet all general college policies for graduation listed in the Union College Bulletin
  - Meet Division of Nursing academic requirements for general education and nursing courses as specified in the Union College bulletin.
  - Have a cumulative GPA of 2.50 or higher in all college level courses and an overall nursing GPA of 2.50 or higher.
  - Meet progression requirements as specified in the Nursing Student Handbook section on Progression.
  - Be in good standing with the Division of Nursing.
  - If a student is on non-academic probation at the time of registering for the final semester in the Nursing Program, adequate evidence for removal of the probation status must be demonstrated during the final semester for the student to be eligible for graduation (see policy on discipline, probation, suspension, and termination).
  - Graduates must complete 65 hours of nursing courses.
- Rev/Rev: 05/14/12; 05/09/16; 05/11/18

## Grading

To pass nursing courses, the student must achieve the following:

- An overall course grade of 76% or higher ("C" letter Grade). Overall course grades will not be rounded.
- A course theory grade of 76% or higher. Course theory includes unit exams, final exam, and required ATI assessment (exceptions Evidence-Based Practice and Community Health).
  - A course theory grade of 76% must be achieved prior to the addition of points for classroom and clinical learning activities including assignments, quizzes, service hours, clinical paperwork, etc. See course syllabi for details on items and grading categories.
  - If the achieved theory grade is less than 76%, the student will receive the theory grade as the documented semester grade. For example, a 73% would be a "C-."
- A course clinical grade of 76% or higher, if the course has a clinical component. The clinical grade includes clinical performance and clinical learning activities. Clinical performance evaluation grades will not be rounded.
  - If a student does not achieve a 76% in the clinical learning activities portion of the course at the end of the semester, but passes clinical performance, the student will receive the clinical learning activities grade as the documented semester grade, even if the course theory grade is passing.
  - If a student does not achieve a 76% in both theory and clinical learning activities, but passes clinical performance, the student will receive the theory grade as the documented semester grade.
  - According to Union College policy, if the student fails clinical performance prior to the withdrawal date, the student may choose to withdraw from the course and receive a "W" on the transcript. This will be considered a course attempt and failure.
    - A course attempt occurs when the student continues in the course after the drop/add date as published in the Union College academic calendar. If a student fails the clinical performance portion of the course at any point during the semester, this will be considered a course attempt.
  - If the student fails clinical performance after the Union College withdrawal date, the student will receive an "F" as the documented semester grade.
- An overall course grade of 76% or higher in writing and elective courses. Writing courses include NURS 243: Evidence-Based Practice and NURS 474: Community Health. The elective course is NURS 391: Global Health Nursing.

According to the Progression Policy, if a student needs to retake a failed course, and is eligible to do so, the student can retake the course the following semester if clinical/class space is available. No nursing course may be attempted more than twice to achieve a grade of "C."

Students are allowed a maximum of two course failures and then must exit the Nursing Program.

The grading scale for the Division of Nursing is as follows:

A	94-100%	C-	73-75
A-	91-93	D+	70-73
B+	88-90	D	67-69
B	85-87	D-	64-66
B-	82-84	F	<63
C+	79-81	FA	Failure Due to Absence
C	76-78		

A grade of "FA" (Failure Due to Absence) will be given to a student who fails due to discontinued class attendance. A student receiving an "FA" grade may be in jeopardy of losing financial aid already received for the current semester.  
Rev/Rev: 01/10/2013; 05/11/15; 08/09/18

## Late Work

Assignments intended for class preparation are due at the beginning of class and will not be accepted late. Other

classroom learning activities will have 10% deducted from the score per school day up to 50% of the earned grade. Clinical paperwork submitted late will receive a score of zero. If late work causes the final grade of the course to fall below 76%, the student will receive a failing grade. If late clinical paperwork causes the clinical learning activities grade to fall below 76%, the student will receive a failing grade (see grading policy).

Rev: 05/12/16; 05/11/18

### Examinations

- All hats/caps must be removed during exam time.
- All personal items such as electronics (i.e. smart watches, smart pens, and cell phones), purses, books, backpacks, and notebooks must be left in a designated area during testing.
- Notify the professor prior to leaving the classroom during an examination.
- Calculators will be provided for examinations, and no sharing is allowed.
- Students may be randomly seated for examinations at the discretion of the professor.
- Students must complete the exam in the allotted time.
- Keep electronic devices off or in airplane mode during exams and silenced during class unless prior arrangements have been made with the instructor.
- Students are required to exit Respondus Lock Down Browser and show the professor the computer screen prior to leaving the classroom.
- The Union College Division of Nursing uses computerized testing for unit and final exams. Students may review their completed exams in the classroom immediately after the exam is submitted OR must make an appointment with the professor to review the exam within a week of taking the exam. If the student wishes to review the exam, it must be done prior to the next unit exam. The student will then have up to 15 minutes to review the exam with the instructor. It is the responsibility of the student to contact the professor and schedule an appointment. Exams will not be available for review at the end of the semester.

Rev: 08/05/14; 05/12/16; 05/11/17; 05/11/18

### Extra Credit

There may be extra credit opportunities in a course. The professor will let you know about those opportunities as they are available. Do not depend on extra credit to salvage your grade in this course as the opportunities are usually minimal. Extra credit will not raise the final course grade more than 2%. Points awarded for conferences and educational offerings will not be added into the theory grade (unit or final exams, ATI assessment if applicable), but may be included in the Classroom or Clinical Learning Activities categories.

Orig: Unknown; Rev: 08/03/17

### Failing Exams/TLC Referral

If a student fails two exams in a course, the faculty member may require the student to: a) complete a Loma Linda analysis of the exam; b) attend any review sessions offered prior to the next exam; and/or c) complete the formal referral process to the [Union College Teaching Learning Center \(TLC\)](#) based on academic performance. Additional learning opportunities may also be required or encouraged.

If the nursing student is formally referred to the TLC, the faculty member will complete a formal referral form that is also signed by the student. A copy of the signed referral form will be placed in the student's academic file. The student must make an appointment with the TLC and have the referral form (provided by the faculty member) signed by the TLC employee to verify the appointment. The completed form is then brought back to the faculty member by the student and is placed in the student's academic file (replacing the previous copy). If the student does not follow through with the formal referral and attend an appointment at the TLC, the faculty member will document with an incident report and place it in the student's academic file.

Orig: 2005; Rev: 05/13/16

### Accommodations

Union College is committed to providing educational opportunities and an inclusive environment for students with disabilities by honoring Section 504 of the Rehabilitation act of 1973, and with the Americans with Disabilities Act of 1990 and as amended in 2008, which prohibits discrimination on the basis of handicap against persons in programs

or activities benefiting from federal assistance. In a post-secondary setting, federal regulations mandate accommodations which are designed to provide equal access for people with disabilities.

Reasonable accommodations are made on an individual basis and determined in consultation between the student and the Director of the Teaching Learning Center. Determining appropriate accommodations is not meant to be an obstacle course for the student with a disability; rather, it is intended to support the student. The process for determining individual accommodations may depend on three of the following: an interview with the student, observation of such disability, and documentation. Every student's situation is different and therefore the lack of documentation will not prevent a student from meeting with the Director. For more information please visit the [TLC's website](#).

If you have a documented disability and would like to request accommodations, please schedule an appointment with the Director of the Union College Teaching Learning Center.

All nursing students will be given the same time limits for standardized assessments and course exams unless accommodations are made through the Union College Teaching Learning Center (in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act). The Division of Nursing does not grant retroactive accommodations. Nursing students may apply for accommodations on the NCLEX-RN and should consult the respective State Board of Nursing for additional details.

Orig: Unknown; Rev: 08/03/16; 08/03/17

### **Assessment Technologies Institute (ATI) Assessments**

The Division of Nursing uses the ATI Content Mastery Series assessments for Fundamentals, Medical-Surgical III, Maternal Child Health, Mental Health, Pharmacology, Management & Leadership, and Community Health.

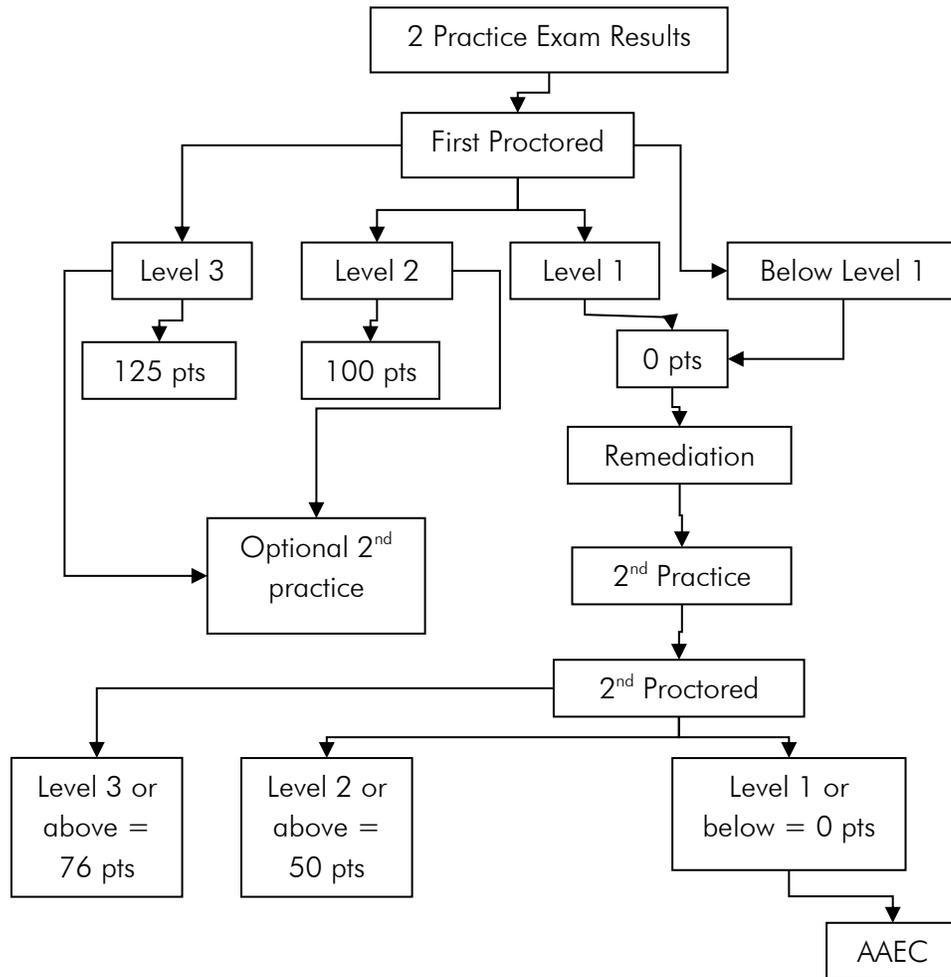
Levels 1, 2, 3 are potential scores for the proctored assessments. Level 2 was selected as the proficiency level for Union College Division of Nursing proctored assessments. Students must complete 2 practice assessments prior to the first proctored assessment. When proctored assessments are completed, points will be awarded to students based on their scores (see flow chart). The first proctored assessment must be completed by the deadline as assigned by the instructor.

Each ATI content proctored assessment is included as 5% of the student's theory grade. Grading for the 5%: Level 3—125/100 points, level 2—100/100 points, and level 1—0/100. Grading after remediation and retesting: Level 3—76/100 points, level 2—50/100 points, level 1—0/100.

Remediation policy: If a student is at level 1 or below, he/she will write a paragraph on missed questions noted in the list of topics to review (information found in the ATI textbook) as remediation prior to taking the second proctored assessment (see following flow chart). The student must give his/her remediation to the course instructor and receive clearance prior to the second proctored assessment. The second proctored assessment must be taken prior to dead days. If the second proctored assessment is not completed prior to dead days, the student will be ineligible to take the final exam or the second proctored assessment. This results in failure of the course.

If a level 2 is not achieved on the second proctored assessment, a referral to the AAEC will be made by the course instructor. The following is a flow chart of how ATI standardized assessments will be implemented for all students.

Rev/Rev: 08/21/13; 08/05/14



### Assessment Technologies Institute Comprehensive Predictor (ATI-CP)

In an effort to support student achievement, the faculty has implemented the following policy. This policy addresses a student's academic preparation for the NCLEX-RN®. The following information details the policy for implementation of the ATI Comprehensive Predictor Assessment (ATI-CP) in the NURS 495: Transition to Professional Practice course.

1. Students must complete 2 practice assessments prior to the first proctored assessment.
2. The Union College Nursing Program faculty has selected a 94 percent predicted probability of passing the NCLEX-RN® as the proficiency level for the ATI Comprehensive Predictor.
3. The first proctored ATI-CP will be taken at the pre-announced scheduled time in the NURS 495: Transition to Professional Practice course.
  - a. A student who does not score at least a 94 percent predicted probability of passing the NCLEX-RN® on the first proctored assessment must complete a minimum of 500 NCLEX-RN® review questions and turn in documentation of completion to the course professor.
4. Students are required to participate in a live NCLEX-RN® review or live-online review through a vendor selected by the Nursing Program. This review will be scheduled as a component of the NURS 495: Transition to Professional Practice course. Attendance at the ATI live review course is expected. Unexcused absences for any duration of time will be referred to the BSN Program Director for consequences.
5. Following completion of the scheduled NCLEX-RN® review, all students are required to complete the second proctored ATI-CP regardless of success in achieving the 94 percent predicted probability on the first proctored ATI-CP. The ATI-CP will be taken at the pre-announced scheduled time.
6. The proctored ATI-CP assessment is included as 5% of the student's theory grade in NURS 495: Transition to Professional Practice. Grading for the 5% will be determined by the student's percentile proficiency level on the ATI-CP with achievement of the 94 percent predicted probability equaling 100% (see following table). The student's average percentile proficiency level on the two proctored attempts will be used as the student's grade.

Predicted Probability of Passing NCLEX-RN® (percentage)	Points/100
94-100	100
85-93	60
76-84	40
67-75	20
0-66	0

7. Students who do not achieve the 94 percent predicted probability on either proctored assessment are required to meet with the BSN Program Director prior to leaving campus.

Rev/Rev: 08/20/14; 05/11/15; 05/11/17; 05/11/18

### Clinical Performance Evaluations

#### Daily Clinical Evaluation:

Daily clinical evaluations are incorporated into each clinical course. The faculty member will inform the student that this process is occurring and a copy of the daily clinical evaluation will be provided to the student. Clinical instructors complete the daily evaluation during the hospital/facility clinical experience as well as simulation or focused learning and give it back to the student at the end of each clinical experience to review. Both the clinical instructor and student initial the form for each clinical experience. Student refusal to sign the daily evaluation does not negate the validity of the clinical performance daily evaluation. Criteria for the daily clinical evaluations relate to the clinical outcomes and the final clinical evaluation. Clinical instructors use the following scale to evaluate student clinical performance on the daily clinical evaluation form:

- +3 Exceeds Requirements
- +2 Meets Requirements
- +1 Making Progress
- 0 Marginal
- 1 Unsatisfactory
- NO Not Observed

#### Mid-Term Clinical Performance Evaluation:

Mid-term clinical evaluations are completed at the mid-term point in the student's clinical rotation including hospital/facility clinical, simulation, and focused learning. A copy of the clinical performance evaluation tool will be provided to the student to complete a self-evaluation prior to meeting with their clinical instructor. The student's self-evaluation will be provided to the instructors prior to meeting with the student. The clinical performance evaluation tool is completed by the lead course instructor in collaboration with the clinical instructor(s). The lead course instructor and/or clinical instructor will meet with the student to discuss the student's clinical performance. Both the student's self-evaluation as well as the clinical performance evaluation tool completed by the instructors will be kept in the lead course faculty's office until it is utilized again at the final clinical evaluation. If a student does not demonstrate a passing level of "C" on the mid-term clinical performance evaluation, the clinical instructor and lead course faculty will complete a remediation plan with the BSN Program Director for the student including detailed expectations for the remainder of the clinical rotation. Faculty use the following scale to evaluate student clinical performance on the mid-term and final clinical performance evaluation tool:

- 4 Self-Directed
- 3 Supervised
- 2 Assisted
- 1 Novice
- 0 Dependent

#### Final Clinical Performance Evaluation:

The final clinical evaluation is based on course and clinical outcomes. Final clinical evaluations are completed upon completion of the entire clinical component of the course. The student's copy of the clinical performance evaluation tool will be provided to the student to complete a self-evaluation prior to meeting with their

instructor(s). The student's self-evaluation will be provided to the lead course and clinical instructor(s) prior to meeting with the student. The lead course and clinical instructor(s) will complete an evaluation of the student's clinical performance at the end of the clinical rotation and meet with the student to discuss their clinical performance. Both the student's self-evaluation as well as the clinical performance evaluation tool completed by the instructor(s) will be placed in the student's academic file. See Grading Policy for additional details.

Orig 5/12/09; Rev: 08/05/14; 05/12/16

### Safe and Unsafe Clinical Practice Definitions

#### Safe Clinical Practice:

- Students are expected to demonstrate growth in clinical practice through application of knowledge and skills from previous and concurrent courses; to develop growth in clinical practice as they progress through courses; to meet clinical expectations outlined in the daily and final clinical evaluation tools; and to prepare for clinical practice in order to provide safe, competent care.

#### Unsafe Clinical Practice:

- Any behavior that places the patient or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which puts the patient, family, or staff at risk for emotional or physiological harm. Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk.

Rev: 08/03/17

### Discipline, Probation, Suspension, and Termination

#### Division of Nursing Discipline

"Union College is known as a friendly undergraduate environment that provides opportunities for learning, leadership, socializing and personal Christian growth. As a Christian college, Union seeks to integrate Christian teachings with academic pursuits, extracurricular activities, social development and lifestyle choices. The administration, faculty and students of Union are expected to embrace these principles." (excerpts taken from Union College Academic Bulletin, 2018-2019 Student Life and Services section)

The nursing faculty is committed to promoting and maintaining a high standard of moral excellence and professional development. The faculty of the Division of Nursing supports the policies of the Union College Student Handbook. Responsibility for the welfare of others demands integrity and adherence to professional standards and Christian values.

#### Incident Reports

- Instances of inappropriate student behavior are documented by the faculty member in writing on the Division of Nursing [Incident Report form](#). A copy of the incident report including required remediation will be given to the student by the completing faculty member. The faculty member submits the completed incident report to the AAEC chair. A copy of the final, processed incident report will be sent to the student, the student's academic advisor, and the course lead faculty member. The original will be placed in the student's academic file.
- Each incident report will be evaluated by the AAEC chair for potential referral to AAEC. Following the third incident report, the student will be referred to the AAEC for review of the student's academic file. Continued unprofessional behaviors inconsistent with the Christian/Professional Values of the nursing program and Union College may result in non-academic probation, suspension, or termination from the nursing program.
- There are circumstances in which an immediate decision must be made by the involved faculty member and/or the Division of Nursing BSN Program Director or Nursing Chair to suspend the student from attending clinical experiences or the course. Based on the discretion of the BSN Program Director and/or the Division of Nursing Chair, the student may also be suspended or terminated from the nursing program.

Students with potential for success in nursing who are experiencing problems in either the academic or non-academic area may be placed on probation. Probation is a gift which is offered to a student as an opportunity to participate in academic or behavioral remediation. Most decisions related to probation and termination are made by the

Admissions and Academic Evaluation Committee (AAEC); however, urgent decisions may also be made by the BSN Program Director and/or Nursing Chair as detailed below.

### Academic Probation

- Criteria for Academic Probation in the Division of Nursing includes any or all of the following:
  - Cumulative GPA below 2.50.
  - Nursing GPA below 2.50.
  - Failed nursing course.
- Process:
  - a. Following an end of semester review by the AAEC, the student will be notified in writing by the chair of the AAEC if he/she is being placed on, continued on, or taken off of academic probation. To support potential for academic success, students on probation may be required to complete additional remediation or restrict the number of course credit hours taken during the semester. A recommendation may also be made for students on probation to reduce work hours and/or involvement in extracurricular activities.
  - b. After final grades are issued each semester, the AAEC will review the student's academic file to determine if the student should be removed from probation, given additional remedial measures, remain on probation, and/or be terminated from the Division of Nursing.
  - c. If after the first probationary semester, the student shows significant improvement but still has not achieved the required GPA, academic probation may be continued for a total of two academic semesters. At the end of a total of two academic semesters, the student must either be eligible to return to good and regular standing (cumulative and nursing courses GPA is 2.50 or higher), or must demonstrate strong potential as determined by the AAEC, and/or show evidence of significant progress to continue on probation.
  - d. If a student is placed on academic probation before mid-term, that semester will be counted as the first semester of academic probation. If a student is placed on academic probation after mid-term, the next semester will be counted as the first semester of academic probation.

### Non-Academic Probation

The decision of whether to place a student on non-academic probation or to ask the student to withdraw from the program for non-academic reasons requires the exercise of wisdom and judgment of the AAEC.

- A student may be placed on non-academic probation for a wide variety of unprofessional behaviors or behaviors that do not align with the Christian/Professional Values of the nursing program and Union College.
- Criteria for non-academic probation includes any of the following:
  - Behavior that places the patient, student, faculty, peers, or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which puts themselves and/or others at risk for emotional or physiological harm. These behaviors may be an occurrence or pattern of behavior involving unacceptable risk.
  - Conviction of a misdemeanor or felony while enrolled in the Division of Nursing.
  - Failure to follow policies of the Nursing Student Handbook.
- Process:
  - a. The student will be notified in writing by the chair of the AAEC if he/she is being placed on or taken off of non-academic probation.
  - b. After final grades are issued each semester, the AAEC will review the student's academic file to determine if the student should be removed from probation, given additional remedial measures, remain on probation, and/or be terminated from the Division of Nursing.
  - c. Nursing students may be on non-academic probation for a total of 2 semesters. If a student is placed on non-academic probation before mid-term, that semester will be counted as the first semester of non-academic probation. If a student is placed on non-academic probation after mid-term, the next semester will be counted as the first semester of non-academic probation.

### Suspension

Students may be suspended from the nursing program only or in conjunction with a suspension from Union College. Suspensions are utilized if the AAEC determines that additional time is necessary to facilitate the student's long-term success in the nursing program. Following completion of the remedial requirements during suspension as determined

by the AAEC and Union College, the college and AAEC will determine if reentry into the college and/or nursing program is allowed.

### Termination

Students may be terminated from the nursing program only or in conjunction with an expulsion from Union College. A student may be terminated from the nursing program for a variety of academic and non-academic reasons including, but not limited to, the following:

- Academic probation for a maximum of two school semesters without progress toward resolution of the problem.
- Non-academic probation for a maximum of two school semesters without significant improvement or resolution of the problem.
- Exhibition of unsafe behavior unchanged by remedial activities. There are circumstances in which an immediate decision must be made by the involved faculty member and/or the Division of Nursing BSN Program Director and/or Nursing Chair to suspend the student from attending clinical experiences or the course. Based on the discretion of the BSN Program Director and/or Nursing Chair, the student may also be suspended or terminated from the nursing program.
- Failure to matriculate in the nursing program curriculum according to the progression and graduation policies of the Nursing Student Handbook.
- Process for Determination of Termination
  - a. The student will be notified when termination is being considered for his/her status in the nursing program.
  - b. The student has the right to present his/her perspective in writing and/or in person to the AAEC. The student also has the right to bring a support person (not legal counsel) when presenting his/her perspective.
  - c. A decision regarding continuance or termination shall be communicated to the student verbally and in writing as soon as possible after the decision is made.
  - d. When a student is terminated or withdraws voluntarily from the nursing program, the nursing academic advisor or BSN Program Director will complete an [Exit Form](#).
  - e. All students have the right to due process following the Guidelines for Resolving Problems referenced in the Nursing Student Handbook. The grievance policy of Union College is published in the official college bulletin.
- Process for Determination of Potential for Readmission
  - a. Students who are terminated from or voluntarily withdraw from the nursing program may reapply according to the application deadlines using the application steps available on the nursing program website. The AAEC will review the application as well as performance in previous nursing courses to make decisions based on the applicant's potential for success in the nursing program and the nursing profession. Readmission is not guaranteed. Students granted readmission after being terminated from the program may be placed on academic and/or nonacademic probation at the discretion of the AAEC. Students readmitted on probation are allowed a total of one semester of academic probation and one semester of non-academic probation. Any disciplinary action resulting in the additional need for academic or non-academic probation following the first readmission semester will result in final termination from the program.

Rev/Rev: 08/05/14; 05/11/15; 08/03/17; 05/11/18

### Nursing Assistant Certification

Students who successfully complete NURS 204: Introduction to Professional Nursing, NURS 208: Fundamentals, and NURS 305: Physical Assessment are eligible for certification as a nursing assistant in the state of Nebraska. Students who choose to pursue certification should notify the Division of Nursing Chair and communication will be sent to the Nebraska State Board of Nursing for processing. This certification has a duration of 2 years and requires practice as a certified nursing assistant (CNA) to maintain certification.

If a student is already a certified nursing assistant (CNA), this process does not fulfill the practice requirements for maintenance of the certification. Additionally, a student whose certification has lapsed is required by the Nebraska State Board of Nursing to retake both the written and skills exam. Available testing sites are listed [here](#).

If a student prefers to practice in another state, the CNA certification may be transferrable. See the state's Board of Nursing website for specific details.

Orig: 05/11/18

### Personal Computer Requirement

The Nursing Program utilizes computerized testing to prepare students for the NCLEX-RN. Students may also choose to utilize textbooks in an online format both in class and clinical. Students are required to own a personal laptop computer and the Division of Nursing recommends a Windows-based computer as Macs are more difficult to use with campus technology. Minimum requirements necessary for personal computers include:

- Intel Core i5 Processor
- 4GB RAM
- Windows 10
- More than 200 GB hard drive
- 802.11n wireless internet interface
- Microsoft Office Home and Student 2010

Microsoft offers up to 5 free licenses (Mac or PC) for faculty, staff, and students. Because Union College has "purchased Office organization-wide for all faculty/staff via the Microsoft Volume Licensing program," we qualify.

To get the 5 free copies of Microsoft Office, first you will have to request a Union College email address in the Union College portal. Once you have been issued a Union College email address, go to the following link and click the green button that says "Find out if you're eligible". You will need to enter your full "xxxxx@ucollege.edu" email address on the next page: <https://products.office.com/en-us/student/office-in-education?tab=teachers>

Orig: 05/11/15; 05/11/18

### Student Records

Records are maintained in the Division of Nursing on applicants, current students, former students who did not graduate, and graduates. The purposes for maintaining these records are the following:

- Monitor progress through the Division of Nursing.
- Serve as source of data for program evaluation.
- Supply information for recommendations to prospective employers or other educational institutions.
- Provide a source of information for advising the student.
- Maintain a record of communications and transactions between the Division of Nursing and the student.
- Serve the legal purpose of supporting decisions made regarding the student.

Records are governed by the following policies:

- Continuous and unrestricted access to records is limited to Division of Nursing faculty and administrative staff having official business concerning the individual names in the record.
- The subject of the record, once admitted to the program, may review the record upon written request to the Division of Nursing BSN Program Director.
- The subject of the record may not deface, destroy, or remove any materials from the record but may place documents or statements in the record.
- The subject of the record may obtain copies of material(s) in the record upon payment of the photocopying fee.
- Records of students currently enrolled or those who have been enrolled in nursing courses may contain information such as application materials, transcripts of grades (unofficial), correspondence between the Division of Nursing and the student, incident forms, petitions to the Division of Nursing and actions taken on the petitions, proficiency examination results, and clinical evaluations.
- An electronic copy of each graduate's academic file will be kept for 15 years to be used as a reference on request of the graduate to a potential employer or an educational institution.

Rev/Rev: 07/08/13; 05/11/17; 05/11/18

### Copyright Guidelines

Refer to the Union College Library Copyright resources available on the Union College Library website.

Orig: 05/16/08; Rev: 08/05/14

### Integrity of Scholarship

Union College adheres to high academic and ethical standards. Inspired by the values of both the Christian and the scholar, its faculty, staff, and students commit to exhibit integrity and truth in all academic endeavors. Thus, scholarly endeavors carry the broad expectation that they have been accomplished with honesty, whether by professors in research and developing coursework or by students preparing assignments and taking examinations.

Among other examples, dishonest conduct by students includes cheating on examinations and the submission of assignments that violate expected standards of integrity. Unauthorized multiple submissions, excessive revision by someone else, unauthorized collaboration, forged signatures, plagiarism, misrepresented sources, misused copyrighted material, and the fabrication or unauthorized use of data all constitute violations of academic integrity. In addition to honesty in creating their own work, students should refrain from suspicious behavior themselves and deny others the opportunity to use their works in an unethical manner. Similarly, Union expects professors to exhibit trustworthiness in their work, both in and out of the classroom, and to commit to working in redemptive ways with students regarding academic honesty.

Academic integrity violations range from incidental to significant to egregious. Descriptions of each level of violation, the processes and the corresponding consequences are explained in greater detail in the Academic Integrity Policy on the Academic Administration section of the Union College website.

The consequences of violating integrity can range from remediation to receipt of a failing grade for an assignment to dismissal from the course and even expulsion from the college.

A student who feels unjustly charged with misconduct after the appropriate process should appeal to the Vice President of Academic Administration, and if still not satisfied then to the President. Reports of academic integrity violations and their consequences are maintained by the Office of Academic Administration, and serious violations may be noted in a student's permanent academic record as explained in the Academic Integrity Policy on the website. Rev: 06/30/16; 08/03/17; 05/11/18 (2018-2019 Union College Bulletin)

### Protected Health Information/ HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) became law in 1996. It requires that patients' healthcare information be protected and it gives patients more access and control over how their health information is used. Specifically, HIPAA regulations give patients a stronger say in who can access their personal health information, what they can do with it, and under what circumstances. The three main responsibilities of a nursing student regarding HIPAA are the following: 1) understand privacy standards; 2) understand and abide by policies of clinical facilities; and 3) report suspected violations using the approved chain of command.

Protected health information (PHI) is subject to privacy standards whether it is written or electronic documents, spoken word, or audio recordings. The following items are examples of PHI:

- Name
- Age
- Address
- Phone number
- Email address
- Social security number
- Medical record number
- Vehicle ID and serial number
- Device identifier and serial number
- Web URLs
- IP addresses
- Biometric identifier
- Full face photograph
- Any unique identifying characteristic, number, or code
- Tests ordered and results

- Diagnostic codes
- Identifiers relating to clinical and financial information

The nurse/student nurse is responsible for the confidentiality of all PHI. Under HIPAA only individuals with a 'need to know' are allowed to access patient information to accomplish the tasks they must perform for a patient. Individuals with a business-related 'need to know' are allowed to access only as much information as needed to accomplish the tasks they must perform for the patient. This amount of information is referred to as the 'minimum necessary'. Patient's initials are to be used in all academic written work. All healthcare organization generated papers must not be removed from the organization.

You may only share information with individuals involved in an assigned patient's care and may only share the amount of information needed to accomplish tasks you must perform for the patient. Not everyone needs to know everything about a patient. This includes the patient's family and friends. Before freely discussing patient information with a patient's family and friends, you must first ask the patient's permission. It is important to take your HIPAA responsibilities seriously because violating HIPAA laws has serious consequences. Releasing any protected health information outside the guidelines of information sharing is a HIPAA violation.

Violations of HIPAA law are very serious and may include criminal penalties in addition to nursing program consequences. For nursing students, consequences for HIPAA violations can include an incident report, probation, suspension, and/or termination from the nursing program as well as potential job loss, fines, and jail time. As a student, if you witness what you think is a violation of the privacy statutes you should immediately notify your clinical instructor.

Orig: 08/03/16 (adapted from Central Arizona College)

### Attendance

Regular and prompt attendance at all classes and clinical activities is expected of the nursing student. Unexcused absences will result in academic consequences.

Valid reasons for missing a scheduled class/clinical are illness which confines the student to bed, death in the family, or an approved college field trip. In case of absence, the student must converse with the instructor prior to clinical. To take a scheduled exam at a later time, the student must: a) have a valid reason for missing the exam, b) converse with the instructor BEFORE missing the exam, c) provide verification of the illness at the discretion of the instructor, and d) make up the exam within one week. It is the responsibility of the student to make arrangements with the instructor to make up a missed exam.

When an excused clinical absence is anticipated (i.e., approved college field trip), the clinical instructor must be notified as soon as possible and not less than one week before the clinical experience will be missed. In the case of illness or family death, the instructor must be notified at least one hour before the clinical is scheduled to begin or as directed by the course syllabus.

All missed clinicals must be made up (or other alternative assignments be done as specified by the instructor) within one week or as arranged with instructor. Failure to complete the assignment within the agreed upon time frame will result in failure of the course.

Students are expected to arrive on time and be prepared for clinical experiences (written care plan, drug information, knowledge of patient's condition and anticipated treatments, as required by instructor). Failure to meet these requirements may result in being sent home for the day and receiving an unexcused absence. Repeated tardiness or failure to prepare for clinical will result in failure of the course.

The student who misses clinical without notifying the instructor or misses for a non-approved reason will be referred to AAEC for continuation in the course. If a non-excused clinical absence (clinical rotation, simulation, lab) is approved by the instructor and AAEC for make-up, a fee of \$35/hour may be charged for additional instructor time. If a non-excused clinical observation is approved by the instructor and AAEC for make-up a flat fee of \$50 may be charged for additional instructor time. See Attendance in course syllabi for additional details.

Rev/Rev: 11/04/11; 08/03/17

## Dress Code

With the goal of ensuring the professional image of the Union College Division of Nursing, Union College, and the nursing profession, Union College nursing students are required to wear the following uniform in the clinical/lab setting. Examples of clinical/lab settings include: health screening activities, facility orientation or tours, observations, simulation, etc. The Nursing Program reserves the right to determine what is appropriate and may require students to make changes as necessary to ensure compliance with Union College Nursing Program expectations. Inappropriate dress is unacceptable and may result in being sent home from clinical. An incident report will be completed, and the incident may be referred to the Admissions and Academic Evaluation Committee (AAEC).

- Approved **Professional Uniform** for the Union College Nursing Program:
  - The approved uniform for Union College nursing students for clinical/lab consists of the following: approved red scrub uniform top with the Nursing Program patch sewn on the left arm, approved red scrub pants, black socks, approved white lab coat with school embroidery and patch, Union College Division of Nursing picture identification name badge, watch that indicates seconds, a stethoscope (with diaphragm and bell), bandage scissors, and penlight. Shoe wear will consist of dedicated black (at least 90%), low, rubber-heeled, non-skid, closed-toe and heel shoe that are easily cleaned and reserved for clinical only.
  - The approved red scrub jacket is optional.
  - If students choose to wear a shirt underneath the approved scrub top, it must be all matte black (short or long-sleeved), with no logos or print, and have a crew neck.
  - Purchase Requirements for Professional Uniform:
    - Each student is required to purchase two approved red scrub tops, one approved white lab coat, two pairs of approved red scrub pants, Union College Nursing Program patches, one stethoscope, and one blood pressure cuff. These uniforms must be purchased through the Division of Nursing approved vendor.
    - Pregnant students must purchase two short sleeved “snapped” red tops and wear with a black shirt underneath.
  - Granger Condor Oxulux OTG anti-fog, scratch-resistant safety glasses are purchased by the student directly from the supplier upon entry to the nursing program. Safety glasses can be used for 1-3 years depending on soiling.
  - Name Badge:
    - Each student entering the nursing program is provided with a Union College Division of Nursing picture identification name badge. If a replacement badge is necessary, the student will be charged \$5 per badge. Students may not participate in clinical learning activities without their Union College Division of Nursing picture identification name badge per clinical facility regulations. This results in an unexcused absence with referral to AAEC.
    - Students are required to turn in their name badge at the completion of each semester, at the time of a stop out, or upon exit from the nursing program.
- Approved **Professional Business Attire**:
  - For clinical experiences that require professional business attire, students are expected to wear the following: approved white lab coat with school embroidery and patch and the Union College Division of Nursing picture identification name badge. Men are to wear black slacks with a collared shirt or sweater. Women are to wear black slacks with a dress shirt, blouse, or sweater.
  - Inappropriate attire includes, but is not limited to, jeans/denim, miniskirts, leggings, low cut tops, T-shirts with graphics or slogans, gym attire, sweat pants or sweat shirts, torn or frayed clothing, shorts, tennis shoes/sneakers, flip-flops, and open-toed or open-heeled shoes.
- Other Expectations Regarding Dress Code:
  - Other expectations required of Union College nursing students and consistent with the professional image of nursing include the following:
    - Uniform should fit appropriately.
    - Uniform must be clean, ironed, and in good condition (free of tears, holes, stains, dirt, and patches) at the beginning of every clinical experience.
    - Undergarments must not be visible.
    - Good personal hygiene is required at all times (for example: no halitosis or body odor).
    - No chewing gum in the clinical/lab setting.

- Hair is to be clean and neatly styled away from the face and worn up if it is longer than shoulder length. Hair must be a natural color.
- Headbands must be modest in appearance with no embellishments and black in color.
- Beards are acceptable if neatly trimmed and groomed.
- Make-up should be natural.
- Nails should be clean and well-trimmed. Neutral nail polish without chips is acceptable at the discretion of the clinical/lab instructor. Acrylic nails, gel dip, and shellac are not acceptable in clinical/lab facilities as mandated by Centers for Disease Control (CDC).
- Jewelry worn must be acceptable in regard to safety, infection control, and professional appearances such as only stud earrings are appropriate with no more than one earring per ear. No other visible body piercing jewelry is acceptable; only a watch and medical alert bracelet can be worn on the wrist. No necklaces or neck chains are allowed. Only wedding or engagement rings can be worn.
- Tattoos deemed as inappropriate, vulgar, or obscene must be covered.
- Professional uniform or business attire should be worn when attending meetings, making presentations, or otherwise representing the Union College Nursing Program.
- The Union College Nursing Program uniform should be worn for Union College clinical learning activities and nursing program-sponsored events only. You must obtain permission from the BSN Program Director or Division of Nursing Chair prior to wearing the uniform for another cause.

Rev/Rev: 09/16/14; 08/04/16; 08/09/18

### Nebraska Student Nurse Passport

In compliance with the expectations of our clinical facilities, students are required to complete the Nebraska Student Nurse Passport General Orientation one time per year in the fall semester and the Facility Specific Orientation(s) each semester according to the clinical rotation schedule for the course. Students who begin the nursing program in the spring semester will complete the Passport General Orientation at the beginning of their first semester and each subsequent fall semester. Passport requirements must be completed each semester prior to attendance at clinical. Failure to complete requirements prior to clinical will result in an unexcused absence with referral to the AAEC for continuation in the course.

Orig/Rev: 08/05/14

### Social Media

The Union College Division of Nursing abides by and supports the American Nurses Association (ANA) and National Council of State Boards of Nursing (NCSBN) guidelines for the use of social media for nurses. The [NCSBN White Paper on Social Media Use](#) is a valuable resource to guide use of social media as nursing students and as nursing professionals. For guidance on the proper use of social media, refer to the ANA resource, "[6 Tips for Using Social Media.](#)"

Examples of violations of proper use of social media include, but are not limited to, posting confidential or proprietary information about the college, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Union College nursing student. Students found to be in violation of the principles associated with the Union College Nursing Program, ANA, and/or NCSBN recommendations for proper use of social media will be subject to referral to AAEC.

Rev: 11/30/12; 05/12/16; 08/03/17

### Moodle

Moodle, the Union College Course Management System, is utilized as the primary form of communication in the nursing program. All students are required to have access to Moodle and are required to check it daily for updates and resources.

Orig: 08/05/14; 05/13/15

### Student Email

The Union College issued email address of [firstname.lastname@ucollege.edu](mailto:firstname.lastname@ucollege.edu) will be the primary email address used by the nursing program for academic purposes. A student may choose to forward the email from that account into a personal account of the student's choice; however, the student is responsible for all communication sent to the Union College issued email account. All nursing students are required to check email daily for communication.

Orig: 08/03/16

### Malpractice Insurance

Students are responsible for their own actions within the framework of their education and experience. Professional liability insurance is carried by Union College for nursing students while they are engaged in nursing clinical activities of the college. Nursing students may also carry their own professional coverage if they so choose. Students are responsible for their own professional liability insurance if they perform any non-Union College affiliated nursing activities.

Rev/Rev: 03/07/08

### Children in the Learning Environment

As an institution of higher education, the Union College Division of Nursing is committed to developing student excellence and promoting an educational environment conducive to learning. The faculty understands that balancing school, work, and family can present challenges to parents particularly when it comes to childcare. However, the presence of children in class, lab, and clinical activities can create dilemmas in confidentiality, disruption, appropriateness, and safety. To preserve a proper learning environment, the division prohibits the presence of children in class, lab, and clinical activities. It is the responsibility of the student to make proper childcare arrangements that will enable him/her to meet the obligations of the Division of Nursing.

Rev/Rev: 3/26/10

### Transportation

Students are responsible for their own transportation to and from clinical assignments. Students who car pool should show common courtesy by paying their share of the travel expenses. Students who transport other students to clinical assignments are responsible for maintaining their own adequate insurance coverage and meeting the policies of Union College regarding student drivers detailed on the college website. If required to carpool, each student must sign the Education and Service Trip Consent form available on the Union College website. Students and faculty are **NEVER** allowed to transport patients in their car.

Rev/Rev: 08/05/14; 05/13/15

### Service Hours

The Division of Nursing views service as a part of professional development. To foster this behavior in nursing students, four hours of community service are expected in each semester of the Nursing Program. Service hours will be reported in a specific course each semester.

Criteria for service hours:

- Service hours are to occur off campus and in the community (excluding family) unless approved by the BSN Program Director.
- Service activities cannot be associated with clinical credit in any course.
- Students will report their service hours on the [Service Hours Report form](#), have it signed by an agency representative or faculty member, and submit it to the faculty member of the assigned course.

The following classes in each semester will allocate 2% of their course grade—not theory—for service hours: Physical Assessment, Medical-Surgical I, Medical-Surgical II, Medical-Surgical III, and Management & Leadership. Each hour equals 0.5% credit toward the 2%.

All 8 hours must be completed within an academic year. If a student has summer volunteer hours, up to 8 hours may be used for the following school year, 4 hours each semester. For questions regarding service hours, see the BSN Program Director.

Rev/Rev: 11/30/12; 05/09/16; 05/11/17; 05/11/18

### Student Employment

The faculty recognizes that students often need to be employed. However, because of the academic rigor and the value that is placed on the development of the whole person, the Division of Nursing suggests that students consider academic and personal responsibilities when contemplating employment. When academic needs conflict with employment, the educational requirements must take priority so that the student's academic standing is not in jeopardy. If there are any problems or questions, the student is encouraged to discuss them early with his/her academic advisor. The advisor will assist the student in problem-solving related to educational endeavors that uphold academic standards.

Rev/Rev: 11/12/10

### Simulation Confidentiality

Students in the Division of Nursing will be asked to sign an agreement that covers the following information each semester. It will state the following:

As a student at Union College, I will be participating in clinical simulations. I understand the content of these simulations is to be kept confidential to maintain the integrity of the learning experience for myself and my fellow students. I also understand that in working side by side with my fellow students, I will be witnessing their performance. It is unethical and violates nursing program policy for me to share information regarding student performance with any person(s) outside of the simulation laboratory.

I agree to adhere to the following guidelines:

1. Simulation is a part of my clinical learning experience.
2. The simulation center is a safe place where I am expected to use critical thinking to transfer classroom learning into appropriate patient care based on the nursing process using clinical judgment and interprofessional collaboration.
3. I will observe strict patient and peer confidentiality about the scenario, team member's actions, and the debriefing discussion at all times.
4. Simulation may occur with the group divided into participants and observers. If I am an observer, I may be watching via a live video feed in a designated area. I will be expected to observe as a professional and to participate fully during the debrief.
5. I will engage in and participate in the learning experience fully as a professional and treat simulation as a realistic patient care experience.
6. During simulation work, I am committed to help support and guide my peers in a positive, professional manner. I will not use demeaning, mocking, or negative conduct whether verbal, written, or body language, about any participant's actions, thoughts, or behaviors before, during, or after the simulation.
7. Observers in the simulation center will not attempt to help or interfere in any way with a simulation in progress.
8. Inappropriate viewing, discussion, or disclosure of the simulation experience with fellow learners outside of the simulation center will be considered cheating and is a violation of the Division of Nursing policy, and may be a violation of HIPAA and other state and federal laws. Any cheating will result in disciplinary action.
9. All information is privileged and confidential regardless of format: video recording, electronic, written, overheard, or observed.
10. I understand that simulated clinical experiences will be audio and video recorded for debriefing and education purposes. Additional use will be disclosed to the student and requires consent.
11. Students are not allowed to take video or photos of simulation or utilize cellphones or other electronic devices without prior permission of the Simulation Center Coordinator.
12. All Simulation Center equipment is to be treated professionally and with respect. Any intentional abuse of equipment will result in referral to the Admissions and Academic Evaluation Committee (AAEC).
13. As an educational facility, simulations may be viewed by visitors.

Orig: 2/19/10; Rev: 05/11/15

### Guidelines for Resolving Problems/Chain of Command:

The academic chain of command is in this order:

1. Clinical Instructor (if a clinical issue)
2. Course Instructor (clinical or theory issue)
3. BSN Program Director
4. Division of Nursing Chair
5. Vice President for Academic Administration
6. President
7. Board of Trustees

Rev/Rev: 08/05/14; 05/11/15

### Grievance Process

Division of Nursing:

- Students who believe that unfair or unjust action has been taken are expected to utilize the following grievance procedure:
  1. The student will discuss the problem with the clinical or course instructor and attempt to solve the issue.
  2. If the outcome from the clinical or course instructor and/or AAEC is unsatisfactory, the BSN Program Director will discuss the problem with those involved (within 3 working days) to facilitate resolution of the problem.
  3. If the outcome is still considered to be unsatisfactory, the Division of Nursing Chair will discuss the problem with those involved (within 3 working days) to facilitate resolution of the problem.
  4. If the problem cannot be resolved within the Division of Nursing, the student and instructor will present a description of the problem in writing to the appropriate Vice-President (academic or student life) for consideration and mediation.
  5. If resolution of the problem is not made, a hearing by the College Grievance Committee may be requested through the president's office.

Rev/Rev: 01/06/2013; 08/05/14; 05/11/18

College-Wide:

- The Division of Nursing follows the Union College Grievance Process as outlined in the official Union College bulletin.

Rev/Rev: 11/04/11; 05/11/18

## PROFESSIONAL ORGANIZATIONS

### Nursing Club

The Nursing Club encourages Union College pre-nursing and nursing students to participate in activities that stimulate and promote professional, social, and spiritual growth.

Rev/Rev: 01/10/13; 05/11/17

### Mentor Program

The Nursing Student Mentor Program is a voluntary opportunity designed for upperclassmen nursing students to mentor fellow students entering the program. Mentors provide guidance, support, and encouragement to mentees throughout the first semester of the nursing program. This program encourages the professional values of leadership, through teamwork and interprofessional communication, and service to others.

Orig: 05/11/15

### Sigma Theta Tau International (STTI)

Sigma Theta Tau International (STTI) is the International Honor Society of Nursing. Its purpose is to recognize superior achievement, develop leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession. Senior nursing students may be asked to join our local chapter, Nu Rho. According to Sigma Theta Tau International (2014), candidates qualify for membership if eligibility requirements are met. Candidates must demonstrate superior academic achievement, academic integrity, and professional leadership potential.

Rev: 05/11/15

### Student Representatives to Faculty Association Committee (FAC)

The importance of having student representation at the Faculty Association Committee meetings is crucial for student input and perspective. Student representatives to the Faculty Association Committee (FAC) shall be recommended by the nursing student body and approved by the Faculty Association Committee (FAC) vote. Five individuals, one from each nursing level, will be solicited and will serve for a term of one semester. There are no limits on the number of terms a student may serve. Student representatives will meet with the BSN Program Director and Division of Nursing Chair at least once per semester to provide student input and may, upon invitation, present to the Faculty Association Committee (FAC).

Rev/Rev: 05/12/10; 12/08/15; 05/11/18

## HEALTH AND SAFETY

### CastleBranch

Students are required to be current with all immunization requirements and cardiopulmonary resuscitation (CPR) certification throughout their duration in the nursing program. Detailed information about these requirements can be found in the Immunizations and CPR policies in the Nursing Student Handbook. Students are expected to maintain current records of immunizations and CPR certification through a Division of Nursing contracted agency, CastleBranch. Students are expected to review and update their profile prior to the Back to School Fair each semester. Failure to comply with requirements prior to clinical will result in an unexcused clinical absence with referral to the AAEC for continuation in the course. Likewise, if any of these expire during the semester, the student is responsible for completing the requirements prior to the expiration date and providing documentation through [www.castlebranch.com](http://www.castlebranch.com).

Orig/Rev: 08/05/14; 05/09/16; 08/03/17

### Background Check & Drug Screen

All students are required to undergo a criminal background check and drug screen upon conditional admission to the nursing program. The initial criminal background check and drug screen are paid by the student as a component of the confirmation fee. All costs associated with background checks or drug screens required by the nursing program throughout the student's duration in the program will be the responsibility of the student. The student must further agree that all health and background results are available to the program and the clinical sites associated with the program as requested. Both the criminal background check and the drug screen must be completed satisfactorily as determined by the Union College Division of Nursing prior to finalizing admission to the nursing program. It is the student's responsibility to self-disclose to the Division of Nursing Chair any changes in their background check or drug screen while a student in the nursing program. The Division of Nursing cannot guarantee eligibility for a nursing license upon completion of the nursing curriculum. Each state board of nursing reviews background check and fingerprint results individually to determine eligibility for the nursing license.

- Background Checks: Students must clear a criminal background check before finalizing admission to the nursing program. Failure to undergo the background check will result in termination from the program. If the background check indicates criminal behavior, the student may be terminated from the program. Students may appeal the decision and will have the opportunity to present information to dispute the background check. Determination by the Division of Nursing that a student has passed the criminal background check does not guarantee that every clinical facility will accept this assessment and allow the student to participate in clinical experiences. Should a clinical facility refuse to place a student based on the outcome of the criminal background check, the nursing program has no responsibility for arranging alternate clinical placements. Additionally, a student who has a gap in continuous enrollment in the program may be required to undergo another criminal background check prior to readmission into the program.
- Drug Screen: Students must clear a urine drug screen before finalizing admission to the nursing program. Failure to undergo the drug screen will result in termination from the program. If the student fails the screen, the student has the right to request that the sample be retested at a second location (provided the

request is made and the second drug screen is completed within seven days after the results of the first failed screen). Students may be screened at any other time for reasonable suspicion or evidence of alcohol or drug use. Violation will result in disciplinary action up to and including termination. Additionally, a student who has a gap in continuous enrollment in the program may be required to undergo another drug screen prior to readmission into the program.

Orig: 08/04/16 (adapted from Pacific Union College)

### Immunizations

Nursing students are to comply with the minimum immunization guidelines established by the Union College Division of Nursing in collaboration with local healthcare facilities.

The required immunizations are:

Communicable Disease Prevention Requirements	
Rubella/Rubeola/Mumps	(1) Documentation of blood test indicating immunity OR (2) Documentation of two vaccinations given after one year of age and given at least 4 weeks apart. (Vaccinations may be documented as MMR.)
Varicella	(1) Positive Varicella Zoster Titer OR (2) Documentation of two doses of Varicella Zoster vaccination at least 28 days apart.
Tuberculosis*	One current tuberculin skin test (TST) within past 12 months.
Hepatitis B	Vaccination with the 3-dose series OR positive Hepatitis B Surface Antibody titer
Tetanus, Diptheria, Pertussis (Tdap)	Students who will have direct patient contact must receive a single dose of Tdap vaccine as soon as feasible if they have not previously received a Tdap booster.
Influenza	Annual vaccination

Immunization records must show that immunizations are up to date before a student will be allowed in a clinical setting. Nursing students consent to the release of their academic, health, and background information to the program and the clinical sites associated with the program as requested.

\*Upon acceptance to the nursing program, students will complete a 2-step TST. Subsequent to the first semester of acceptance, students will complete a 1-step TST annually. All students and faculty will receive the tuberculin skin test (TST) prior to clinical. Students/faculty who have had a positive TST reactions and/or BCG immunization in the past will not be given a skin test but will be required to have an *initial* chest x-ray and then complete a yearly assessment form provided through the Student Health Office. A QuantiFERON®–TB Gold In-Tube test (QFT-GIT) may also be an option for students/faculty who have had positive TST reactions and/or BCG immunization in the past – refer to Union College Student Health for current recommendations.

Request for exemptions:

- Medical Exemption – A student may request an exemption from an immunization requirement for medical reasons. The student should prepare a letter describing the reasons for the student’s request for an exemption including a letter from the primary healthcare provider with appropriate documentation regarding the medical reasons for delaying a diagnostic health test or immunization. The student’s letter, the provider’s letter, and appropriate documentation should be submitted to the BSN Program Director.
- Religion Exemption – A student may request an exemption from an immunization requirement for religious reasons. The student should prepare a letter describing the reasons for the student’s request for an exemption. The student’s letter and appropriate documentation regarding the request for a religious exemption from a diagnostic health test or immunization should be submitted in hard copy to the BSN Program Director.

- Depending on verbal and written communications with a clinical agency, the student may or may not be able to participate at a clinical site. Patients, families, and healthcare personnel have greater risk for exposure to disease when students have not been vaccinated or screened for disease. An agency may permit a student to participate in clinical, but the agency may require additional personal protective equipment, such as wearing a facemask when the student is present in patient care areas. If a student is unable to meet the requirements specified by a clinical site, the student may be unable to successfully complete the requirements of the course and the nursing curriculum.

Rev/Rev: 08/17/11; 05/13/15; 05/11/17; 08/03/17; 05/11/18

### Bloodborne Pathogens Exposure

Any exposure to bloodborne pathogens as a Union College nursing student should be reported immediately to the clinical instructor or course professor no matter how small it might be. If the student is exposed at a clinical facility, the student will follow that facility's policy regarding bloodborne pathogen exposure. If the student is exposed on the Union College campus or in a facility without post-exposure procedures, the student should immediately notify the Union College Student Health nurse or Division of Nursing BSN Program Director for further instructions.

Documentation of the occurrence will be completed by the student and clinical instructor after the student receives appropriate post-exposure care.

Orig: 08/03/17

### Cardiopulmonary Resuscitation (CPR) Certification

All students are required to maintain current American Heart Association HeartCode BLS Provider CPR certification as required by partner clinical facilities. No exceptions.

Rev/Rev: 03/30/12; 05/13/15; 05/11/17; 05/11/18

### Chemically Impaired Student

All students are expected to comply with Union College drug and alcohol policies. Nursing students involved in clinical activities must uphold the standards of the nursing profession to ensure safe and effective care to their patients. Because an impaired nursing student may have altered judgment and skills, appropriate management of abuse and addiction is critical for nursing education and practice. Clinical agencies affiliated with Union College also have drug and alcohol policies and require that nursing students comply with their drug testing policies in a similar manner as their employees. This policy is in addition to any drug and alcohol testing policies and procedures at the clinical sites, and while students are engaging in clinical activities, the drug and alcohol testing policies and procedures of the clinical site will govern.

The testing of nursing students will be based on "reasonable suspicion" of drug or alcohol use. Reasonably suspicious behavior includes conduct that prevents the student from performing essential functions of the student role that could pose a direct threat to the safety of others. The instructor, supervisor, or designee bases reasonable suspicion of the use of alcohol or drugs on the behavior, speech, body odor, or appearance of a student. Validation of reasonable suspicion from another instructor or co-assigned nurse is encouraged. If drug or alcohol use is suspected, the student will be removed from the clinical activity and contact will be made with the BSN Program Director or Division of Nursing Chair as well as the Union College Vice President for Student Services and appropriate Head Dean if student is a dorm resident. If a drug and alcohol test is required according to the Union College policy, it is conducted at the student's expense. The student will be suspended from clinical activities until results of drug and alcohol testing are available and pending recommendations have been made by the College and the Division of Nursing Admissions and Academic Evaluation Committee (AAEC).

Rev: 05/09/16

### Technical Standards

Union College welcomes qualified students with disabilities who meet the technical standards of the program, with or without accommodations. Our technical standards are located below. If you are a student with a disability who needs reasonable accommodations to fully participate in the nursing program, please contact the Director of the Teaching Learning Center at [debbie.forshee-sweeney@ucollege.edu](mailto:debbie.forshee-sweeney@ucollege.edu) or 402.486.2600 ext. 2080. To ensure equitable access, students are encouraged to register with the Teaching Learning Center in advance of starting the nursing program. Accommodations are not provided retroactively.

The Union College Nursing Program welcomes qualified students with disabilities who meet the technical standards of the program, with or without accommodations. The technical standards detailed below are examples to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe healthcare. To enroll and matriculate through the program, with sufficient education, students must meet the following technical standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards:

#### Acquire Information:

- Acquire information from demonstrations and experiences in nursing courses such as lecture, group, and physical demonstrations.
- Acquire information from written documents and computer systems (e.g., literature searches and data retrieval).
- Recognize and assess patient changes in mood, activity, cognition, and verbal/non-verbal responses.

#### Use and Interpret:

- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (i.e. sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a client or patient.

#### Motor:

- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration.
- Practice in a safe manner and appropriately provide care in emergencies and life support procedures and perform universal precautions against contamination.

#### Communication:

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, and all members of the healthcare team during clinicals and other learning experiences.
- Accurately elicit information including a medical history and other information to adequately and effectively evaluate a client or patient's condition.

#### Intellectual Ability:

- Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis and treatment of patients.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the advanced generalist role.
- Synthesize information, problem solve, and think critically to judge the most appropriate theory or assessment strategy.

#### Behavioral:

- Maintain mature, sensitive, effective relationships with clients/patient, families, students, faculty, staff, preceptors, and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients in need.
- Possess emotional stability to function under stress and adapt to changing environments inherent to the classroom and practice settings with or without accommodations.

#### Character:

- Concern for others, integrity, accountability, interest, and motivation are necessary personal qualities.
- Demonstrate intent and desire to follow the American Nurses Association (ANA) Standards of Care and Nursing Code of Ethics.
- Demonstrate intent and desire to follow the Union College Nursing Program Christian/Professional Values.

Union College wishes to insure that access to its facilities, programs, and services are available to students with disabilities. Students who, after review of the technical standards determine that they require accommodation to fully engage in the program, should contact the Director of the Teaching Learning Center at [debbie.forshee-sweeney@ucollege.edu](mailto:debbie.forshee-sweeney@ucollege.edu) or 402.486.2600 ext. 2080 to confidentially discuss accommodation needs. Given the clinical nature of the nursing program, additional time may be needed to implement accommodations. Accommodations are not provided retroactively; therefore, timely requests are essential and encouraged.

(Rush University, 2018)

Rev/Rev: 08/17/11; 08/09/18

### Union College Campus Security Alerts and Emergency Phone Numbers

In the case of an emergency (i.e. bomb threat, tornado, etc.), participating faculty and students will receive a text message and/or email from Information Systems (IS) notifying them of correct procedures. Students and faculty are expected to follow Union College guidelines to maintain safety.

#### Union College Safety and Security Reference Numbers:

Security, Fire, Medical Emergency	911
On-Campus Emergency	911 or 402-486-2911
Non-Emergency	402-486-2911
Campus Safety Office during business hours	402-486-2528

Note: Dialing 911 from any campus phone connects the caller with the Lincoln Police Department.

Students who would like a security escort while on campus can call 402-486-2911.

Rev/Rev: 12/2012; 08/03/17; 05/11/18

### Adverse Weather

Students are notified by text, email, website, social media and TV regarding weather related cancellations and delays.

Weather related cancellation of school sometimes occurs after clinicals are scheduled to begin. The course instructor is responsible for making the decision to cancel/delay clinical. If an individual student is unable to attend clinical due to weather, that absence may be excused. Students must still follow course/clinical absence policy.

Rev/Rev: 08/18/10; 05/11/18

## FORMS

Forms referenced in this document are available on the Union College Division of Nursing [website](#) and on NURS 411: Nursing Program in Moodle.

## HANDBOOK REVIEW

The Nursing Student Handbook was last reviewed, revised, and approved by the Faculty Association Committee on August 9, 2018.