



Associate Degree in Nursing Education

Student Handbook

2017

TABLE OF CONTENTS

INTRODUCTION.....	4
HISTORY OF ASSOCIATE OF SCIENCE IN NURSING PROGRAM.....	4
MISSION and PHILOSOPHY	4
Health.....	4
The Individual.....	4
Environment.....	5
Nursing.....	5
Learning	5
Professionalism.....	5
PROGRAM OUTCOMES.....	5
STUDENT LEARNING OUTCOMES.....	6
COURSE OF STUDY.....	6
ROLE OF THE ASSOCIATE DEGREE NURSE GRADUATE.....	6
NURSING ORGANIZATIONAL STRUCTURE.....	7
CURRICULUM.....	8-10
NURSING FACULTY	10
POLICY & PROCEDURES	11-22
Grading	11
Audio & Video Taping Guidelines	11
Clinical, Preceptorship & Simulation Lab	11
Clinical Learning	11
Clinical Agencies	11
Injury.....	12
Nursing Program Code of Conduct.....	12
Student Contact Information.....	12
Addressing Concerns about a Class or Grades	13
Integrity Policies	13
Attendance	13
Academic Progress.....	13
Dismissal from Program	14
Background Checks	14
Blood Born Pathogen Exposure.....	15
Cardiopulmonary Resuscitation Certification (CPR)	15
Cell Phones	15
Safety	15
Dress Code: ID/Uniforms & Grooming.....	16
Requirements of Affiliated Agencies.....	17
Demonstrated Behaviors Indicative of Impairment.....	17
Employment.....	18
Health Insurance	18
Health Requirements.....	18
Immunizations.....	18
Physical Examination.....	18
Pinning Ceremony.....	19
Pregnancy.....	19
Readmission.....	19
Recommendations and Policy Changes by Students	19
Smoking	20
Student Governance	20

Substance Abuse	20
NCLEX	20
HESI Exit Exam.....	21
HESI Scoring.....	21
HESI Content Area.....	21
HESI Exam Policy.....	22

FORMS

Consent To Use Student Work / Photo	23
Release of Information to Clinical Facilities	24
Essential Abilities Form.....	25
Confidentiality Agreement.....	26
Student Handbook Checklist.....	27
Clinical & Preceptorship Scheduling Policy.....	28
Attendance Policy	29
Drug Testing for Reasonable Cause	30

INTRODUCTION

The Stevens-Henager College Associate Degree in Nursing Program is approved by the Accrediting Commission of Career Schools and Colleges (ACCSC) and has been given approval by the Utah Board of Nursing to offer the program at the West Haven campus. The Associate Degree of Nursing Education program has applied for candidacy status with the Accreditation Commission for Education in Nursing (ACEN). The Associate Degree in Nursing Program (ADN) is one of several medical programs offered at the West Haven campus. Stevens-Henager College, West Haven, is the Main Campus with six branch campuses within the Stevens-Henager College system (SHC). Other college branches in the Stevens-Henager College system include Boise, Idaho; Logan; Salt Lake City; and Orem (Provo), St. George, Utah, and Independence University online with two satellite campuses in Layton, and Nampa. Currently, the West Haven campus is the only campus approved to offer the academic associate degree in nursing.

HISTORY OF STEVENS-HENAGER COLLEGE'S ASSOCIATE DEGREE IN EDUCATION NURSING PROGRAM

Planning and preparation for an Associate Degree in Nursing Education program began in 2001. In 2005 permission was granted to begin the application process and in April of 2006, permission was granted by the Utah Board of Nursing to develop the Associate Degree in Nursing Education program. Application was made to the Accrediting Commission of Career Schools and Colleges (ACCSC) to approve the proposed associate degree in nursing program for inclusion under the college's grant of accreditation. In November of 2006, the program was granted accreditation by ACCSC. A site visit was made by the Utah Board of Nursing and July 2007, the nursing program was granted provisional approval to offer an Associate Degree of Nursing Education program at the LPN to RN level and in October 2007 approval was granted to admit both ADN and LPN to RN students. In July of 2009 the nursing program received accreditation through the National League of Nursing Accreditation Commission (NLNAC).

MISSION / PHILOSOPHY OF ADN PROGRAM

Mission

To prepare Stevens-Henager College graduates to meet community needs as high quality registered nurses.

Philosophy

The Associate Degree in Nursing (ADN) Program at Stevens-Henager College supports the overall mission of Stevens-Henager College which focuses on general and specialized education for a diverse population of students with an emphasis on career preparation. The nursing program offers a comprehensive education at an accelerated pace. A rigorous nursing education program is based on concepts relating to health, the individual, nursing, learning, professionalism and environment.

HEALTH or wellness is a changing state within the wellness-illness continuum that is maximized when the individual's optimum level of functioning is promoted, maintained, and/or restored. The faculty identifies dimensions of health as: (1) physical-maintaining a healthy body; (2) social-maintaining healthy relationships; (3) intellectual-keeping the mind active; (4) environmental-avoiding environmental hazards; (5) emotional-finding healthy ways of expression; and (6) spiritual-having a purposeful and meaningful life. Disruption or the inability to function in any of these areas results in illness. (SLO #1)

THE INDIVIDUAL is unique and possesses innate worth which reflects the integration of the biological, psychosocial, and spiritual nature of his or her being. The unique nature of each person, and respect for his or her individuality, is essential to nursing practice. The patient's physical condition affects the whole being. Restoring and maintaining wholeness is an important step in patient wellness. Care of the individual patient includes family units, associated groups, and

extends to the community and population at large. (SLO #3)

ENVIRONMENT involves both internal and external forces that are constantly changing. These forces have the potential to cause stress in the individual. Within the health care environment the nurse utilizes available resources, including those in the community, to assist individuals in identifying strengths and weaknesses in coping and adapting to environmental stressors. (SLO #6)

NURSING is a therapeutic, evidence-based practice incorporating knowledge from nursing theory and research, natural and behavioral sciences and humanities. Nurses care for the patient as a whole by incorporating physiological, psychological, and spiritual needs into his or her care. An essential goal of nursing is to assist the patient to achieve and/or maintain optimal wellness or to experience a peaceful and dignified death. This is accomplished through the application of the nursing process to meet human needs, and requires interpersonal and cognitive skills and technical capacities including facility with health care informatics. Nurses also promote social justice, influence public policy, and help meet the needs of society to improve the quality of health and health care delivery. (SLO #4 and #5)

LEARNING is the process of gaining knowledge or skills. Learning is most effective when students are motivated and take responsibility for their own education, professional development, and personal transition. Students are responsible for the development of their own strengths and potential and are expected to use available resources to meet their individual learning needs. The learning process is facilitated by an adult learning environment that reinforces individual strengths and critical thinking through problem-based scenarios, small group learning, lecture, skills development, laboratory practice, self-directed learning and clinical learning opportunities. The ADN program provides students with a foundational education that enables career-oriented or baccalaureate bound students to accomplish their personal and professional goals. The program implements teaching strategies to address students' individual learning styles, cultural beliefs, values, and goals. The program strives to prepare graduates of the nursing program to be accountable and adaptable generalists equipped with the knowledge and skills to enter the practice of nursing in a variety of settings. (SLO #7)

PROFESSIONALISM is the foundation for pursuing and attaining excellence in both career and personal life. The nursing role includes both the provision and coordination of patient-centered care. Professional nurses must be able to prioritize, delegate and manage all aspects of patient care. The professional nurse adheres to the Code of Ethics as delineated by the American Nurses Association in protecting the health, safety, and rights of the patient, family, and all members of the community. Continuing education, contributing to the body of nursing knowledge and implementing evidenced based practice are important components of a professional nursing practice. (SLO #2 and #8)

PROGRAM OUTCOMES OF THE ASSOCIATE DEGREE IN NURSING EDUCATION PROGRAM

The nursing program outcomes align with the ACEN criteria in Standard 6. Program outcomes are developed as performance indicators that give evidence that the Nursing Program is meeting the mission and goals set by the faculty. Documentation and quantification of outcomes indicate program effectiveness and serve to guide maintenance and revision of the program.

Outcome #1 80% of Stevens-Henager college graduating nursing students will pass the NCLEX RN exam on their first attempt.

- Outcome #2 At least 75% of nursing students will complete the nursing courses within 16 months.
- Outcome #3 At least 75% of nursing graduates will be employed in the nursing profession or enrolled in an advanced degree program within six months of graduation.
- Outcome #4 80% of nursing students will demonstrate satisfaction by a score of 9 out 10 on the end of course satisfaction survey.

STUDENT LEARNING OUTCOMES

The student learning outcomes are derived from the mission, philosophy and organizing structure of the nursing program, with attention to the National League for Nursing Outcomes and Competencies; Quality and Safety Education for Nurses (QSEN) and IOM standards.

At the completion of the program the student will be able to:

1. Apply the nursing process to assure the delivery of accurate, safe care that moves the patient toward a positive outcome
2. Communicate accurately and effectively in writing, verbally, and non-verbally ensuring that patient data conveyed is accurate and comprehensive
3. Establish safe and effective interpersonal relationships with clients, interdisciplinary team members, and other members of society having direct or indirect impact on health
4. Demonstrate the application of evidence based practice and critical thinking in the practice of nursing
5. Perform nursing skills in a manner that is safe, individualized and consistent with current best practices
6. Manage care efficiently with effective use of human, physical, financial and technological resources to meet patient needs
7. Learn continuously from the work of other's and his/her own experience, and facilitate the learning of others
8. Assume the role of a nurse in ways that reflect integrity, responsibility, and ethical practice

COURSE OF STUDY

Each nursing course has a course of study that identifies the objectives to be accomplished by the completion of the course. Course of Study is generally **referred to as the "Course Syllabus" and is the instructor-student contract for this course.**

The course of study (syllabus) will be distributed on the first day of class on Canvas. Orientation information specific to the course will be discussed at that time. **Each student is responsible for knowing and adhering to the course requirements.**

ROLE OF THE ASSOCIATE DEGREE NURSE GRADUATE

The Associate Degree Nurse is a person who has completed a program of study that is unique and complete in itself. The associate degree graduate is a technically and theoretically competent beginning practitioner who practices within his/her scope of knowledge and skills. The nurse's commitment to client-centered care is reflected through a collaborative approach involving the client, family, significant others, members of the health care team and the community at large. The associate degree nurse provides direct client care in acute, long-term and community-based settings according to the policies and procedures of the setting specified and available guidance. The associate degree nurse also possesses the knowledge and critical thinking skills necessary to

make decisions regarding priorities of care, to delegate some aspects of nursing care and direct others, to demonstrate efficient use of time and resources, and to know when to seek assistance. These qualities combine to make the associate degree nurse capable and effective in the community setting and the home care environment.

The faculty believes that the associate degree nurse should be prepared to function within three interrelated roles. These three roles include: provider of care, manager of care, and member within the discipline of nursing. Nursing practice and decision making in each of these roles are based on knowledge and critical thinking skills, use of the nursing process, and established protocols of the health care setting.

NURSING'S ORGANIZATIONAL STRUCTURE

Nursing Process: Nursing process is applicable within the nursing curriculum. The nursing process is a problem-solving framework for all nurse-client/patient interactions. The systematic method for providing care is composed of five interrelated phases: assessment, nursing diagnosis, planning, implementation, and evaluation. As the student progresses through the program, he/she is expected to use the nursing process in planning and providing care for clients who have increasingly complex problems in diverse settings.

- 1) **Assessment** – An RN uses a systematic, dynamic way to collect and analyze data about a client, the first step in delivering nursing care. Assessment includes not only physiological data, but also psychological, sociocultural, spiritual, economic, and life-style factors as well. For example, a nurse's assessment of a hospitalized patient in pain includes not only the physical causes and manifestations of pain, but the patient's response—an inability to get out of bed, refusal to eat, withdrawal from family members, anger directed at hospital staff, fear, or request for more pain medication.
- 2) **Diagnosis** – The nursing diagnosis is the nurse's clinical judgment about the client's response to actual or potential health conditions or needs. The diagnosis reflects not only that the patient is in pain, but that the pain has caused other problems such as anxiety, poor nutrition, and conflict within the family, or has the potential to cause complications—for example, respiratory infection is a potential hazard to an immobilized patient. The diagnosis is the basis for the nurse's care plan.
- 3) **Planning** – Based on the assessment and diagnosis, the nurse sets measurable and achievable short- and long-range goals for this patient that might include moving from bed to chair at least three times per day; maintaining adequate nutrition by eating smaller, more request meals; resolving conflict through counseling, or managing pain through adequate medication. Assessment data, diagnosis, and goals are written in the patient's care plan so that nurses as well as other health professionals caring for the patient have access to it.
- 4) **Implementation** – Nursing care is implemented according to the care plan, so continuity of care for the patient during hospitalization and in preparation for discharge needs to be assured. Care is documented in the patient's record.
- 5) **Evaluation** – Both the patient's status and the effectiveness of the nursing care must be continuously evaluated, and the care plan modified as needed.

CURRICULUM

Course Number	Pre-requisite Course Description
ENG223 (pre-requisite or taken concurrently with NUR1140, JUR1150 or NUR2140)	Communication Arts: This course focuses on developing critical thinking and communication skills in both verbal and nonverbal areas. Emphasis is placed on debate, panel discussions, committee work, conflict resolution, interviews, and editorial writing. 1-MOD
ENG101 (pre-requisite or taken concurrently with NUR1140, JUR1150 or NUR2140)	English Composition: This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proof reading, editing, revision, and clear thinking is incorporated throughout the course. 1-MOD
PSY220 (pre-requisite or taken concurrently with NUR1140, JUR1150 or NUR2140)	Psychology: Explores the aims and methods of psychology. Concepts covered in the course include human behavior, learning theories, memory and human development across the life span. 1-MOD
SOC220 (pre-requisite or taken concurrently with NUR1140, JUR1150 or NUR2140)	Sociology: This course addresses the relationship among different social institutions. It examines the dynamics in social groups. Topics covered include the concepts of control, inequity, and change within social groups. 1-MOD
APP101 (pre-requisite or taken concurrently with NUR1140, JUR1150 or NUR2140)	Computer Fundamentals: This course introduces the elements of several popular computer software programs in word processing, spreadsheet management, and presentation design. Emphasis will be placed on the basic fundamentals of document creation, saving, and printing along with the more advanced concepts of presentation design. 1-MOD
BIO210 Pre-requisite	Introduction to Medical Microbiology: An introduction to microorganisms, their biology, and their relationships to health, technology, and the environment, with practical applications. 1-MOD
CHE110 Pre-requisite	Introduction to Chemistry: Introduces the fundamentals of chemistry to students in the health sciences. Covers chemical measurements and calculations, atomic structure, chemical bonding, chemical reactions, states of matter, solutions, chemical equilibrium, acid-base systems, and introduces organic chemistry. 1-MOD
MED201 Pre-requisite	Anatomy and Physiology: This course is the first in a two course series addressing human anatomy and physiology of the major systems of the body including but not limited to the muscle and skeletal systems, the nervous system, the reproductive system, the digestive system, and the endocrine system. Course includes basic organization and general plan of the body including cells, membranes, and tissues. 1-MOD
HEA110 Pre-requisite	Human Pathophysiology: Studies pathophysiological etiology and mechanisms that cause disease and alter physiological control and function of organs and organ systems. Emphasizes the gross histopathological and physiological alterations that occur in various disease states. 1-MOD

CORE COURSES	
Course Number	Core Course Description
NUR1119	<i>Fundamentals in Nursing:</i> This 8 week course deals with the care of the aging client, caring through the lifespan, and clients with special needs. Human Flourishing will be addressed using Evidence-base Practice and applying this to the health of the individual, family and the community. Patient Centered Care of the aging adult is addressed by emphasizing nursing skills such as health assessment, stress and coping, and basic nursing skills; basic human needs such as hygiene, comfort, and activity, as well as skills in oxygen therapy, post-surgical care, palliative care, orthopedic measures, diagnostic procedures, and other skills to aid the patient in meeting basic human needs. The way care is administered to the patient is found in the health care delivery systems, continuity of care, and home health chapters. Professional Identity and values are included in the introduction to and history of nursing.
NUR1140	<i>Maternal-Newborn Nursing:</i> This is a 5 credit hour course which encompasses the childbearing process from pre-conception through pregnancy, birth, post-partum, and the neonatal period. The course content progresses from normal pregnancy and birth to complications frequently encountered during pregnancy and the neonatal period. Skills in maternal/child nursing care in acute and community settings are emphasized.
NUR1150	<i>Pediatric Nursing:</i> This 2 module course focuses on nursing care for the pediatric client from birth through adolescence. The content progresses from normal growth and development to complex nursing care situations encountered in this patient population. Skills in pediatric care in acute and community settings are emphasized.
NUR2120	<i>Medical-Surgical Nursing I:</i> This is the first section of a two-part medical-surgical nursing course delivered over four modules. The course is designed to provide a comprehensive overview as well as examination into critical concepts related to medical-surgical nursing. Over the course of 16 weeks, students will be exposed to numerous health problems that are commonly found nationally as well as worldwide. These health problems will be described in pathophysiological detail and further expounded upon to provide an emphasis of the dynamic nursing roles needed to care for individuals with complex health conditions. Mobilizing key aspects of the nursing process, students will begin to understand the correlation of disease management through the collaborative approach of the nursing/medical team. Skills include in-depth head-to-toe physical assessment, advanced pharmaceutical interventions, advanced medical-surgical care modalities, and other specialty care areas that address the care of the medical-surgical client.
NUR2121	<i>Medical – Surgical Nursing II:</i> This is the second section of a two-part medical-surgical nursing course delivered over four modules. The course is designed to provide a comprehensive overview as well as examination into critical concepts related to medical-surgical nursing. Over the course of 16 weeks, students will be exposed to numerous health problems that are commonly found nationally as well as worldwide. These health problems will be described in pathophysiological detail and further expounded upon to provide an emphasis of the dynamic nursing roles needed to care for individuals with complex health conditions. Mobilizing key aspects of the nursing process, students will begin to understand the correlation of disease management through the collaborative approach of the nursing/medical team. Skills include in-depth head-to-toe physical assessment, advanced pharmaceutical interventions, advanced medical-surgical care modalities, and other specialty care areas that address the care of the medical-surgical client.

CORE COURSES	
Course Number	Core Course Description
NUR2140	<i>Mental Health Nursing:</i> Building upon the foundations of psychosocial nursing, the nursing process is utilized as a systematic approach to therapeutic intervention with individuals adapting to stimuli that threaten psychological and social integrity. Therapeutic interventions aimed at promoting adaptation in the self-concept, role function, and interdependence modes are introduced and refined. Concepts related to autonomy, diversity, values clarification and phenomenological reality of each individual are stressed.
NUR2220	<i>Advanced Medical - Surgical Nursing:</i> This course offers lab experiences for the application of the nursing process in critical and emergency care settings. Direct care of individuals is provided in a structured setting. Therapeutic interventions related to physiological integrity concepts are practiced. Skills developments include N/G tube insertion, care and removal of chest tubes, tracheotomy care and suctioning, PICC line care, etc. Clinical experiences will take place in acute care and emergency units.
NUR2221	<i>Leadership & Management in Nursing:</i> This 8 week course focuses on leadership development for entry-level professional nursing practice. Management theories and concepts are emphasized, including the identification of key organizational structures, intra- and inter-professional communication and team work, collaboration and conflict resolution, delegation and supervision, workforce motivation, and change processes. The course addresses building cultures of quality and safety in complex health care delivery systems based on organizational strengths, using multiple strategies within environmental turbulence and change and managing fiscal resources for cost-effectiveness.
NUR2250	<i>Registered Nurse Practicum:</i> This clinical course is designed to provide an opportunity for students to synthesize the theory, skills, and general knowledge they have gained throughout their nursing program. It also acculturates the student nurse into the role of Registered Nurse. Students will learn through full-time precepted practice in healthcare settings.

Nursing Program Faculty

Faculty	Credentials	ROLE
Stephanie Slater FT	EdD (c), MSN/ Ed., RN	Dean of Nursing Professor
Tammy Steele FT	EdD (c), MSN/NI, RN	Associate Professor SIM Lab - Coordinator
Cheryl Salmon FT	FNP(c), MSN, RN	Instructor
Annette Lucas PT	MSN/Ed., RN	Instructor – Clinical & Class
Kendra Broussard PT	DNP, MSN, RN	Instructor - Clinical
Jennifer Decker PT	MSN, RN – working on DNP	Instructor – Clinical & CNA Coord.
Traci Dowdy PT	Student in Health Care Admin	Sim Lab Tech & Dept. Secretary

POLICIES AND PROCEDURES

GRADING

Grading for the ADN program is based on Stevens-Henager College's grading system however, the standard for the Nursing Program is higher than the College's. All nursing courses must receive an **academic and professionalism** grade of **B** (3.0) or higher. Students receiving less than a **B** may not progress in the nursing program. Professionalism includes (but is not limited to) **timeliness, excellent attendance, professional dress and attitude.** For all nursing courses, the student must have a test average of at least **78%** in order to add other assignments in to receive a **passing grade** for the class grade.

Assignments handed in late will **NOT BE ACCEPTED!** All: assignments, papers, quizzes, care plans, case studies, etc. are to be turned in by the due date and time.

When the instructor becomes aware that a student is performing at less than a satisfactory (**B**) level, the instructor will counsel/tutor the student and notify the Dean of Nursing. Students are also responsible for contacting their instructor when they realize they are performing at an unsatisfactory level. The faculty will have the exclusive right and responsibility to determine grades based upon their professional judgment and criteria as outlined in the syllabus and supporting documents.

AUDIO AND VIDEO TAPING GUIDELINES

Taping content in any nursing course is permitted when prior permission is obtained from the Dean of Nursing.

CLINICAL, PRECEPTORSHIP AND SIM LAB:

Attendance during all: classes, laboratory, preceptorship and clinical learning experiences are **MANDATORY**. **Clinical & preceptor experiences cannot be duplicated.** Stevens-Henager College, Nursing Program policy on attendance is that student participation in all learning activities is required. Students are expected to be **on time (no later than 10 minutes late)** and stay through the time required for all learning activities.” **Clinical, preceptorship and lab will be graded either pass or fail. If you fail the clinical portion, this will result in complete failure of the course.**

NUR 2250 Preceptorship runs concurrent with NUR2221 Leadership and Management in Nursing. This means if you fail your preceptorship you will also fail NUR2221.

CLINICAL LEARNING

Clinical learning is an opportunity to learn in settings often not otherwise provided. It is Stevens-Henager College's Associate Degree of Nursing Program administration and faculty's expectation that students participating in the clinical setting will take full advantage of this opportunity and seek out learning opportunities within their level of preparation. Failure to take advantage of these opportunities and/or meet the pre-determined clinical learning objectives will result in a failing grade for the clinical learning experience. Students who do not pass their clinical rotation will not pass the course.

CLINICAL AGENCIES

Travel

Stevens-Henager College does not provide transportation for nursing students to and from their clinical practicum. Students are responsible for their own transportation and/or car pool. Faculty supervision is provided for students during scheduled clinical hours. Specific agency information and schedules are provided in each course of study. Students are not to visit a clinical agency

without supervision of faculty or a preceptor determined by the faculty. Written statements of agreement between the College and the clinical agencies are on file. Students are mandated to meet all requirements of these agreements. It is understood and agreed that the agency may withdraw any student(s) from any specific area that is not conducive to optimum learning experiences. It may withdraw any student from any area when the student's actions, attitudes, or conduct may, in the agency's or school's judgment, have a detrimental effect on the patients or personnel. Students are expected to abide by all policies of the affiliating institutions.

Injury

The following procedure is followed when students are injured in the Nursing Program:

- a. Arrange for immediate care of the student as necessary. The student is responsible for any charges. Stevens-Henager College is NOT responsible for any health costs incurred by its students.
- b. Complete an Incident Report according to agency policy. Notification of the incident must be made to the Dean of the Nursing Program. The Dean will complete a SHC incident report.

NURSING PROGRAM CODE OF CONDUCT (Adhering to Safe Practice in all Settings)

Students are expected to follow the Stevens-Henager College Student Code of Conduct as detailed in the Stevens-Henager College Catalog, the American Nurses Association Code of Ethics, the Utah Nurse Practice Act and Rules, and Stevens-Henager College nursing program's Code of Conduct as stated below:

1. The nursing student provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nursing student safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nursing student acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nursing student assumes responsibility and accountability for individual nursing judgments and actions.
5. The nursing student exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, and accepting responsibilities.
6. The nursing student participates in activities that contribute to the ongoing development of the profession's body of knowledge.
7. The nursing student participates in the profession's efforts to implement and improve standards of nursing.
8. The nursing student participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
9. The nursing student participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
10. The nursing student collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

STUDENT CONTACT INFORMATION CHANGE

If the student changes an address, telephone number, names or e-mail address at any time

throughout the program, **it is the responsibility of the student** to submit the changes to the Registrar and to the Dean of Nursing.

ADDRESSING CONCERNS ABOUT A CLASS OR GRADES

The student will follow Stevens-Henager College's evaluation processes of meeting with the course, clinical or lab instructor at least once during the module, completing the course evaluation forms at the end of the module, and meeting with the Dean of Nursing once quarterly during the program. In the event that the student has concerns regarding the course, learning activities, or grade within a nursing course he/she must follow the procedure outlined below to address concerns:

- 1) Meet with the nursing faculty member with whom he/she has the concern, if not resolved;
- 2) Meet with the Dean of Nursing, if not resolved;
- 3) Meet with the Dean of Education of the college, if not resolve then begin the grievance guidelines in the student catalog.

INTEGRITY POLICIES

Nursing students are expected to demonstrate high moral character, professional behaviors, and integrity worthy of the public's trust. Behaviors that do not comply with those expectations will be subject to disciplinary action which may include dismissal from the program. Examples of behaviors that do not comply are:

1. Students who fail to observe national, state and local laws as well as College rules, internal operating policies and administrative procedures.
2. All forms of dishonesty such as: cheating, plagiarism, misrepresentation, providing false information, forgery, alteration or misuse of College, Division, program, clinical documents or records.
3. Reporting to class, laboratories, or clinical learning experiences in a state of impairment as a result of drugs, alcohol, sleep deprivation or stress significant enough to interfere with professional performance or with the learning of other students. The examples provided do not exclude or replace all other requirements and policies included in the College Student Conduct Code. They are included in the Nursing Student Handbook to provide further direction for nursing students which are in line with professional codes of ethics and legal requirements including those specified by the Oklahoma Board of Nursing.

ATTENDANCE:

Students are expected to attend **EVERY** didactic class, SIM lab and clinical assignment they are scheduled for. In the event that a student must miss a day, the **student must inform the instructor.** **You may NOT miss more than 1 day per 8 week course this includes didactic class, SIM lab, and clinical. You will be failed from the class.** If a student misses a day for a severe illness or emergency, the student must appropriate documentation and meet with the Dean of Nursing.

ACADEMIC PROGRESS

Students in the SHC nursing program are required to pass all General Education and Science courses with a **C+** or better and core nursing courses with a **B** or better grade in order to progress in the program. Students who do not will be required to retake the failed course. **Students cannot repeat more than two courses and remain in the program.** The student will be withdrawn from the program **Also a student who fails the same course twice will be withdrawn from the program.** A cumulative GPA of 3.0 must be maintained throughout the program or a student will be withdrawn from the program.

After a degree audit has been conducted and the student is found to have met all course completion requirements, the student will take a PreRN exam. When a student has successfully passed this examination, the student will be eligible for graduation and will be granted an Associate's Degree in Nursing Education.

DISMISSAL FROM THE PROGRAM

Examples of behaviors that may lead to dismissal from the nursing program include, but are not limited to:

- a. Failure to successfully complete any NUR course with a theory and/or professionalism with a grade of **B** or better
- b. Failure of lab and/or clinical portions of a course
- c. Unauthorized possession, use, sale, or distribution of alcoholic beverages or of any illegal or controlled substance
- d. Unauthorized use, possession, or storage of any weapon
- e. Physical and/or psychological abuse, threat or harassment of any patient, visitor, clinical agency employee, student, or faculty member
- f. Theft, abuse, misuse or destruction of another person's or clinical agency's property
- g. Unauthorized disclosure, removal or misuse of confidential information about any patient, student, or clinical agency employee
- h. Violation of Student Code of Conduct Policies as stated in Stevens-Henager Catalog and the Nursing Student Code of Conduct as stated in the Nursing Student Handbook.
- i. Engaging in or prompting others to engage in conduct which threatens or endangers the health, safety, physical, or psychological well-being of another person
- j. Leaving the clinical agency without proper authorization
- k. Being on clinical agency property in a student capacity without proper authorization
- l. Failure to report absence or tardiness to clinical faculty, facility administration, and/or preceptor
- m. Unsafe practice in the clinical area
- n. Falsifying any of the enrollment information, including questions regarding employment history and status and/or letters of recommendation
- o. Failure to pass the final PreRN exam.

BACKGROUND CHECKS

Healthcare institution accreditation mandates a background check for everyone having patient contact in hospital/clinical agencies as criteria for JCAHO accreditation. In order to meet this requirement, Stevens-Henager College will facilitate the background checks and provide the following procedure for our students and clinical agencies with which we have contracts: If the background check comes back without any adverse information, the ADN program will issue notice to the student indicating the student has a background clearance on file at Stevens-Henager College ADN program office.

Erroneous Adverse Information: If the background check reveals any relevant adverse information, the information will be shared with the student. If the student believes the report is an error, the student has the responsibility for taking the necessary steps to correct any erroneous information and providing Stevens-Henager College ADN program with an updated background check which has the correct information. Until the student has provided a background check without relevant adverse information, the student will not be allowed to enter the program. The drug screen falls under the same policy as the background check.

BLOOD BORNE PATHOGEN EXPOSURE:

Exposure to blood/body fluids through a needle stick, other percutaneous or per mucosal exposure. As part of their clinical nursing courses, students will be taught to use standard precautions to prevent exposure to pathogens. **It is the student's responsibility** to put those techniques into practice when caring for patients. If exposure occurs despite scrupulous technique, the student must inform the instructor **IMMEDIATELY**. The agency where the exposure occurred must be notified and the student will follow its policy on blood borne pathogen exposure response. While the Nursing Program will make every effort to maintain confidentiality, the Nursing Program cannot be held responsible for actions taken by the clinical agency. The Nursing Program does not assume responsibility for costs of any health care interventions related to student clinical and/or lab experiences.

CARDIOPULMONARY RESUSCITATION CERTIFICATION (CPR)

Each student is required to be certified in CPR (American Heart Association) as a health care provider. This certification needs to remain current throughout the school year in order for the student to attend any clinical experience. **It is the student's responsibility** to keep his/her CPR certification current. The student will not be permitted to enter the clinical area without current CPR certification.

CELL PHONES

In accordance with Stevens-Henager College's policy on cell phones, all cell phones must be **turned off** while in class and labs. **Students may have their phone on their person during preceptorship and clinical experiences.** The cell phone must be on vibrate while in the clinical and patient care areas. You **must not look at, answer or text on your phone** while in a patient's room or patient care area. You are being allowed to carry your cell phones so that you have access to your resource materials, like your drug book. Any violation of this policy will be reflected in the professionalism grade and possible dismissal from the nursing program.

SAFETY

The nursing student is expected to demonstrate safe, professional behavior. Safe, professional behavior includes promoting the actual or potential well-being of clients, health care workers, peers and self in the biological, psychological, sociological, and cultural realms. It also includes demonstrating accountability and ethical behavior in preparation for provision and documentation of nursing care according to course objectives.

- The purpose for setting safe performance standards is to:
 - a. Identify expectations of the Nursing Program
 - b. Comply with licensure regulations and agency agreements
 - c. Identify and help students who need assistance and support to succeed in the Nursing Program.
- Indicators to be used as guidelines for determining safe performance are:
 - a. Regulatory: students practice within the boundaries of the Utah State Nurse Practice Act, the ANA Code of Ethics; the 2014 National Patient Safety Goals; the guidelines, objectives and policies of Stevens-Henager College Nursing Program; and the policies and procedures of the health care agency where they are assigned for clinical learning.
- Examples of unsafe practice include but are not limited to the following:
 - a. Fails to notify the agency and instructor of clinical absence
 - b. Fails to follow Nursing Program and/or agency policies and procedures
 - c. Reports for clinical practicum under the influence of drugs and/or alcohol
 - d. Refuses assignments based on the client's race, culture, religious

- preference, sex, national origin, age, handicapping condition, medical diagnosis, or any other protected status category
- e. Fails to consult with instructor prior to refusing assignment based on medical diagnosis of the client
- f. Denies, covers up, or does not report own errors in clinical practice
- g. Ignores and fails to report unethical behavior of other health care persons in the clinical setting which affects client welfare
- h. Displays mental, physical, or emotional behavior(s) which may adversely affect self or others' well being
- i. Fails to follow through on suggested referrals or interventions to correct knowledge and/or skills deficit areas, which may result in harm to others
- j. Commits acts of omission or commission in the preparation for care or actual care of clients. Examples are (but not limited to): physical abuse, placing client in hazardous positions, conditions, or circumstances, mental or emotional abuse, and medication errors.
- k. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty
- l. Lacks physical coordination essential for carrying out nursing procedures
- m. Lacks information processing ability necessary for making appropriate clinical judgments or decisions
- n. Performs activities not prepared for as a nursing student or which are beyond the capabilities of the students
- o. Performing activities which do not fall within the legal or professional realms of professional nursing practice (scope of practice)

A faculty member may take the following measures if a nursing student demonstrates unsafe behavior(s) in any setting:

- a. Pull the student from the experience at the time of the violation and notify the Dean of Nursing. Student may be immediately dismissed from the program. If the specific behavior is of a grave nature notify the Dean of Nursing. Immediate dismissal from the program may be in order. Behavior of a grave nature includes, but is not limited to, safety violations, substance abuse, and unlawful and unethical acts.

DRESS CODE:

The following guidelines are to be applied to the classroom and clinical facilities. Students who fail to uphold the dress code policies will be sent home.

Student Identification

Picture identification badges are to be worn at all times while in clinical. The student name badge should include the first name of the student and Student Nurse. Students requiring replacement badges are to see the Dean of Students.

Uniforms and Grooming: Attention to the patient is the primary focus. Any attention to the student nurse must be based upon performance, not personal decorations, odor, or non-professional grooming.

- *Uniforms* are to be clean and ironed
- Sweaters or “hoodies” that cover the uniform **may not** be worn in the clinical setting; you can wear them on campus. An additional shirt may be worn under the scrub top for warmth, however it must be white.
- White, enclosed *shoes* are to be clean

- *Cosmetics* should be used in moderation
- *Perfume* or cologne is NOT permitted
- *Hair* is to be worn off the face and restrained if below the collar level
- *Jewelry* is permitted under the following conditions: wrist watch, ring (engagement ring or wedding band) small earrings (one pair of small stud earrings in the ear lobes only. No other jewelry is permitted on any other visible body part that has been pierced).
- *Nails* must be short with may only have clear nail polish. **NO** overlays, gels or acrylic are permitted.
- No visible *tattoos* are permitted. If the student has tattoos, they must be concealed
- All body *piercings* and jewelry must be removed. Women are permitted to wear small earrings and men and women may wear short necklaces if they do not interfere with patient care.

REQUIREMENT OF AFFILIATED AGENCIES

All students are subject to the requirements of the clinical agencies which Stevens-Henager College ADN program has contracted with for clinical placement of their students. If required by the clinical agency to which a student is assigned, he/she will be required to submit to drug testing pursuant to the agency's policy. **This shall be done at the student's own expense.**

DEMONSTRATED BEHAVIORS INDICATIVE OF IMPAIRMENT

A Stevens-Henager College Associate Degree Nursing Student whose behavior appears to be impaired due to the possible use of illegal or legal substances or medical reasons while in the clinical agency or laboratory to which the student is assigned will be immediately removed from the clinical area by the clinical instructor or the ADN Program Dean. The student will be informed of the reason for removal, and told not to return to the clinical area until advised in writing by the ADN Program Dean. Unless there are extenuating circumstances, the student will be dismissed from the nursing program for violation of the substance abuse policy and unsafe performance/patient endangerment and all fees and tuition will become due and payable.

When the violation of code behavior does not occur in the clinical area but it is in the professional judgment of the clinical instructor that the student's behavior has not posed or does not pose a potential substantial risk to the wellbeing of the patients, the student will be removed from the clinical, theory or laboratory area and referred for immediate (within 24 hours) drug testing. If the student refuses immediate drug testing, the student will be dismissed from Stevens-Henager College's Nursing Program. If the student is an LPN, SHC may call DOPL to report the incident to them.

If the results of the drug testing are positive, the student will be removed from Stevens-Henager College nursing program for violation of the substance abuse policy. Students will be responsible for the cost of such testing. In order to return to the program, the student must submit a remediation plan acceptable to the nursing faculty committee and complete the remediation as planned. The plan will include evidence of negative drug testing. The decision to readmit is at the sole discretion of the College President and the Dean of Nursing. If the student is readmitted, the student must agree to periodic drug testing, again at the student's expense.

If the results of the drug testing are negative, the student must submit a report from the student's medical provider indicating the reason for the apparent impaired function along with necessary clearances that the medial condition no longer poses a risk of impaired function and the student is safe to return to the clinical area.

All students who enter Stevens-Henager College Associate Degree in Nursing Program must confirm that they will never enter the clinical area when impaired due to the use of legal or illegal substances or a medical condition which has the potential to impair functioning or pose a risk to patients.

EMPLOYMENT

Recognizing that students may need to be employed while they are in the nursing program, **it is the student's responsibility** to see that no conflict(s) occur(s) with employment that would interfere with the student's scholastic performance. If it is deemed that the student's employment is interfering with their academic success they will be counseled by the Dean of Nursing and may have to cut back on work hours. The student will not be excused from any class/lab/clinical hours to meet work obligations. It is highly recommended that students significantly limit work hours to maximize their success in the nursing program.

HEALTH INSURANCE

All students are required to carry comprehensive health insurance while they are in the nursing program. **The costs for this insurance are the responsibility of the student.**

HEALTH REQUIREMENTS

Assessment of the student's mental and physical competency to participate in clinical experiences is an ongoing process performed by the faculty. If the student demonstrates behaviors that may indicate that they are not physically, mentally, or emotionally competent to provide safe patient care, the faculty may request an examination by a qualified health-care provider. The cost(s) for the exam and, if necessary, treatment is **the student's responsibility.**

If the qualified health care provider determines that the mental and/or physical health of the student interferes with safe clinical practice, the student may be granted a medical leave of absence. The medical leave of absence will be terminated after the student submits a written Health Status Report from a qualified health care provider to the Dean of the Nursing Program stating the student is mentally/emotionally/physically competent to resume all school activities, including clinical experiences. The Dean will then decide the appropriate point of re-entry into the Nursing Program, based on time missed, the ability of the student to achieve the course objectives, the sequence of courses being offered, and the availability of program placement space. The Dean of the Nursing Program will inform the student in writing of the decision.

IMMUNIZATIONS

All students must have an **annual 2 Step TB skin test and Flu immunization.** A chest x-ray will be required if the TB skin test is positive. If the chest x-ray is negative, repeat chest x-rays will not be required unless symptoms or conditions develop that could contribute to tuberculosis. Serologic confirmation of immune status or documentation of immunization to rubella, mumps, and rubeola are required of each student. If the student has not had active varicella, an immunization will be required. Diphtheria, Tetanus and Hepatitis B immunizations are required. Documentation of immune status must be attached to the health form submitted to the Dean of the Nursing Program prior to student's admission to the nursing program. Please note that some facilities may require seasonal and other types of flu vaccines.

PHYSICAL EXAMINATION

All students are required to have the results of a current physical examination and immunizations on file with the Nursing Program. **It is the responsibility of the nursing student to keep this information current.** A nursing student's physical and emotional condition must be such that the performance of nursing actions will not jeopardize the client's safety. Strenuous physical activities

are expected when performing nursing actions. Activities may include, but are not limited to: use of fine motor skills, lifting, pushing, pulling, stooping, walking, and carrying more than 50 pounds. The ability to see, hear, and communicate must be at a level which enables the collection of patient data, and the safe administration of nursing actions to meet patient needs.

When, in the judgment of the faculty, there is a concern for a student's physical or emotional well-being or patient's safety, the student may be referred to a qualified health care provider to determine whether or not continuation in the Nursing Program is prudent. The faculty may request that the student submit a health status report stating that the student is mentally/emotionally/physically capable of resuming all learning activities, including clinical experiences. The faculty reserves the right to prohibit the student from clinical experience until such information is obtained from a qualified health care provider.

PINNING CEREMONY

Upon satisfactory completion of all nursing program requirements, students from the Associate's Degree in Nursing Program are recognized for their specific nursing achievements during the pinning ceremony where faculty members mark the completion of the program. Pinning ceremonies are held **twice a year in the fall and in May** with graduation ceremonies. All pinning's will be done by the nursing faculty.

PREGNANCY

A student is asked to report, in writing, her pregnancy and the expected date of delivery to the Dean of the Nursing Program as early in the pregnancy as possible. Included in the report must be a completed health status report signed by a qualified health care provider. **It is the responsibility of the student** to inform the faculty of any change in this status, and submit those changes on a health status report completed by a qualified health care provider. The pregnant student who is in good health may continue clinical nursing courses as long as, in the judgment of the faculty and the student's health care provider, the pregnancy will not interfere with the student's ability to meet course objectives. Students must continue to meet course attendance requirements. Depending upon the situation; the student may need to withdraw from the program. Newborns are not allowed in the classroom.

READMISSION

Any student who does not continue in the nursing program for any reason, (e.g. personal or academic), must apply for readmission into the program. **Readmission is always contingent upon space availability and approval by the Dean of Nursing and the Campus President.** A student who is **not** a continuing student is **not** guaranteed a space in the requested nursing course(s) or program at any future time.

Re-admission to the nursing program follows the same procedure as admission to the program.

- All admission requirements must be current and copies of the requirements in the possession of the nursing department

The above information must be in place prior to consideration for re-admission

- Re-admission applicants must repeat the Background check and Urine Drug Screen, if they have been out of the program 6 months or longer.

RECOMMENDATIONS and POLICY CHANGES BY STUDENTS

Nursing students are encouraged to make suggestions and recommendations for course and program changes to the faculty or Dean of the Nursing Program. The suggestions and recommendations will be routed to the Faculty/Curriculum committee. Student representatives from each level of nursing are invited to attend the first Faculty/Curriculum meeting of each

module to report on their cohort, make recommendations, and receive input from the program faculty and administration.

SMOKING

Stevens-Henager College is a smoke free facility as of July 1, 2010. The faculty is committed to maintaining the highest professional health standards. Since the primary purpose of nursing is promotion of health, it is strongly recommended that students do not smoke at all, but particularly while on clinical assignment. The odor of smoke lingers on fingers, clothing and breath and may be offensive to patients, especially those who are nauseated or have sensitivities or allergies to odors.

While faculty prefer that students do not smoke, smoking is permissible **ONLY** during designated breaks and lunch in accordance with the smoking policies of any agency providing the learning experience. Students must ensure that there is no evidence of their smoking when working with their patients. **It is the responsibility of the student** to adhere to individual agency smoking policies. Any violation of these terms will result in one written warning and will be reflected in their clinical and professional grades. Upon a second occurrence, students risk dismissal from the program.

E-cigarettes are not allowed in class or inside the campus.

STUDENT GOVERNANCE

Student representatives are encouraged to attend Faculty/Curriculum meetings to provide input on the development of academic policies and procedures. All nursing students will provide program and course evaluations through the following process:

- Meeting with the nursing program's faculty advisor
- Meetings with the nursing program's administration
- Monthly written course and faculty evaluations
- Meetings with clinical faculty and preceptors

If a student or class wishes to bring a concern/grievance to the faculty meeting, they should first contact the Dean of Nursing.

SUBSTANCE ABUSE

Stevens-Henager College ADN program follows and supports the college's substance abuse policy. In addition: use of, or being impaired by alcoholic beverages and/or illegal drugs by a student at either Stevens-Henager College or in the clinical setting is strictly prohibited.

Use of, or being impaired by, legally prescribed drugs which modifies the behavior of a student sufficiently to result in unsafe patient care is prohibited.

A student who is impaired by alcoholic beverages and/or legal or illegal drugs compromise his/her position as a student of Stevens-Henager College's ADN program. The offending student will be subject to disciplinary measures, including dismissal from the nursing program. Any student found abusing medication in a clinical setting will suffer automatic dismissal from the program with no chance of readmission. *If student has a license (i.e. LPN) the school will also notify DOPL of unsafe practice.*

NCLEX

Please go the Utah Department of Occupational and professional Licensure's website (www.dopl.utah.gov) for more detailed information regarding the RN-NCLEX.

The SHC nursing program provides 8-10 weeks of HESI and NCLEX preparation for the nursing students.

Kaplan Live NCLEX Review:

After the last 2 courses NUR2221 and NUR2250 the students will participate in a live NCLEX review provided by Kaplan (expense is SHC). This live review will be four 8 hour days on a Monday through Thursday. The cohort will be given the option of taking the HESI Exit exam on the Friday of the week that take the review or the following Monday.

HESI Exit Exam

The HESI Exit Exams are used by many Nursing schools to evaluate a student's readiness for their NCLEX-RN or NCLEX-PN exams. The HESI Exit Exams are developed by Elsevier and are intended to match the latest NCLEX test plans. Nursing programs typically administer the exams during the last semester of the RN program. The results of the HESI exam is used by the school and the student to identify strengths and weaknesses and identify any remediation needs. Most Nursing schools require a student to pass their HESI Exit Exam prior to graduation. The question formats on the exit exam can be any of the following types: multiple choice, multiple response, fill in the blank, hot spots, charts or drag/drop. Studies have shown that success on the HESI Exit Exam is an accurate predictor (**up to 98%**) of success on the NCLEX exam.

HESI Exit Exam Scoring

As mentioned previously, the intent of the HESI Exit Exams is to predict success on the NCLEX exam. The scoring table below shows how the HESI scores correlate to predicted success on the NCLEX.

>950 – OUTSTANDING probability of passing
900-940 – EXCELLENT probability of passing
850-899 – AVERAGE probability of passing
800-849 – BELOW AVERAGE probability of passing
750-799 – Additional preparation needed
700-749 – Serious preparation needed
650-699 – Grave danger of failing
<649 – Poor performance expected

HESI Exit Exam Content Areas

The HESI Exit Exams are a comprehensive evaluation of the entire Nursing curriculum. The core areas tested include:

- **Nursing Process** (Assessment, Analysis, Planning, Implementation, Evaluation)
- **Client Needs** (Safe/Effective Environment, Management of Care, Safety and Infection Control, Health Promotion and maintenance, Psychosocial Integrity, Physiological Integrity, Basic Care and Comfort, Pharmaceutical and Parenteral Tx, Reduce Risk Potential, Physio Adaption)
- **Specialty Area** (Community Health, Critical Care, Fundamentals, Geriatrics, Maternity, Medical Surgical, Pathophysiology, Pediatrics, Professional Issues, Psychiatric/Mental Health)

STEVENS-HENAGER COLLEGE

Associate Degree In Nursing Education

HESI EXIT EXAM POLICY

The HESI exit exam will be given after the NCLEX Live Review course. A score of **900** or greater is required to pass this exam. The student will be offered two (2) opportunities to be successful on the HESI exit exam. Stevens-Henager College (SHC) will purchase the first 2 exams. Should the student not pass the HESI exit exam after 2 attempts, they may take the HESI exit Exam at their cost. The cost is \$57 per exam. The student will have an additional **12 months** from the last day of class to pass the HESI exit exam.

This exam consists of 160 items and is an adaptive comprehensive exam covering all areas of nursing. Items are similar to those seen on the NCLEX-RN exam, therefore this exam is a useful tool for assessing a student's readiness to take the NCLEX-RN exam. The passing benchmark score is **900** or greater. Earning a benchmark score of **900** or greater is a requirement to graduate from the nursing program.

The student will not be a graduate of the Nursing Education program until the HESI exit exam is passed.

Acknowledgement of Policy

By signing below, I acknowledge that I _____

1) have read and understand this document regarding the HESI exit exam, 2) I have I have an additional **12 months** from the last day of class to pass the HESI exit exam with a score of 900 or greater. SHC will pay for the first two exams, then the student is responsible for the cost of further examination retakes.3) I understand a score of **900 or greater** on the HESI Exit Exam is required to graduate from the nursing program.

Student print name: _____ Date ____/____/____

Student Signature _____ Date ____/____/____

Dean of Nursing _____ Date ____/____/____

**STEVENS-HENAGER COLLEGE
NURSING PROGRAM CONSENT
TO USE STUDENT WORK/PHOTO**

Name: _____

Throughout the nursing program, samples of students' written or oral work, which reflect course or program outcomes, may be requested.

That copies of my written work, including journals, term papers, and other written and oral course assignments, may be retained by the College of Nursing, faculty or administration and used to document student work in accreditation reports, used/quoted in faculty research, publications, oral presentations, and other public forums, or prided as examples of assignments for other students. Permission for my photo to be taken and used by the College of Nursing in presentations, catalogues, brochures, other publications, and other public forums.

YES NO

Signature of Student

Date

**STEVENS-HENAGER COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
RELEASE OF INFORMATION TO CLINICAL FACILITIES FORM**

I _____ hereby authorize Stevens-Henager College Associate Degree of Nursing Program to release pertinent information such as SS#, birth date, or phone numbers to clinical facilities in which I may be doing clinical during my education at Stevens-Henager College. I understand that this is to facilitate use of computers at their sites and to correctly identify students who are practicing at their facilities. I realize my instructor may have access to my pass-codes to access my use of computers at the clinical sites to monitor charting and use.

Name: _____ Date: _____

Contact information:

Home Phone: _____

Cell Phone: _____

Email: _____

STEVENS-HENAGER COLLEGE
ASSOCIATE DEGREE IN NURSING - ESSENTIAL ABILITIES FORM

Faculty at the College of Nursing has specified essential abilities critical to the success of students in the nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculated students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations. As condition for your admission to the program you must sign the following document indicating you possess the essential abilities. This form will be kept in your permanent file. Essential abilities are as follows:

Essential **judgment skills** to include: ability to identify, assess, and comprehend conditions surrounding client situations for the purpose of problem solving client conditions and coming to appropriate conclusions and/or courses of action which includes the ability to comprehend reality in ways that can be consensually validated.

Essential **neurological functions** to include: ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding client conditions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observation, listening, understanding relationships, writing, and psychomotor abilities.

Essential **communication** skills to include: ability to communicate effectively with fellow students, faculty, clients, and all members of the health care team directly in English or by electronic method, including the telephone, without a translator. Skills include verbal, written, and non-verbal abilities consistent with effective communication.

Essential **emotional coping** skills to include: ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.

Essential **intellectual/conceptual** skills to include: ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.

Essential **physical** skills to include but are not limited to: the ability to assist patients with transfers, ambulation and moving patients in and out of their beds in the lab & clinical settings. Activities may include, but are not limited to, use of fine motor skills, lifting, pushing, pulling, stooping, walking, and carrying more than 50 pounds. This involves determining when to get help from co-workers or use of assistive devices when appropriate. You must be able to stand for long periods of time (8-12 hour shifts, or as needed). You must be able to function effectively during different shifts (day and night). You must be able to see and hear when patients need you.

Other essential behavioral attributes: ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on substances that may impair behavior or judgment. You must demonstrate responsibility and accountability for actions as a student in the Nursing program.

I have read the above document outlining the essential abilities necessary to be a student in the College of Nursing and verify that I have the outlined essential abilities.

Name: _____ Date: _____

Witness: _____ Date: _____

STEVENS-HENAGER COLLEGE
STUDENT HANDBOOK CHECKLIST

I _____ hereby state that I have received the Nursing Program Student Handbook. I understand that I must comply with all the policies in the handbook to remain in the Nursing Program.

Specific policies within the Nursing Student Handbook I need to understand and follow are the following (please put initials to indicate acknowledgment)

___ Grades: I understand that to remain in the Nursing program I must maintain an academic grade above a "B"(80%) in each nursing course to continue in the program. I must also maintain a Professional grade of a "B" or higher to continue in the program and a GPA of 3.0 or greater.

___ Attendance: Students need to be in attendance at all theory, labs, preceptorship and clinical assignments. I realize that being late affects my class participation and Professional Grade. I understand that if I do not attend theory, lab, and/or clinical, without prior approval, I will fail the course and have to wait until the next available spot to continue the program.

___ Emergencies: I understand that if an absence is due to an emergency or immediate family death, I will contact my instructor as soon as possible. It will be up to the instructor and the Dean of Nursing to determine the consequences of the absence.

___ Clinical & Preceptorship attire: I understand the policies for clinical attire and know I will be sent home if I do not conform to SHC policies.

___ Uniforms are clean and neat and visible (no hoodies or sweaters) to the staff at the hospital. Name tags are visible on torso. All students with long hair must have it pulled up above their necks. Smoking is not allowed during clinical assignments, except at lunches. Any tattoos must be covered.

___ Late work: I understand that late assignments will **NOT BE ACCEPTED!** If there is an exception it needs to be taken to the Dean.

___ Module deadline: I understand the deadline for assignments is the last day of the Module and no work will be accepted by the instructor after that day.

___ Employment: I understand that if I am employed while in the nursing program that my work schedule will not interfere with the time scheduled for theory, lab or clinical

Initial _____ Name: _____ Date: _____

CLINICAL & PRECEPTORSHIP SCHEDULING POLICY

- You will receive the clinical assignments approximately 4 weeks before you are scheduled to start a new course. (Pending the facilities cooperation)
- The clinical facilities often determine how quickly we can provide the schedule to you.
- Preceptorship assignments are complicated. You may not receive your assignment until a week before; the nursing program has to wait for the facility to give us information on the preceptors.
- You may trade with classmates, for clinicals to better accommodate your personal needs up until 2 weeks before the class is scheduled to start.
- You must fill out the clinical exchange form to notify the Dean of all trades. Please do not call or text the information; use the form.
- 2 weeks before the class starts the schedule will be considered final and **no more trades will be allowed** without obtaining special permission from the Dean of the program.
 - The request will not be granted unless it is an emergency, and the Dean of Nursing has given approval.
 - Birthdays, weddings, anniversaries, family gatherings, work conflicts, childcare issues, sporting events or other scheduling conflicts **will not** be considered emergencies!

I _____ have read the information provided regarding clinical scheduling.

Students Signature

Date

**STEVENS-HENAGER COLLEGE
NURSING PROGRAM ATTENDANCE POLICY**

Effective: 9/9/2013

Students are expected to attend **EVERY** didactic class, **SIM lab** and **clinical** assignment they are scheduled for. In the event that a student must miss a day, the student must inform the instructor. **You may NOT miss more than 1 day per 4 week and/or 8 week course this includes didactic class, SIM lab, and clinical, you will be failed from the program.** If a student misses a day for a severe illness or emergency, the student must meet with the Dean of Nursing.

I am signing this document to confirm I have received the document:

_____ Student Signature	_____ Student Print Name	_____ Date
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Thank you,

_____ Stephanie Slater, EdD (c), MSN/Ed, RN Dean of Nursing Stevens-Henager College	_____ Date
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**DRUG TESTING FOR REASONABLE CAUSE
ASSOCIATE DEGREE NURSING PROGRAM**

If reasonable cause exists to suspect a student is not free of illegal drugs, he/she will be required to complete a new drug test at the time. This test will be done through Corporate Screening. The college will not be responsible for the cost of this test.

Any student receiving a confirmed positive drug test **one time** will not be eligible to continue in the program at the time but may reapply to any of the Division programs for a future semester. If the student has had a previous confirmed positive drug test, a second confirmed positive for reasonable cause will result in **no** additional opportunities for the student to re-enter Stevens-Henager College (SHC). **The student will not return to class/lab/clinical or preceptorship unless a negative result is obtained on the 2nd urine sample.**

The Dean of Nursing, must request a test if reasonable cause exists. The student must complete the drug test at a time and place designated by the college. The student is required to complete a release directing the company/agency conducting the drug test to send the results directly to the Dean of Nursing at SHC.

Unless appealed, the drug test result reported by the independent MRO is final. A student can request to have his/her original specimen retested. The request must be submitted in writing to the Dean of Nursing, along with a money order for \$150 made out to Stevens-Henager College (SHC)

Once the drug test analysis and the GC/MS confirmation are completed and the Medical Review Officer (MRO) has reported the results of the second set of testing those results are final and cannot be appealed.

When the MRO determines that a student tested for reasonable cause has a confirmed positive drug test, readmission to any Health Care program may be affected. The student with the confirmed positive drug test is required to withdraw from the clinical course or academic course with component, and all. In order to be eligible to re-enter the student must meet with his/her program Dean to present documentation that he/she has satisfactorily completed drug counseling or treatment. If that documentation is provided, the student may re-apply. In order to be considered for re- entry to a program the student is responsible for expenses. When a student who has had a confirmed positive drug test is accepted into a program he/she will be subjected to random drug testing at his/her expense.

I _____ am signing this to acknowledge that I have read, and understand the information and have received this policy

Student Signature

Date