MISERICORDIA UNIVERSITY

2020-2021

NURSING DEPARTMENT STUDENT HANDBOOK
UNDERGRADUATE NURSING PROGRAMS



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INFORMATION AND GUIDELINES FOR NURSING STUDENTS

The title of this document is the Nursing Department Student Handbook, Undergraduate Nursing Programs. The policies found in this manual are specific to students in the nursing major. Supplemental policies can be found in the Misericordia University Student Handbook and The Academic Catalog, Undergraduate Studies.

This policy manual dated August 2020 -2021 supersedes all previous Nursing Department Student Handbook, Undergraduate Nursing Programs.

ANY POLICY IN THIS HANDBOOK MAY CHANGE AT ANY TIME BASED ON THE RECOMMENDATION OF THE NURSING FACULTY. STUDENTS ARE HELD ACCOUNTABLE FOR ALL POLICIES IN THIS HANDBOOK AND MUST REVIEW A REVISED MANUAL EACH ACADEMIC YEAR. OFFICIAL NOTIFICATION OF POLICY CHANGES OCCURS VIA POSTING ON DESIGNATED CLASS GROUPS PAGES ON myMU. IT IS THE STUDENT'S RESPONSIBILTY TO REGULARLY CHECK THE APPROPRIATE GROUPS PAGE. FACULTY ARE NOT RESPONSIBLE FOR A STUDENT'S FAILURE TO BE INFORMED ABOUT POLICY CHANGES OR FOR LACK OF STUDENT KNOWLEDGE OF POLICIES FOUND IN THIS HANDBOOK.

NURSING DEPARTMENT STUDENT HANDBOOK
UNDERGRADUATE NURSING PROGRAMS

I. General Information

A. Current Address/Phone Numbers

Students are required to provide the Nursing Department with a current local mailing address, phone number, and e-mail address during the first week of classes in the fall. Any changes to this information during the academic year must be submitted, in writing, to the Nursing Office. Changes in permanent address must also be reported to the Registrar's Office.

B. Communication - Bulletin Boards and Groups Page

Bulletin boards serve as a means of communication from the Nursing Department. These are located at 199 Lake Street, Mary and Allen Erwine Hall. These bulletin boards contain some announcements of general interest.

The Nursing Program requires all undergraduate students to use their Misericordia University email address. The major source of communication within the Nursing Department will be the myMU Groups page and email. All students will be subscribed to **both** 1) the Nursing Group page that corresponds to their year of graduation and; 2) the SNAP Group page. **It is the responsibility of the student to check the appropriate Nursing Group regularly for policy changes and announcements. Those students who do not check the Group page at least every two days will risk not receiving essential information from the Nursing Department.**

All announcements for Externships, Internships and employment are listed on the Insalaco Website, not on the Bulletin Boards in the Nursing Department. All students are encouraged to log onto the Insalaco Website today (www.misericordia.edu/career). You may be missing valuable information related to career choice if you do not.

C. Off Campus Student Employment

It is the policy of the Nursing Department that full-time students carrying 12 credit hours or more should not commit themselves to work more than 20 hours per week. Working may limit the time required to fully meet the academic rigor of the program. Full-time nursing students who wish to work part-time should discuss their employment status with their nursing faculty advisor. Night shift positions are not advisable. **When students are employed in a health care setting, they may not perform the functions of a professional or practical nurse.** Exceptions to this rule are students who are licensed as practical nurses (LPNs).

D. Nursing Department Office and Personnel

The Nursing Department Office is located in Mary and Allen Erwine Hall at 199 Lake Street, Dallas, PA

18612. The Department telephone number is (570) 674-6474. The Nursing Department Secretary, Marilyn Kornoski, can be reached at this number. Sandra O'Donnell (570-674-8044) and Melissa Marcum (570-674-8046) handle all clinical placement matters for the Nursing Department and can be reached via phone.

A directory of current Nursing Department Faculty, including office address, phone number and email address can be found on the nursing faculty Web pages. Web pages can be accessed at the following website address: https://www.misericordia.edu/page.cfm?p=1241.

E. Philosophy, Program Outcomes, and Program Plans

The nursing faculty has articulated a philosophy statement that serves as the framework for the various nursing programs. The undergraduate program leads to the Bachelor of Science in nursing degree. Students are required to achieve measurable outcomes by the completion of the undergraduate nursing program. A copy of the philosophy statement for Misericordia University's Nursing Program and the undergraduate nursing program outcomes can be found in the Appendix B of this handbook.

Depending upon the student's academic preparation prior to matriculation, he/she is admitted to either the Undergraduate Nursing Program (Traditional) full-time, the Undergraduate Nursing Program, Second Degree, full-time or part-time Evening Nursing Program (PTENP), or the Undergraduate Nursing Program Accelerated Bachelor's Degree (ABSN) at Pittsburgh. Transfer students follow the appropriate program course plan, based on an evaluation of courses completed at other institutions. A copy of the student's program plan can be found in the student's file in the Nursing Office. Students should also routinely consult their Unofficial Advising Worksheet (Degree Audit) located on myMU to ensure all requirements are being met.

F. Special Expenses

In addition to the tuition and fees assessed by the University (See Academic Catalog), additional fees and expenses are incurred by nursing majors. These include (but are not limited to) the following:

Nursing Uniforms
Nursing Laboratory Fees
Professional Liability Insurance
Nursing Pin
State Board of Nursing Licensing Exam (NCLEX-RN) and Pearson Vue Fees
Student Nurses Association of Pennsylvania (SNAP) dues
Developmental Testing Fees (Kaplan)
Selected Seminars and Field Trips (Burn Seminar, etc.)
Vertical Screening Company (Clinical clearances and processes)
FBI Fingerprinting
Child Abuse Clearance
e-PATCH
Simulation Learning System
Clinical Make-up Fees
Online Testing and Proctoring Fees

A list of general nursing fees is listed in the University Catalog.

There are also occasions when students are required to attend activities off campus. All expenses incurred are assumed by the student.

II. Academic Advisement

A. Advisement Process

Every nursing student is assigned to a member of the nursing faculty for academic advisement. Advisors' hours are posted on faculty office doors; faculty may also post office hours on their voice mail. If an advisor's hours are in conflict with student advisee's schedule, the advisee must request a meeting, preferably in writing, and provide tentative times and a telephone number where the student can be reached to confirm a special appointment. The advisor will make every effort to contact the advisee within three working days. If the student does not receive a response within three working days, the student should contact the Nursing Office. Alternate advisement will be arranged with the Nursing Department Chairperson.

Advisement notes are recorded in each student's nursing file during advisement times. Students should read the advisement notes at each meeting and sign their name to indicate that the notation is accurate. It is the student's responsibility to seek out their advisor if they are having difficulties. Students who have not earned a "Satisfactory" in any course at mid-semester should seek assistance with the Student Success Center.

B. Advisement Policies

Undergraduate nursing majors are required to schedule a meeting or make direct contact via phone or email with their faculty advisors **at least once each semester.** This normally occurs during advisement week during the fall and spring semesters. **Faculty will not approve online access to registration for students who do not complete an advising appointment.**

Nursing students who are experiencing academic difficulty should meet with their advisor more frequently. The faculty member will assist students in planning their academic schedule each semester. Nursing records will be monitored for advisement purposes from the freshman year through the senior year. *Faculty are in an advisory role only.* ***Students maintain responsibility for meeting all program requirements and adherence to policies.***

III. Academic Policies

A. Maintenance of Student Status

1. To maintain matriculation status, students in the nursing major must be registered, either as part time or full-time, in both the fall and spring semesters of each academic year. During any semester that a student is not enrolled for at least part-time study, he/she must notify the Office of the Dean of Students and follow the withdrawal process outlined in the University's Academic Catalog-Undergraduate Studies. In addition to following this process, nursing majors are required to notify the Undergraduate Nursing Department Chairperson, by completing Appendix D of this handbook indicating the reason(s) for withdrawal from matriculation status and, if

known, the anticipated semester in which the student plans to return (see nursing withdrawal policy). Generally, students who are in good academic standing both in their program and institutionally at the time of withdrawal, are granted a period of up to one calendar year from the time of withdrawal from matriculation status to return to the institution and the nursing program (See Departmental Readmission Policy below). Requests for extensions of the time period must be submitted in writing to the Vice President of Academic Affairs. A copy of the letter of request must be submitted at the same time to the Undergraduate Nursing Department Chairperson. Students who withdraw from the University during the semester are advised to consult the Academic Catalog, Undergraduate Studies, for important information regarding Institutional Refund Policies for tuition, room and board, and fees.

2. Transfer into Nursing – Any student who wants to be considered for transfer into the nursing major must have a minimum GPA of 2.75. The ability to transfer into the nursing major is competitive and is on a space available basis. Students must meet all transfer criteria to be eligible for consideration. Meeting the minimum transfer requirements does not guarantee admission. Students are advised to contact Jessica Nelson, Director of the Student Success Center, to discuss their desire to change majors. She can be reached at 570-674-6330 or jnelson@misericordia.edu.

3. Students must receive permission from the Undergraduate Nursing Department Chair to change programs. Requests must be submitted in writing to the Chairperson **at least 4 weeks prior** to the desired change. It should be understood that moving from program to program is based on a space available basis and explicit permission from the chairperson. Changing programs could mean a delay in anticipated graduation.

4. For PTENP and ABSN students, any course requirements fulfilled through the college level examination program (CLEP) must be completed and the documentation of successful completion must be received by the nursing department **prior to beginning any nursing courses**. All core and elective course requirements should be completed prior to the first nursing course. If a student is not able to complete these courses prior to this time, he/she will be allowed to complete a maximum of two core/electives (6 credits maximum) while taking nursing courses: however, these credits must be completed prior to or during the student's last semester in the nursing program or the student cannot enroll in the final nursing courses.

B. Progression and Retention in the Nursing Major

1. Academic Criteria for all Undergraduate Nursing Students- Progression and retention in the nursing major is based upon the student's ability to meet the following academic criteria:

   a. Students in the undergraduate day nursing program must attain an overall GPA of 2.75 throughout the nursing program.

   b. Successful completion of math calculation competency by end of the semester, remediation as outlined in the learning/remediation contract.

   c. Students in the PTENP, ABSN and transfer students once accepted based on the combination of transfer credits and MU credits; need to be aware, that **only the MU** credits will be used for calculation of GPA.

d. PTENP students' MU GPA will be calculated for the first time after 12 credits of MU course work. GPA will be calculated in increments of completion of a minimum of 12 credits of coursework. If a student voluntarily withdraws in good academic standing, the 12 credits of coursework will be calculated beginning with the return semester.

e. Successful completion of all cognates for the nursing major (BIO 211, BIO 212, BIO 228, HP 241, MTH 115, SOC 101, PSY 123 and PSY 275) with a grade of "C" or better is required for progression in the program.

f. A student may repeat **only one** nursing cognate when a grade of C- or less is achieved. The passing acceptable grade for these courses is a C or better. The student will be given the option to repeat the course and will be allowed to retain their seat in the program on a space available basis. This will result in probation for the student. If it is the second probation, the student will be dismissed from the program without the option to reapply. If a matriculated student earns a C- or less in the same cognate or any other cognate, that student will be dismissed from the nursing major with no option to reapply. If a transfer student has earned a grade of C- or less in the same or any other Misericordia equivalent cognate or nursing course at another institution, admission into the nursing major will be denied.

g. Achievement of a grade of at least a "C" is required in all nursing courses (NSG courses). **Students may repeat only one nursing (NSG) course.** The repeated NSG course must be completed by the following academic year. Repeating a nursing course will typically delay program completion by one year.

h. Any student who has fallen back related to grade replacement and /or is returning to the nursing major in good standing will be required to validate knowledge related to clinical experience prior to being allowed to re-enter any clinical course. (Refer to readmission policy and procedure).

i. Any student who is experiencing extenuating circumstances that may affect their progression in the program after the drop date must make an appointment with their advisor to determine whether an "I" should be taken at the time of the event. A student may withdraw later for medical reasons, supported by a written excuse from a physician, or for other serious circumstances, approved by the vice president of academic affairs in consultation with their advisor. The student has one year to resume placement in the program.

2. Compliance with the Nursing Code of Ethics

Progression and retention in the nursing major is also based on the student's ability to comply with the American Nurses Association: Code of Ethics for Nurses (2001; 2016) (Appendix A) and Nursing Professional Behavior Statement. (Appendix G).

3. Related Associate Degree

According to University Policy, students may enter nursing with a related associate degree. The Registrar determines what degree is related to nursing.

4. LPN to BSN

The licensed practical nurse (LPN) student is recognized as an adult learner who comes with diverse life experiences, education and clinical skills, as well as motivation and ability to learn independently. To facilitate advanced placement, opportunity is provided for students to validate, by examination, previously acquired educational and clinical competencies. LPN to the BSN option is for students who have completed an accredited Licensed Practical Nurse program. Licensed practical nurses seeking admission to the baccalaureate nursing program must meet the admission criteria for the University and submit an unencumbered Pennsylvania LPN license.

Advanced Placement
Students who have evidence of 1000 hours of employment as a LPN within the last 3 years are eligible for advanced placement nursing credits.

- NSG 201 Foundations Essential to Professional Nursing Practice (3 credits) and NSG 300 Concepts of Nursing (2 credits) will be applied to transcripts.
- If the student successfully completes the NLN Nutrition Challenge Exam then 3 credits associated with the Misericordia University nutrition course HP 241 will be applied to transcripts.

Non-Nursing Advanced Placement (professional nursing cognates/pre-requisites)
It is possible to challenge or CLEP (College Level Examination Program) the following courses. If a passing score is not achieved in the designated exam the student must take that course.

- BIO 211 Anatomy and Physiology I
- BIO 212 Anatomy and Physiology II
- BIO 227 Microbiology

Licensed practical nurses have the option to test out of specialty area courses within the program. The areas are listed below.

Advanced Placement Options:

NLN ACE II Exams - minimum overall score of 78%.

- NSG 402 Functional Health Patterns Childbearing (4 credits)
- NSG 304 Functional Health Patterns Pediatrics (4 credits)
- NSG 302 Functional Health Patterns the Psychiatric Nursing (4 credits)

Examinations are administered through the Center for Adult and Continuing Education prior to the spring semester. *Advanced Placement examination credits* are only applicable to the nursing major and are not calculated in the GPA, and are not transferrable to another major.

C. NCLEX Review Course

An NCLEX-RN Review course will be provided for all senior nursing students in their final semester. Attendance at all scheduled review sessions is MANDATORY for all graduating students. Failure to attend the review course will delay the student from registering to take the NCLEX-RN examination because they would not have met one of the requirements of the program. Failure to attend may negate the NCLEX guarantee between Kaplan testing service and the student.

D. Probation Policy and Procedures

1. **Probation**: A student will be placed on probation if any one of the following situations occurs:

    a. The cumulative grade point average of 2.75 required for the semester in the undergraduate day program is not maintained.
    b. Student earns a grade of C- or less in any cognate.
    c. The student earns a grade of C- or less in any nursing (NSG) course.
    d. A recorded violation of the Nursing Student Code of Ethics or a serious breach of the Civility and Professional Behavior Policy takes place. (The nursing faculty will make a determination of the degree of seriousness of the infraction leading to probation and/or dismissal.)

2. **Dismissal:** The following conditions relative to probationary status will result in dismissal from the nursing major:
    a. Students can be placed on probation **only one time** during the nursing program, for any of the conditions specified in D-1 above. If two failures occur in one semester the student is dismissed.
    b. The second time any of the conditions in D-1 above occurs, the student will be dismissed from the nursing major without the option to reapply. This includes: (1) a second drop in the GPA below 2.75 (students in undergraduate daytime nursing program); or a second grade of C- or less in the same or any other nursing course or cognate; or a second serious infraction of the Nursing Code of Ethics or the Civility and Professional Behavior Policy.
    c. If a student fails to meet any of the terms of probation as communicated to the student in the probationary letter, or if a student fails to meet the retention criteria after being placed on probation, the student will be automatically dismissed from the nursing major.

E. Student Withdrawal Policy

Purpose: In the absence of a university policy on leave of absence (medical or otherwise), the Nursing Department's Student Withdrawal Policy addresses:
1) nursing majors who do not continuously enroll in courses from matriculation to graduation; and
2) students who voluntarily withdraw from the major and do not intend to return.

Procedure:

1. Any student, who elects to formally withdraw from the university, must follow the university policy as published in the university's undergraduate catalog. Failure to follow university policy for withdrawal will affect the student's status in the nursing major. Nursing majors who fail to complete the university's withdrawal procedures, and who fail to continuously enroll in nursing cognate courses or courses in the nursing major, will be automatically withdrawn **from the nursing major only** by the Undergraduate Nursing Department Chairperson.

2. Students who withdraw from the university in accordance with university policy, are in good academic standing at the time of the official withdrawal, and have completed the Nursing Program Voluntary Withdrawal Form as required in step #3 below will be given the opportunity to return to the Nursing major, within one **calendar** year, (ONE TIME ONLY) without making formal

application. All three of these conditions must be met. In addition, the return to the major will be based on clinical space availability, and is not guaranteed.

3. The Nursing Program Voluntary Withdrawal Form (Appendix D) must be submitted to the Nursing Department Chairperson **no later than** 4:00 p.m. on the last day of the university's official Add period (as published in the Academic Calendar) of the semester in which the student fails continuous enrollment (See #1 above). Failure to submit the Nursing Program Voluntary Withdrawal Form according to these requirements will result in the Nursing Department considering the student in violation of step #2 above, and the student **will not** be allowed to return to the nursing major, regardless of whether the university policy has been followed.

4. Students, who are not in compliance with steps 1 through 3 above, will not be able to return to the nursing major but may apply for readmission through the Director of Transfer Students. If the student is out of the program for one year or longer, nursing course work will need to be repeated. Choosing to repeat nursing course work already completed may affect financial aid. Please contact the Director of Financial Aid to determine impact on financial aid eligibility.

5. Students who withdraw from the nursing major, with no intention of return, but who plan to continue enrollment at the university, are also required to complete the Nursing Program Voluntary Withdrawal Form. These students must also complete the university's Change of Major Form in consultation with their academic advisor.

F. Departmental Readmission Policy for Grade Replacement and Withdrawal in Good Standing

1. Qualifications: Students in good academic standing within the University and the nursing department and who have withdrawn and are on leave from the nursing major and/or the University for no longer than one year may apply for readmission to the Nursing Department, subject to the nursing policies and curriculum requirements in effect at the time of readmission. If the time lapse since the withdrawal or leave is greater than 1 year, the student will be required to repeat all nursing clinical courses.

2. Students who qualify for readmission will be admitted based on available space in the nursing major.

3. For the purpose of this policy "withdrawn and are on leave" refers to any student, who for any reason, is not continuously registered for nursing courses or core courses per the published nursing program sequence in the University Catalog.

4. Students who are withdrawn and are on leave and returning to the nursing major, he/she must complete one of the following procedures based on the course the student is expected to register for.
    a. Students returning and registering for **non-clinical** nursing courses:
    Procedure: Students must contact the Nursing Department Chairperson in writing with the intent to return no later than October 31st for return to a spring semester course, June 30th for return to a fall semester course, and March 31st for return to a summer course. The Nursing Department Chairperson will notify the student in writing of reacceptance to the nursing major, assign the student a nursing faculty advisor no later than November 15th for return to a Spring semester course, July 15th for return to a fall semester course, and April 15th for return to the summer course.
    b. Students returning and registering for **clinical** nursing courses:
    Procedure: Students who have completed any nursing clinical courses and are returning to continue clinical course work in an upcoming semester must demonstrate continuing proficiency

in clinical skills and medication calculations from previous semesters before being allowed to register for any clinical courses. Proficiency in psychomotor and cognitive skills appropriate for the individual nursing program level of the student will be demonstrated by the successful completion of the Validation of Prior Clinical Learning Assessment. The Validation of Prior Clinical Learning Assessment may include, but is not limited to clinical scenarios and simulations, completion of nursing care plans, medication calculations and specific nursing techniques related to the skills demonstrations and nursing knowledge completed during previous semesters in the Nursing Lab and/or the clinical setting.

If the student fails the Validation of Prior Clinical Learning Assessment and/or the Medication Calculation Examination he/she will be dismissed from the Nursing Program with no opportunity to return in any subsequent semester.

Procedure (nursing students returning from leave from a clinical course):

1. Students who are returning from leave must contact the Undergraduate Nursing Department Chairperson and the Director of the Nursing Lab in writing with their intent to return no later October 31st for return to a spring semester clinical course, July 15th for return to a fall semester clinical course, and April 15th for return to a summer clinical course.

2. The Director of the Nursing Lab in consultation with the Undergraduate Nursing Department Chairperson will notify the student in writing of the schedule for the Validation of Prior Clinical Learning Assessment and the Medication Calculation Examination, no later than November 30th for return to a Spring semester clinical course, July 15th for return to a fall semester clinical course, and April 30th for return to the summer clinical course.

3. Students will be required to successfully complete the required proficiency examinations during the scheduled times with the faculty in the Nursing Lab.

4. Students may use the Nursing Lab facilities and staff to prepare for the examination(s). It is the student's responsibility to schedule times for practice within the Nursing Open Lab Hours posted each semester.

5. Completion of the Validation of Prior Clinical Learning Assessment and the Medication Calculation Examination must be accomplished no later than November 15th for return to a spring semester clinical course, August 1st for return to a fall semester clinical, and April 30th for return to a summer clinical course.

6. Students will be required to pay a total fee of $100 for the Validation of Prior Clinical Learning Assessment and the Medication Calculation Examination. The fee must be paid to the Secretary of the Nursing Department no later than two weeks prior to the scheduled date of the Validation of Prior Clinical Learning Assessment and the Medication Calculation Examination.

G. Student Drug and Alcohol Policy

The illegal or abusive use of drugs or alcohol by nursing students jeopardizes the safety of the individual, the clinical agency, and the community and prohibits academic integrity. If a student is suspected of alcohol or drug use, the nursing faculty member is required to remove the student from class or clinical practice, discuss the suspicion, suggest drug/alcohol screening, and refer for appropriate counseling. If the student is in the clinical setting when the suspected violation occurs, the faculty member has the responsibility of utilizing the clinical agency's policy regarding suspicion of impairment. Readmission to class and/or clinical practice is at the discretion of the faculty and is based on individual circumstances. The nursing faculty will determine if the student should be readmitted within 3 working days. The Nursing Department's primary responsibility is to assure a safe environment for clients and students. Sanctions for violations include expulsion, suspension, disciplinary reprimand, restitution, mandatory drug testing, and restrictions of further use of University facilities. Faculty will report the incident to the Director of Health Services and complete an incident report.

H. Undergraduate Academic Grievance

Please refer to the Undergraduate Academic Catalog.

I. Graduation Requirements

Students must meet all the graduation requirements established by Misericordia University and the Nursing Department, including all progression and retention policies outlined in the section on Academic Policies in this handbook. In addition, graduating seniors are required to initiate and complete additional forms and applications relative to the following:

1. All candidates for graduation must complete the Graduation Application in accordance with dates established by the Registrar's Office.
2. All candidates for graduation must complete and file appropriate forms with the State Board of Nursing for the NCLEX and for registered nurse licensure. Instructions will be provided for candidates during the last semester of the senior year.

3. Graduating with honors designation can only be granted if students have taken 60 or more credits at Misericordia University.

4. All candidates for graduation must complete the Kaplan review course and any remediation required. All candidates for graduation are responsible for fees assessed for graduation, NCLEX, licensure application, notary, and transcripts.

IV. Nursing Class Expectations

A. Attendance

Students are expected to attend classes and clinical practice. In the case of online classes, attendance is the timely, active participation in all online activities; refer to the course syllabus for specific details regarding attendance. The nursing department faculty adheres to attendance policies of Misericordia University for face-to-face, online and/or hyflex. Additionally:

a. Student attendance at scheduled examinations or graded assignments is an expectation in the nursing major. In the event of an unexcused test or assignment absence, students will receive a grade of "0" for the test/assignment. When **extenuating circumstances occur:**

1) The nursing department office must be notified of the situation at least one hour prior to the test time.

2) If the absence is due to a personal illness, the student must be examined by his/her primary health care provider (MD, NP, PA) and documentation must be received in the nursing department within 48 hours of the absence.

3) If the absence is due to any other personal situation (e.g., death in the immediate family), official documentation (e.g., copy of obituary) shall be required within 48 hours and shall be evaluated by the course faculty in consultation with the level coordinator.

4) If it is determined that the circumstances warrant permission for a makeup examination, the new test will be scheduled on a date and time determined by the course faculty. Every attempt will be made by faculty to schedule the test within 1-2 days.

B. Academic Expectations

It is an expectation of the nursing faculty that nursing majors are able to apply knowledge acquired from previous courses in the curriculum (i.e. Anatomy and Physiology, English, etc.). Knowledge from the liberal arts and sciences serve as a foundation for nursing knowledge and will not be re-taught in the nursing curriculum. Consistent with this expectation, all papers that are not properly written using correct grammar and APA style will have deduction of points as outlined on the course syllabus.

The nursing faculty have developed a variety of assignments and learning experiences to facilitate student learning. It is an expectation of the faculty that students will participate in these activities to provide comprehensive learning.

In addition to class and clinical attendance, it is expected that the student: read assigned materials (i.e. text, journal articles); attend department required field trips; attend test reviews (outside of class time); complete testing (i.e. Kaplan Tests); and complete other requirements assigned by the faculty.

C. Civility and Professional Behavior Policy

A classroom (virtual and/or face-to-face) and community clinical site climate that is characterized by civility and respect contributes to a positive learning environment. To this end, students are expected to conduct themselves civilly and professionally when interacting with faculty, staff, students and community members in all affiliated university settings; whether a classroom, online or a clinical affiliation site.

Students are expected to display behaviors such as, but not limited to:

- Arrive at class and clinical sites on time (both face-to-face and online).
- Make proper notification of inability to attend scheduled classes and/or clinical practice.
- Conduct themselves in a courteous and professional manner whether on or off-campus.
- Turn off all cell phones and electronic devices, or put into silent/vibrate mode, during class and when in patient care environments. **Cell phone conversation or text messaging**

during class or clinical experiences (unless directly related to clinical practice) are not permitted.

- Address faculty, peers and community partner representatives respectfully and by appropriate titles, i.e. "Dr." or "Professor". Addressing faculty or professional community partner individuals by first names is only appropriate when individuals request one does not use their professional title when addressing them.
- Avoid disruptive behaviors such as, but not limited to, social conversation with peers during classroom or clinical learning activities; speaking out of turn during directed discussions; monopolizing discussions; and using aggressive or offensive language.
- For any clinical or practicum experience disruptive behavior also includes when a student, under their own directive, calls a community partner seeking clinical placement, despite instructions by university personnel such as faculties or clinical placement coordinators not to call.
- Be properly attired in the Misericordia University dress code for all clinical experiences.
- To not defame or conduct one-self negatively while representing the University, its programs, or its faculties on-campus or in the community.
- Use appropriate Netiquette in any electronic correspondences.

Any student who fails to abide by this policy will be subject to the following disciplinary actions:

First offense –The student is given a written warning from the faculty member involved which will be documented in the student's advising notes and signed by the student. Should the gravity of the first offense be severe, the student may have additional sanctions imposed, including those normally invoked for a second offense. If the student does not comply with this process, the second offense will be imposed and the student will be placed on probation or dismissed from the nursing program.

Second offense – The student will be dismissed from the class, clinical setting, activity, office, area, or environment in which the offensive behavior takes place, and will be required to meet with the Nursing Department Chairperson or Program Director and a member of the Nursing Department faculty within 2 business days. The Chairperson or Program Director, in consultation with the NDFO or Graduate Curriculum Committee, will determine the appropriate sanction to be imposed. This may include, but is not limited to, probation or dismissal from the nursing program. **At any time that a student's behavior is egregious and deemed by the NDFO to be deleterious to the Nursing Department or the University, the student will be dismissed from the nursing program and/or the university with no opportunity for readmission.**

D. Academic Integrity

Any form of cheating, plagiarism, or dishonesty will not be tolerated by the Nursing Department. Sanctions will be imposed on any student suspected of such violations of conduct. Course syllabi will describe these sanctions. In addition, the University may impose additional sanctions as outlined in the Misericordia University Student Handbook. Guidelines to avoid plagiarism can be found in the Appendix of this handbook.

E. Audiotaping of Classes

Individual faculty members will determine their own policy related to audio taping their classes. Students **must** request permission from the faculty teaching to audiotape the class. If the faculty member grants permission, he/she will notify the class that a particular class will be taped. It is expected that all rules governing confidentiality will apply to information presented in class.

F. Inclement Weather

Cancellation or delay of classes will be in accordance with University policy. Course syllabi will provide specific cancellation or delay instructions. Students should subscribe to the WENS program and MU Alert on the portal. **Please do not call course faculty.** Classes should not be canceled unless the university cancels. Please be aware that Dallas and Pittsburgh, along with other clinical locations, may have varying weather, and cancellations and/or delays will be made independently.

G. Course Grades

Letter grades for courses are assigned by composite score from the course assignments as indicated in each course syllabus.

1. All written assignments must be submitted on the prescribed date. Failure to meet this criterion will jeopardize the paper/course grade. (Refer to individual course syllabi). Students are responsible for retaining a second copy of all papers or projects submitted as course requirements.

2. Course grades are posted electronically to the university's web portal at the end of each semester.

3. Nursing Department Grading Policy:

- A 95-100
- A- 92-94
- B+ 89-91
- B 86-88
- B- 83-85
- C+ 80-82
- C 78-79
- C- 74-77
- D 70-73
- F Below 70

H. Use of Calculators

Students will be permitted to use basic calculators during testing situations. Any graphing/scientific calculators may not be used. Any calculator used for testing situations may be examined by faculty prior to use.

I. State Board Requirements

The faculty in the nursing department believe it is important to inform you of the following as related to clinical affiliations during your education, as well as licensure and subsequent employment in

Pennsylvania as a Registered Nurse following graduation. The State Board of Nursing for the Commonwealth of Pennsylvania states:

"Applicant(s) should be aware that certain types of clinical facilities have the right and/or responsibility to preclude students who have a history of criminal activity or child abuse from the facility. If experience in such a facility is required to achieve the clinical objectives, the applicant will not be able to complete the required course. Even if there are multiple course sections and the individual is able to have clinical experience for the course at another agency and this completes the program it is possible that the Board may deny licensure based on the applicant's criminal or child abuse history. If the individual does become licensed, various laws may preclude the individual from employment in a wide variety of settings."

Requirements for Licensure:
The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L.233, No, 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act," or convicted of felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

(1) at least ten (10) years have elapsed from the date of conviction;
(2) the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violation; and
(3) the applicant otherwise satisfies the qualifications contained in or authorized by this act.

And

Section 14. Refusal, Suspension or Revocation of Licenses.
(a) The Board may refuse, suspend or revoke any license in any case where the Board shall find that –
a. The licensee has committed fraud or deceit in:
(i) the practice of nursing, or in securing his or her admission to such practice or nursing school…

(4) The Licensee has been convicted, or has pleaded guilty or entered a plea of nolo contendere, or has been found guilty by a judge or jury, of a felony or a crime of moral turpitude, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, in the courts of this Commonwealth, the United States or any other state, territory, possession or country. (Professional Nursing Law and Practical Nurse Law: Act 69. (State Board of Nursing. Commonwealth of Pennsylvania. Printed March 2003, p.21)

Potential Barriers to Employment

"Certain laws do contain lists of persons and/or agencies mandated to have clearances and identify restrictions on employment by persons who have committed certain types of offenses. Copies of The Older Adult Protective Services Act of 1987, amended in 1996 and 1997 (35 P.S. §10225.101 et seq.) and Child Protective Services Law enacted in 1975, amended in 1985 and 1994, (23 Pa.C.S. §6301 et.

seq.) can be obtained by contacting the Legislative Reference Bureau at (717) 787-7385."

Should you have any questions regarding The Older Adult Protective Services Act viz. the criminal clearance history information, contact the Department of Aging at (717) 783-6207 and/or the Pennsylvania Child Abuse History Clearance form, contact the Department of Public Welfare at (717) 783-6211. If you have any question related to your eligibility to complete the requirements for Nursing Licensure, please contact the State Board of Nursing directly at:

State Board of Nursing
P.O. Box 2649, Harrisburg PA 17105-2649
Phone: (717) 783-7142
Fax – (717) 783-0822
ST-NURSE@state.pa.us

Based on the above requirements from the PA State Board of Nursing any student whose reports indicate a relevant criminal background check, the student will be prohibited from entrance into the Nursing program. If a student incurs an unsatisfactory criminal background check while enrolled, the student will be immediately dismissed from the nursing program.

J. Student Papers

All graded written assignments must demonstrate: focus; organization of evidence; reasoning; correct style of documentation; and proper grammar, syntax, punctuation, and spelling. **Students are required to use the Publication Manual of the American Psychological Association (**for all written assignments). The edition of the manual being used and any exceptions to this will be specified in individual course syllabi.

K. Technology Requirements

All nursing students are expected to possess computer literacy. Course assignments will assume that all students have a working knowledge of word processing, email, and Internet access. For students who do not possess these skills it is recommended to complete a continuing education or credit-bearing course in introduction to personal computing. Courses will require use of the Internet, email and Blackboard for assignments or class communication.

The University maintains computer labs for student use. Technical support is available upon request in these labs. The University provides students who do not have email or Internet access services at home with such services on campus.

L. Electronic Device Usage Policy

Misericordia University Nursing Department Electronic Device Usage Policy [I-Touch/ Smartphone/Handheld Computers]

Policy: Standard guidelines will be used for all electronic Devices in the Nursing Program

Purpose: To provide guidelines for the use of electronic devices in the classroom, laboratory and/or clinical setting.

I. Classroom and Laboratory:

a. Students are permitted to use mobile resources during classroom, laboratory and simulation experiences.
b. Telephone and internet functions must be turned off during classroom and laboratory sessions by placing all devices in "Airplane" mode [see below for instructions to place phones in "Airplane" mode].
c. No electronic devices (I-Touch/ Smartphone/ Handheld Computers) are allowed during examinations. All electronic devices are to be left in purses/backpacks.
d. If faculty allow use of a calculator for an examination, a simple calculator may only be used by the students.
e. With the exception of specified course required activities, sending or receiving text or other messages in the classroom/campus laboratory is not permitted.
f. Using the internet for personal, non-school related functions in the classroom/campus laboratory is strictly prohibited.
g. Inappropriate electronic device use will result in a violation of the Civility Policy (Undergraduate Student Handbook: Civility and Respect Policy) with associated consequences.

II. Clinical Area:

a. Use of I-Touch/ Smartphone/Handheld Computers in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students may use Mobile Resources on -Touch/ Smartphone/Handheld Computers in non-restricted areas and pre and post conferences only.
b. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines when using electronic devices including I-Touch/ Smartphone/Handheld Computers in the clinical and community settings.
c. Telephone and Internet functions on cell phones must be turned off during clinical sessions by placing all cell phones devices in "Airplane Mode."
d. Taking photographs in the clinical setting is strictly forbidden.
e. With the exception of specified course required activities, sending or receiving text or other messages is not permitted in the clinical area. In compliance with HIPAA regulations, sending patient or confidential information through MU email or any other form of social media is also forbidden and may result in termination from the Nursing Department.
f. Using the Internet for personal, non-school related functions in the clinical area is strictly prohibited.
g. Inappropriate electronic device use and/or violation of HIPAA guidelines is a violation of the Nursing Department Ethics Policy and will result in termination from the Nursing Department. (See Undergraduate Student Handbook: Appendix A- Code of Ethics Policy)

Adapted from: Loma Linda School of Nursing: Academic Policy – Handheld Electronic Devices
Accepted: 8/28/2011

M. Kaplan Testing Policy

Misericordia University
Nursing Department
Kaplan Integrated Testing Policy

<u>Purpose</u>: To provide policy and procedures for the Kaplan Integrated Testing process used in the traditional undergraduate, part-time evening nursing programs (PTENP), and accelerated bachelor's of science in nursing (ABSN) programs.

<u>POLICY</u>: All traditional undergraduate students are <u>required</u> to complete standardized, comprehensive testing in selected content areas of the undergraduate nursing curriculum.

<u>PROCEDURES AND SANCTIONS</u>: The Kaplan Integrated Testing process, as outlined in Kaplan's "The Basics" is used as follows:

1. Beginning in the sophomore year, students are notified by the Nursing Department Kaplan Coordinator of the <u>requirement</u> to complete selected content exams associated with nursing courses taught during the sophomore, junior, and senior years of the undergraduate curriculum, as well as an end-of-program NCLEX predictive exam prior to graduation. ABSN students receive this information at the start of their first semester courses.
2. All students receive a unique identifier to access the Kaplan Integrated Testing system (username and password) prior to being scheduled for the first content exam.
3. The selected, secure exams are scheduled, coordinated, and proctored by the Nursing Department Kaplan Coordinator; they are administered near the end of the course associated with the selected integrated testing. Similarly, the comprehensive, predictive end-of-curriculum exam is scheduled, coordinated, and proctored by the Nursing Department Kaplan Coordinator. ABSN scheduling and proctoring is done under the direction of the ABSN program director.
4. Failure to complete any of the required Kaplan exams on the scheduled dates will receive a grade of "0" in the Kaplan component of the course grade.
5. For each module covered in a clinical nursing course, students will be required to complete a minimum of twenty (20) questions on the Kaplan Focused Exam that corresponds to the material covered in the module. If, by the end of the semester, the thirty (30) questions on each focused exam are not completed, the student will not have their earned grade entered for their Kaplan Integrated Exam. When the questions are completed, the student's earned grade on the Kaplan Integrated Exam will be entered.
6. Accommodations- If a student has formal accommodations, they must notify the Nursing Department Kaplan Coordinator **at least 48 hours prior** to the scheduled examination. Requests after this time will not be honored, as Kaplan requires 48 hours notice for accommodations.

N. Course Evaluations

Completion of course evaluations is a significant means for all nursing students to provide input into their educational process in nursing. Therefore it is essential that all students complete course evaluations on all class and clinical courses. The evaluations will be completed online or hard copy. All evaluations are anonymous and are a requirement of the course.

V. Clinical Expectations

A. Attendance

1. Attendance at all clinical practica is mandatory. Job interviews, non-emergency appointments and vacations are to be scheduled at times that do not conflict with clinical hours.
2. Students who wish to attend a professional conference must get approval from the Undergraduate Nursing Chair prior to registration. The decision to give permission to attend a conference will be based on the student's academic (clinical and classroom) performance.
3. In the event of an excused absence (doctor's excuse, death in immediate family) from clinical, students will be required to complete a makeup day without a fee; however, if the student

experiences more than one clinical absence, he/she will be required to make up the day and a fee will be assessed. Students in 12 hour clinical rotations will be handled individually.

4. Clinical absences require notification of the faculty and agency at least one hour prior to the clinical experience. **Messages carried by classmates are not acceptable.** Failure to notify faculty of absence at least one hour prior to clinical **may result in automatic failure of the course.**
5. All clinical absences must be made up prior to submission of final course grades. The course faculty determines the method of makeup. The following procedure will be employed in the enforcement of this policy:

    a. Any student who is absent for any reason from clinical time (except for a professional conference with approval from the course faculty/director of program), sent home from clinical or who is unable to successfully meet the clinical objectives of a clinical day will be required to make up the clinical experience. This also includes students who miss clinical time because of lack of preparation. Lack of preparation includes, but is not limited to, failure to produce evidence of CPR certification or mandatory health clearances before the first clinical experience of each semester or failure to demonstrate knowledge and/or skills consistent with safe clinical practice.

    b. Clinical makeup dates and times will be arranged by the Nursing Department. All make-up experiences will be scheduled mid-semester and end of the semester at the lab coordinator discretion in the simulation lab or clinical unit.

    c. Students who miss any time in a semester, for any reason, will be required to makeup all outstanding clinical hours. If a student misses 12 hours in a clinical rotation the student will be assessed an hourly clinical laboratory fee of $20.00 per hour for each missed time exceeding 6 hours. If students miss more than 12 hours in a clinical rotation this will result in failure of the course. Students in a 12-hour clinical, make-up is required; however any time exceeding 12 hours will result in failure of the course. Fees must be remitted by check payable to Misericordia University Nursing Department and must be submitted to the Nursing Department secretary prior to the clinical makeup day. If the student does not submit the remittance, or complete the makeup prior to the beginning of the next semester, the student will receive a grade of "F" and will not be allowed to progress to the next nursing course. It is expected that makeup time may be conducted on a Saturday or Sunday. Students also may need to move to a different (day or evening) format.

    d. In the event that Misericordia University is on a compressed schedule on a clinical day, and a student is either in route or already at the clinical facility, the student is to report to the clinical area at the scheduled compression time; not any earlier. At no time should any student be on a clinical unit performing clinical skills outside of the time allotted for the clinical rotation hours and without the presence of the clinical instructor. If a student determines that the inclement weather is permitting him/her from attending clinical; it is at the discretion of the student to make the decision. However, students who do not attend clinical will follow the make-up clinical policy as stated in the Student Handbook.
    e. If there are extenuating circumstances for missing a clinical day the student must submit a letter to the course clinical coordinator explaining the circumstances for the missed clinical time at the time of the occurrence. The letter will be brought to the full nursing faculty for determination if the student can realistically complete expected course outcomes, and therefore withdraw from the course with a "W" or "I" status.

f. Failure to make up any missed clinical time results in a failure of the course in which the time was missed.

B. Clinical Tardiness

A Student will be considered tardy if he/she arrives at the clinical site after the designated starting time. Students will be sent off the clinical unit for the second tardy occurrence which will constitute a clinical miss and the student will be required to make up the course objective(s) for the missed clinical day. The missed clinical day will be made up as outlined under C, page 18, V. Clinical Expectations.

C. Preplanning

Preplanning is an expectation of clinical courses. Students may be required to go to the clinical site to obtain their assignments on the day before or earlier on the day of the assigned clinical experience. Faculty will determine exceptions to this policy. Preplanning requires that the student review the assigned client's chart and obtain appropriate information to demonstrate preparation for the clinical assignment. This policy relates more specifically to all Medical – Surgical clinical experiences.

D. Transportation

Students are responsible for their own transportation to and from clinical agencies. Arrangements for use of a personal automobile or public transportation are the student's responsibility. Students **may not** request clinical placements based on the need for carpooling.

E. Clinical Rotation Schedule

Alterations to the clinical schedule cannot be made once it is posted on Blackboard. Changes can only be made by switching with another willing classmate. ALL changes must be approved by the Clinical Coordinator.

F. Clinical Delays or Cancellations

Cancellations or delays of clinical experiences will be based upon University policy and the following criteria:

1. Faculty members will follow the University's announcement for closings. The faculty member can only cancel if the University remains open and if road conditions for faculty are unsafe for travel. The faculty member will notify the clinical agency and students of cancellation or delay at least one hour before the start of the clinical day.

2. If, in the student's judgment, road conditions and inclement weather interfere with his/her safe travel, the student will notify the faculty member at least one hour before the start of the clinical day. Student will need to make up clinical as per clinical absence policy.

3. The minimum hours required for clinical practicum must be maintained. Course syllabi will provide specific cancellation or delay instructions.

G. Clinical Practicum Grades

A pass/fail will be assigned as the grade for clinical practica. The students must meet **each** criterion on the evaluation tool successfully to receive a clinical grade of "**P**" (pass). Failure to meet each criterion will result in a clinical grade of "**F**" (fail) and thus receive an "F" grade for the course.

Evaluation Philosophy: It is the faculty's belief that students are responsible for the knowledge and practice of theory and skills acquired in prerequisite courses. Furthermore, faculty believes that students need time to learn and apply new content and skills. Therefore, faculty believes formative evaluation should be used throughout the semester with a summative evaluation occurring at the end of the semester. Evaluation will include content and skills from both the current course and prerequisite courses.

Instruments: The clinical faculty member will utilize the approved evaluation instruments. These instruments are based on defined course and level objectives and are used to evaluate the student's clinical performance. Remediation plans will be formulated for all students receiving an unsatisfactory in any criterion.

Process: Faculty members will use the clinical practicum to assist students in the application of theory and skills. At mid-semester or after each clinical rotation (as identified by course syllabi) each faculty member will, in conference with the student, discuss the student's progress. This conference will be documented and signed by both the faculty member and the student.

Summary Statement: The faculty member evaluating the student's clinical performance will write a summary statement on the evaluation instrument. The student must sign the evaluation instrument. Students are encouraged to add comments.

H. Medication Competency

Misericordia University
Nursing Department
Medication Calculation Competency
Policy

Policy: A standard medication competency exam will be administered to all students entering their Junior year.
Purpose: To assure consistency in medication calculation competency across the undergraduate nursing program.

Procedure:

1) Students will be expected to study dosage calculations over the summer prior to the junior year. Faculty encourage the student to progress weekly over the summer so that they are not overwhelmed as they get closer to the fall semester.
2) The student will be provided the medication calculation review resource prior to the summer before their junior year. The student is to complete all chapter reviews for required chapters to verify that the calculation material was reviewed.
   Upon return in the fall semester, the faculty will verify all chapter reviews are complete. If completed chapters reviews are not submitted to the faculty, the student may not take the dosage

calculation exam. Failure to complete the exam with a 90 % or higher will result in a remediation plan and exam retake.

3) A math dosage calculation test based on the completion of the required study resource for medication calculations will be scheduled on the first clinical orientation day for each of the following courses: NSG 301 (FHP Adult I); NSG 303 (FHP Adult II); NSG 401 (FHP Adult III) and NSG 404 (FHP Adult IV) in the Traditional Program; the Part Time Accelerated Program will be tested in all the above in addition to during NSG 304 (PEDS) and NSG 402 (OB). No formal review will be conducted in class before this testing date. Failure to complete the exam with a 90 % or higher will result in a remediation plan and exam retake. However, the faculty highly recommends if one struggles with math dosage calculations he/she must take self-initiative to seek math tutorial sessions via the university's Student Success Center (SSC). The second make-up exam will be scheduled by the Nursing Lab Manager. If the student does not achieve a 90% with the second attempt, the student will continue to remediate until the end of the semester. A written remediation contract will be developed with the student after the second failure to address the math deficiency.
4) In addition students are responsible to complete the required medication terminology and abbreviations prior to the start of clinical.

I. Clinical Performance

If, at any time during the clinical practicum, the clinical faculty member identifies a student's performance as unsafe, the faculty member will notify the student verbally and in writing concerning the unsafe performance. Within 24 hours of the discovery of the unsafe practice, a copy of the written notification will be placed in the student's file folder in the nursing program. A remediation plan will be formulated between the student and the faculty member. Depending upon the gravity of the unsafe practice, the student may be dismissed from the clinical site for the day or may have further sanctions imposed. These sanctions may include dismissal from the course and /or the nursing major.

Unsafe Behaviors:

- Isolated Behavior
- Loss of contact with reality
- Anxiety
- Inappropriate response to feedback
- Depression
- Agitation
- Inability to concentrate
- Deterioration of clinical performance
- Inability to relate to patient
- Confused thoughts
- Unable to answer questions
- Mood Swings
- Extreme fatigue (too much time in break room, exhaustion)
- Safety Issues

J. Clinical Clearances

Students must receive notification of clearance status before being allowed in a clinical agency for clinical practice. Clinical clearance requires the student provide documented evidence of health clearance from their healthcare provider, current professional liability insurance coverage, and current CPR certification.

1. Professional Liability Insurance

Professional liability insurance is required for admission to nursing clinical courses. Students who register for clinical nursing courses are automatically billed for group liability insurance annually by the Finance Office. The fee for group coverage as a student nurse in a clinical setting is determined annually. Students may elect to purchase liability insurance through a private carrier; however, regardless of private coverage, **all nursing students are billed for and must be covered by the University Professional Liability Insurance Policy**. No exceptions are made to this policy.

2. Criminal and Child Abuse Clearance

All nursing students must complete a Pennsylvania criminal history check (e-PATCH), Pennsylvania Child Abuse History Clearance, an FBI Background check (fingerprinting) prior to the start of nursing clinical coursework. Deadlines will be posted for students annually. This information is required by many of our clinical agencies prior to clinical affiliation and will be shared with them as necessary during your educational experience in nursing. Should any of your materials indicate a criminal or child abuse record, students will be notified prior to sharing this information with any and all clinical agencies. The cost of these clearances is the responsibility of the student. A vertical screening company is used to store these documents, and students are required to submit the documents directly to the company.

A positive Criminal Record Check (Federal and/or State), positive Child Abuse History and/or a positive drug screening may result in any of the following: inability to find a clinical placement, delay in placement, inability to obtain professional licensure, legal ramifications, inability to matriculate or continue in the nursing program, and/or inability to meet requirements for graduation from the program. As a result, students may not be able to complete the requirements of the nursing program, may not be eligible for federal, national, or state credentialing/licensing required for practice, and may be dismissed from the program. If any change in status occurs, it is the student's responsibility to notify the Undergraduate Nursing Chair. Failure to do so may result in dismissal from the program.

The faculty in the nursing department believes it is important to inform you of the following related to clinical affiliation during your education as well as licensure and subsequent employment in Pennsylvania as a Registered Nurse following graduation. The State Board of Nursing for the Commonwealth of Pennsylvania states:

"Applicant(s) should be aware that certain types of clinical facilities have the right and/or responsibility to preclude students who have a history of criminal activity or child abuse from the facility. If experience in such a facility is required to achieve the clinical objectives, the applicant will not be able to complete the required course. Even if there are multiple course sections and the individual is able to have clinical experience for the course at another agency and thus completes the program, it is possible that the Board may deny licensure based on the applicant's criminal or child abuse history. If the individual does become licensed, various laws may preclude the individual from employment in a wide variety of settings."

3. Health Clearance

Clinical Education Requirements

Students must submit the following prior to the start of clinical courses:

- FBI Background Check
- State Background Check
- Child Abuse Clearance
- Health Physical Examination to include documentation of immunizations, Tuberculin test and vaccinations
- CPR certification for Health Care Providers through the American Heart Association
- Proof of Medical Insurance Coverage
- HIPAA education

Individual clinical sites may require additional documentation, such as drug screening which varies in the time frame of being tested and entering the clinical setting; thus, the clinical coordinator will inform you as to when to have that done. Clinical education requirements are at the expense of the student.

College of Health Sciences Clinical Education Policies
(reviewed/revised 6/2016)

All nursing students enrolled in clinical coursework must complete annually and upload Health Clearance forms **no later than May 15th.**

The health clearance form requires a physical exam by a physician or nurse practitioner, specified laboratory tests and immunizations. Students must provide evidence of health insurance coverage. Fees for all exams, lab tests, and immunizations are the responsibility of the student.

Students will not be permitted to attend nursing clinical practica unless they have received the Hepatitis B vaccination, or have signed a waiver refusing the vaccination. Waiver forms are available in the University Health Service Office. This policy is mandated by OSHA Regulations effective August, 1992.

Students whose health clearance forms are incomplete or who fail to file a health clearance form by May 15th will be withdrawn from all clinical courses and any students on the waiting list will be enrolled in their place. Students will then be placed in the available clinical once clearances are received.

A ten-panel drug screen is a requirement for all students yearly. Students must pass the drug screen in order to be placed in clinical agencies (see Drug Policy #6 College of Health Science).

4. Cardiopulmonary Resuscitation (CPR) Certification

American Heart Association health care provider CPR and AED certification for adult, child, and infant is required prior to enrolling in any clinical nursing course. Students in the nursing major are not permitted to attend clinical nursing practica without valid CPR certification on file. It is the student's responsibility to upload a copy of his/her current CPR certification card.

If CPR certification expires during the clinical course or within a semester, it is the student's responsibility to update the CPR prior to the expiration date. The student will not be permitted to attend clinical without a current CPR certification. This absence is subject to the policies in this handbook related to student absences from clinical. CPR instruction must be obtained by the student. Opportunities for instruction may be available on campus.

K. Uniforms and Attire

1. All students are to wear neat and clean Misericordia University uniforms. Professional appearance of the student must be maintained AT ALL TIMES. Failure to meet this standard, as defined by the faculty, will result in the student being removed from the clinical area.

    a. Wellness, Community Clinical rotations, and Community events: MU scrubs and lab coat. Photo ID must be worn at all times.
    b. Medical-Surgical, Maternity and Pediatric rotations: White or navy scrubs (can mix or match). Lab coat must be worn when leaving the unit. Photo ID must be worn at all times. Students may wear a plain long or short sleeved white or navy shirt underneath scrubs. No clothing can be worn on top of scrubs and/or lab coat.
    c. Mental Health experience – Professional attire, encompassing neat and clean, conservative shirts (collared shirts for males) blouses, sweaters, and dress slacks and shoes. Clothing must not be revealing such as no plunging necklines or midriffs. No open toe, sandals or pumps are to be worn. No scarves, yoga pants or necklaces. In addition students should never wear jeans, sneakers, extreme hairstyles or excessive makeup. Photo ID must also be worn at all times (last name covered with tape).
2. All students, male and female, shall wear their hair adequately secured back and/or up in a manner that is neat and appropriate for safe client care. If headbands are worn, they must be white or navy in color.
3. Clean, white or black leather shoes and plain socks are required when in health care settings. Sneakers may be worn if they are all white or black leather with matching laces (no canvas or colors on shoes).
4. Jewelry and perfume are not to be worn during clinical practicum. (Exceptions: Wedding bands, one pair of post ear piercings, and ear piercings for medical purposes.) Body piercings are not permitted on the clinical unit for safety reasons. A watch with a second hand is required. Tattoos must be appropriately covered. Students are required to adhere to the dress and jewelry protocol of affiliating agencies. Students visiting the clinical agencies, at other than scheduled practicum times to obtain data for clinical preparation must wear a lab coat and photo ID at these times.
5. Artificial fingernails are not allowed in the clinical area. Natural fingernails are to be kept short with no polish or ornamentals attached.
6. The Misericordia University photo ID badge and/or uniforms are not to be worn during outside activities or employment.
7. Students are not permitted to carry cellular phones during clinical practicum. Any exceptions to this rule will be governed by faculty and follow hospital or clinical agency policy.
8. Alternate dress codes will be directed by the course faculty for any clinical experience where the students are instructed not to wear uniforms.

L. Clinical Capabilities of Students

The nursing department faculty stipulates provisions related to the clinical capabilities of all students of nursing. These provisions include that the student of nursing will be able to:

1. Fulfill the clinical objectives related to physical and sensory nursing activities

2. Comply with contracted agency policies for physical and sensory abilities in the clinical setting.

3. Provide written documentation by a professional health care provider (MD/NP) regarding the student's physical abilities/limitations for clinical practice.

Documentation of physical or emotional disability, which can be aggravated by clinical expectations, must be submitted by the student to the Director of the Student Health Center and to the nursing clinical faculty member. (Forms to document physical examination may be obtained in the nursing department office.)

M. Caring for Clients with Communicable Diseases

The American Nurse's Association: Code of Ethics for Nurses (2001) states:
The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems

In accordance with the above ethical position, the faculty believes nursing students, like all other nursing professionals, must provide care to all patients assigned. A student who refuses to care for patients with communicable diseases, including AIDS, has not met the requirements of the discipline. Exceptions to this standard occur when the student provides documentation of pregnancy or a depressed immune state. Unwarranted refusal of a student to care for patients with communicable diseases may result in dismissal from the nursing program.

N. Injury or Illness During Clinical Practicum

In case of illness and/or injury during clinical practicum, the clinical faculty member, the Director of the Health Services, and the Nursing Department Chairperson must be notified. The student will follow the clinical agency's protocol regarding health services and care. Students will be billed for services rendered in agency emergency departments.

O. THE AMERICAN DISABILITIES ACT POLICY

Purpose:

To maintain compliance with Title III of the Federal Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, this document presents a list of essential functions for students in the nursing major at Misericordia University. Misericordia University is committed to creating an environment where all are welcome and does not discriminate in the recruitment, admission, educational process, or treatment of students. In the spirit of hospitality and justice, we comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as amended. In order to receive services, students must self-identify their disability and provide documentation from a healthcare professional. Eligibility for accommodations such academic adjustments and/or auxiliary aides is determined through an individualized, interactive process in the Office for Students with Disabilities (OSD). This is in accordance with the OSD.

Definition:

Essential Functions are defined as those skills and abilities that all nursing students must have the capacity to master with or without reasonable accommodations**.**

Policy:
To ensure that a student with impaired physical, intellectual or emotional functions does not place faculty, colleagues and patients in jeopardy, a nursing major at Misericordia University must be able to:

1. Accurately hear, touch, see, smell and distinguish colors;
2. Write and speak with accuracy and efficiency;
3. Demonstrate manual dexterity in gross and fine movements;
4. Learn, think, critically analyze, assess, solve problems, and reach judgments;
5. Demonstrate emotional stability and the ability to accept responsibility and accountability.

If any or all of these skills and professional behavior cannot be achieved by the student, either unassisted or with the dependable use of assistance devices, the faculty reserves the right to dismiss the student from clinical courses and the nursing program.

For additional information regarding requesting reasonable accommodations, refer to the current Misericordia University Undergraduate Catalog or contact the Assistant Dean of Students at: (570) 6746304

Adopted from: American Association of Colleges of Nursing. (October, 2000). Accommodating students with disabilities in schools of nursing. Washington, DC.
Accepted – March 2001; Revised – 7/ 05/01; Reviewed 5/14/2004 without revision

P. Externship Program

All full time traditional nursing students are strongly encouraged to apply for an extern/internship position the summer between their Junior and Senior year clinical courses. This opportunity will enable students to work with a preceptor to enhance clinical skills and decision- making. This Externship may be paid and/or unpaid.

Q. HIPAA Policy

All students participating in clinical rotations must complete the "Discovering HIPAA" online series. Two (2) certificates of completion must be uploaded to Project Concert or My Record Tracker before clinical begins. Students in clinical experiences are required to comply with the privacy and confidentiality policies and procedures of the clinical setting.

R. Undergraduate Clinical Simulation Experience Policy

Policy: Standard guidelines will be used for all simulation experiences.

Purpose: The simulation experience is designed to enhance clinical learning in a controlled environment. During the simulation experience, case scenarios are designed to closely mimic those encountered in the clinical setting and are used to develop critical-thinking and clinical decision-making skills in each student.

Procedure:

A. When a simulation experience is included in a course to achieve learning outcomes. Students will follow the following guidelines.

1. Students will be required to purchase access to an electronic medical record systems interface. In any course where access is required, students must purchase an individual subscription.
2. Students must purchase access prior to arriving at the clinical simulation laboratory on the scheduled date and time.
3. Any student who fails to purchase access prior to the scheduled simulation date may be dismissed from the laboratory and marked as absent from clinical, and thus required to participate in a clinical make-up experience at the discretion of the faculty.
4. Simulation accounts may not be shared among students.
5. The Nursing Department Clinical Attendance Policy is applied to all required clinical simulation experiences. Any student who is absent from a clinical simulation laboratory experience must participate in a make-up activity at the discretion of the clinical simulation laboratory faculty.

B. Prior to each Simulation Learning Experience, each student must:

1. Complete pre-simulation learning activities as assigned by the simulation laboratory faculty.
2. Any student who fails to complete the required activities prior to the schedule simulation date will be dismissed from the laboratory and marked as absent from clinical. The student will then be required to participate in a clinical make-up experience at the end of the semester, as specified in the Nursing Department Clinical Attendance Policy.

C. During the Simulation Learning Experience, students must;

1. Arrive at the clinical simulation lab on the schedule date and time fully prepared to engage in clinical learning activities.
2. Wear the usual clinical uniform.
3. Bring with them the usual clinical supplies (i.e. stethoscope, wrist watch, note pad, etc.).
4. Any student who is not prepared for the simulation experience will be dismissed from the laboratory and marked as absent from clinical, and thus will be required to participate in a clinical make-up experience at the discretion of the faculty, as specified in the Nursing Department Clinical Attendance Policy.

S. Undergraduate Nursing Laboratory Class Policy

Policy: Standard guidelines will be used in all Undergraduate Course that include a Laboratory section.

Purpose: The Nursing Laboratory Class is designed to be a “hands on” learning experience. To maximize student learning and skill acquisition during this class the student must be empowered to actively participate in the experience.

The following are undergraduate nursing courses that include a laboratory section:

NSG 201, NSG 301, NSG 303, NSG 305

Procedure:

A. **Prior to each scheduled nursing laboratory class, each student will:**

1. Review the assigned skill on the Assigned Nursing Video Skills Student Version (CD or DVD).
2. Read the assigned Textbook assignments.
3. Review the assigned PowerPoint slides and notes on Blackboard.
4. Complete the assigned Workbook chapter.

B. **During the scheduled nursing laboratory class, each student will:**

1. Bring to class the Fundamentals of Nursing Study Guide and Skills Performance Checklists.
2. Practice with peers the skills assigned.
3. Clarify with the laboratory faculty any questions related to the skills and related content and critical thinking.
4. Any student who is unprepared for the class will be dismissed from class and be required to make up missed work during an open lab time.

C. **Following each nursing laboratory class, each student will:**

1. Schedule time during open laboratory hours to practice each skill as needed.
2. Schedule a separate time on the sign-up sheet outside of the Nursing Laboratory to complete a return demonstration of the required skill within the designated time frame.

D. **Evaluation and Grading of Skill Demonstrations for Each Nursing Laboratory Class:**

1. An individual student record will be kept to track each student's return demonstration(s) and laboratory practice times.
2. Failure to successfully complete the assigned skill return demonstrations by the designated time will result in the following:

   a. If the skill(s) is scheduled in the nursing laboratory class prior to midterm, the student will receive a grade of "0" on the Midterm Laboratory examination.

   b. If the skill(s) is scheduled in the nursing laboratory after midterm and before the final examination, the student will receive a grade of "0" on the Final Laboratory Examination.

   c. Students will not be permitted on the clinical unit until the required nursing skills are successfully completed. Failure to complete the required nursing skill(s) will result in cumulative clinical absences. In the case of clinical absences the clinical absence policy will be adhered to. (See clinical absence policy in the Nursing Student Handbook).

   d. Student must contact the Laboratory coordinator to schedule the return demonstration prior to returning to clinical.

VI. Nursing Student Organizations and Activities

A. Student Nurse Association of Pennsylvania (SNAP) - Nursing Club on Campus

Nursing students are required to join and be active participants in the National Student Nurse Association (NSNA) and SNAP, the Student Nurses Association of Pennsylvania. SNAP is the only state wide association for student nurses in Pennsylvania. The purpose of SNAP is to contribute to nursing education in order to provide for the highest quality care; to provide programs representative to

fundamental and current professional interests and concerns; and to aid in the development of the whole person and his/her professional role and responsibility for the health care of all people (NSNA Bylaws, 2001). Criteria for membership: Matriculated student in the nursing major

B. Sigma Theta Tau, The International Honor Society of Nursing

Sigma Theta Tau is a prestigious organization of nurse leaders, scholars and researchers. Membership in the society is awarded to bachelor's, master's and doctoral nursing candidates who achieve high scholastic averages, and to graduates of nursing programs who have made outstanding contributions to nursing.

The Theta Phi Chapter of Sigma Theta Tau is located at Misericordia University. Junior and Senior nursing students are eligible for nomination to the Theta Phi Chapter. The student must have at least a 3.0 grade point average on a 4.0 scale and be in the upper 35% of his/her graduating class to qualify for membership. The student must also demonstrate leadership in nursing at Misericordia University and in the community. Sigma Theta Tau International encourages and actively supports further professional development and promotes nursing scholarship, leadership, creativity and commitment to nursing among its members.

C. Nursing Department Committees

In order to have a voice in the Nursing Department, students in all classes are strongly encourage to volunteer to attend Nursing Department meetings and to serve as class representatives on these committees as opportunities arise. Each academic year a schedule of Nursing Department Committee meetings will be posted on each student group page. Students are encouraged to e-mail the Undergraduate Nursing Chair to sign up to attend specific meetings. Student input is invaluable to the success of the Department.

D. Other Organizations

Students in the nursing major are strongly encouraged to participate in activities both on campus and community wide where they are afforded opportunities to make meaningful contributions, exercise their creativity and demonstrate leadership ability. For example:

1. University Opportunities

a. Campus ministry activities
b. Student government
c. Athletics
d. Plays and musical programs
e. Ambassador Club
f. Honor societies
g. University committees

2. Community Opportunities

a. American Red Cross
b. American Heart Association
c. American Cancer Society

VII. Awards

The following awards are available for graduating, traditional nursing students and are presented to the student at the nursing pinning ceremony. Other awards may become available.

A. *The Sister Mary Kateri Dorwart Award*

The Sister Mary Kateri Dorwart Award *is an award that is conferred* annually to a graduating undergraduate, non-RN, nursing student. Criteria include:

1. GPA above 3.0
2. Demonstrated service to the nursing department, the University, and the community
3. Membership in the National Student Nurses Association
4. Endorsement by faculty

B. *The Clinical Excellence Award*

The Clinical Excellence Award *is an award that is given to a graduating student whose GPA is greater than 3.0 and who is judged by the faculty of the Nursing Department to demonstrate superior nursing skills in clinical practice.*

C. *Kaplan Secure Predictor Award for Academic Excellence*

This award is presented to students scoring the highest on the Kaplan Predictor Exam.

D. Graduating seniors in nursing also are eligible for University conferred awards.

Appendices

APPENDIX A

Code of Ethics for Nurses

The American Nurses' Association: **Code of Ethics for Nurses** with interpretive statements (2016) provides the nursing student with a guide for conduct and relationships in carrying out responsibilities consistent with the ethical obligations of the profession. The provisions in this document are:

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

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

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

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

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

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

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

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

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

Source: American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: Author. Retrieved from http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-ofEthics-For-Nurses.html

Students are responsible for adherence to the Code of Ethics for Nurses. Infractions of the Code of Ethics can result in either a **warning** followed by departmental probation or be serious enough to warrant immediate **dismissal** from the nursing major.

APPENDIX B

Philosophy and Program Outcomes

Vision of the Nursing Department

In preparing Baccalaureate educated nurses, the Nursing Department of the College of Health Sciences shares the vision of Misericordia University and embraces the values and attitudes of justice, mercy, service and hospitality. Specifically, the values and beliefs of nursing as a humanistic service continue to embody the role of the professional nurse as a future leader. The nurse as a leader utilizes evidence-based decision making while adapting to change in a multicultural society. The professional nurse is envisioned as one who assumes an active and vital role as a member of the multidisciplinary health care team in the planning, provision, and evaluation of ethical, safe, and humanistic care in a rapidly expanding health care technological system.

Philosophy

The Department of Nursing at Misericordia University is an integral part of the College of Health Sciences. The nursing faculty supports the mission of the University and the principles of academic excellence, service leadership, and professional preparation, which are components of the Trinity of Learning. The faculty is committed to providing quality education to its students, based on the values of mercy, service, justice, and hospitality. The beliefs serve as the foundation of the nursing curriculum. Faculty holds the following beliefs about persons, environment, health, and nursing.

Persons. Persons are whole human beings, unique in their inherent worth and dignity. Persons function as autonomous agents characterized by the capacity for emotions, reasoning, and perceiving.

Environment. Environment is the context in which persons exist. Environment is dynamic, multidimensional and reciprocal.

Health. Health is experienced by persons as a dynamic state of being which results from a process of making choices over time.

Nursing. Nursing is a learned profession based on its own theory and science. As a science, nursing focuses on research, information, and health care technology, which are foundational to evidenced based practice. As a practice, nursing is concerned with the health and well being of persons as individuals, families, groups, communities, and the global society. Communication skills are an essential component of the nurse person relationship. Nurses support the active participation of persons in determining health care decisions. They are engaged in health promotion, risk reduction, disease prevention, and illness and disease management, which involve the shared responsibility of persons, health care providers and society. Nurses use critical thinking and the nursing process to design, provide, manage and coordinate care within the health care system. Ethical and legal principles guide the practice of professional nursing.

The faculty further believes that teaching/learning is a co-creative process. Learning is a lifelong process that involves critical thinking and intellectual curiosity. Learning occurs when the student is an active participant in the learning process. Students share in the responsibility to achieve their highest potential.

Teaching is viewed as an empowering process. Members of the faculty engage with diverse learners to achieve outcomes of the nursing program and promote educational mobility. Faculty enhances the teaching/learning process by maintaining current knowledge in the discipline of nursing and integrating research and service into nursing education.

Undergraduate education in nursing cultivates higher order thinking skills through the integration of liberal arts and professional studies. The undergraduate nursing program prepares professional nurses for leadership roles in health care. Students are prepared as nurse generalists to assist people with managing an increasingly complex system of care. At the end of the curriculum students are prepared for graduate study in nursing.

Consistent with the mission of the University and its goals for graduate education, the nursing faculty believes that master's education in nursing builds on the skills of a baccalaureate nursing education. Master's nursing education has as its primary focus the advanced practice clinical role. Advanced practice nurses are educated to practice independently and interdependently in the role of health care providers. The faculty believes that the transition to the role of advance practice nurse occurs throughout the entire master's program and results in the preparation of a clinician who is able to provide a broad range of health care services that are directed toward the improvement of patient care outcomes. Finally, faculty believes that master's education in nursing provides the foundation for future doctoral study in nursing.

The nursing faculty purport that graduate education assists students to acquire higher-order critical thinking and decision-making skills. Advanced practice nurses are prepared to analyze, synthesize, and utilize research evidence to provide high quality health care, initiate change, and improve practice. As beginning clinicians, students must develop an understanding of health care policy, organization, and finance and use this knowledge to make cost-effective clinical decisions, to improve health care delivery, and to enhance outcomes of patient care. Master's nursing education promotes an understanding of the principles, personal values, and beliefs that provide a framework for the decision-making and consultation processes which influence the interventions and care delivered by clinicians. Professional role development provides students with a clear understanding of the nursing profession, advanced practice nursing roles, and the requirements for, and regulation of, these roles. Master's nursing education exposes students to a broad range of nursing and related theories and facilitates the integration of appropriate theory in the development of comprehensive and holistic approaches to care. Advanced practice nursing students understand the wide diversity of sub-cultural influences on human behavior including ethnic, racial, gender, age and class differences and demonstrate this understanding in the delivery of culturally sensitive care. Clinicians prepared in an advanced practice nursing program develop a strong theoretical foundation in health promotion, illness prevention, disease management, and maintenance of function across the health/illness continuum. These clinicians generate and use expert teaching and coaching strategies to promote and preserve health and healthy lifestyles.

Advanced practice nursing education requires additional core skills and knowledge to further support the role of clinician. Expert clinicians conduct comprehensive health assessments and physical examinations, using increasingly sophisticated communication and observational skills. They apply knowledge of system-focused, physiologic and pathologic mechanisms of disease as a basis for physical examination, diagnostic reasoning, decision-making, and management of care. Knowledge of advanced pharmacology, including pharmacotherapeutics and pharmacokinetics of broad categories of pharmacologic agents, is essential to the clinician's selection of appropriate disease management and treatment modalities. Finally, advanced practice

nursing students must have the opportunity to master knowledge of health care problems and to apply knowledge and skills in extensive clinical practice.

PROGRAM OUTCOMES

All graduates of the Baccalaureate nursing program will be able to:

1. Incorporate science, theoretical and empirical knowledge from the liberal arts, basic sciences, and nursing to promote health, risk reduction, disease prevention, and, illness and disease management for the welfare of others.

2. Utilize an Evidence Based approach in the delivery of health care to individuals, families, groups, and communities within the global society.

3. Use critical thinking skills and the nursing process to design, provide, manage, and coordinate nursing care.

4. Participate with patients and interdisciplinary team members to improve quality patient care.

5. Incorporate knowledge of leadership management principles in professional role development.

6. Provide safe, humanistic nursing care to patients in a variety of settings by demonstrating respect for patient rights, professionalism, and ethical decision-making.

7. Demonstrate information literacy and utilization of healthcare technologies used to support the delivery of health care.

APPENDIX C

Plagiarism Guidelines

PLAGIARISM*

Plagiarism is stealing someone else's idea and passing it off as your own. When you write a college paper, your instructor always considers an idea that is not footnoted to be your own. If you use another person's idea without giving credit, you are cheating as seriously as if you had copied answers from someone else's exam.

There are five main rules you should know, so that you do not plagiarize when you write college papers.

RULE #1

A FACT WHICH IS NOT COMMON KNOWLEDGE MUST GIVE A CITATION.

EXAMPLE: Scientists have found that the featherless chicken makes as much protein as the feathered chicken (Smith, 1999).

A fact which is common knowledge may be written without a footnote. We say that **something is common knowledge if it is widely known by most people in our society**. For example, you may write, "The United States desired independence from Great Britain in 1776" without a footnote.

RULE #2

WHEN YOU WRITE ABOUT AN IDEA, YOU MUST MAKE IT CLEAR WHOSE IDEA IT IS. IF IT IS YOUR OWN IDEA, YOU DO NOT GIVE A CITATION.

EXAMPLE: I see a definite need for a Society for the Prevention of Cruelty to Plants.
(No footnote)

EXAMPLE: The tone and structure of the poem suggests peace and repose. (No footnote)

RULE #3

IF YOU ARE WRITING ABOUT SOMEONE ELSE'S IDEA, YOU MUST USE A CITATION.

EXAMPLE: By the year 1856, San Francisco's growth was practically certain (Lotchkin, 1973).

EXAMPLE: It has been suggested that Moby Dick is essentially nothing more than just a big fish (Merrill, 1975).

RULE #4

IF YOU WANT TO USE SOMEONE ELSE'S EXACT WORDS, YOU MUST PUT THEM IN QUOTATION MARKS AND USE A CITATION.

EXAMPLE: Later, F. Scott Fitzgerald (1971) wrote, "Chapter VII (the hotel scene) will never be quite up to mark—I've worried about it too long and I can't quite place Daisy's reaction" (p. 82).

RULE #5

WHEN YOU USE AN AUTHOR'S IDEA WITHOUT QUOTING EXACTLY, YOU MUST WRITE THE IDEA IN YOUR OWN WORDS AND NOT JUST CHANGE A FEW OF HIS WORDS.

EXAMPLE: Your reference might have the passage:

To Europe the New World always had an air of the strange and fantastic. Even the small British colonies on the East Coast shared in this atmosphere of the extraordinary, as demonstrated, for instance, by the first European description of the paradisiacal city of Philadelphia...The dreams of the Old World came to life in the new (Skard, 1980).

You should NOT write something like this in your paper:

There was something fantastic and strange about the New World as far as Europeans were concerned, even in the East Coast British colonies. For example, the first European descriptions of Philadelphia said that it was a paradise. Old World dreams became true in the New World (Skard, 1980).

Although you have cited the author's idea in your paper, you have followed his words so closely that you are still plagiarizing. If you believe that the words the author used to state his idea are important, you should quote him exactly. (See Rule #4) Otherwise, you should summarize the main point in your own words. In the above example, you could write the main idea like this:

According to Sigmund Skard (1980), Europeans felt that the New World was a magical place where they could fulfill their dreams.

Finally, if you have any reason to think that you have plagiarized in your paper, show it to your instructor or someone in the Writing Center before you hand it in formally. He or she can tell you if you have plagiarized and, if so, how to write the section correctly.

"This handout was written and prepared by the University of Maryland, Baltimore County Learning Center, Permission to distribute given by Janet Graham."
Retyped 2/96, 8/2000; revised 8/02; revised 06/04; revised 07/05

APPENDIX D

Nursing Program Voluntary Withdrawal

Student: _____ Date: _____
(Please print)

Program Level:
_____ Freshman _____ Sophomore _____ Junior _____Senior

This form specifies my intent to voluntarily withdraw from the Nursing Program at Misericordia University. I understand that if I am also withdrawing from the university I must also follow all procedures listed in the current Misericordia University Undergraduate Catalog.

I understand that by withdrawing from the Nursing Program, in accordance with the Nursing Department Student Withdrawal Policy, I will be granted a **one-year period** in which I can return without formal application. I understand this only applies if I leave the program in good academic standing and if the Nursing Program Voluntary Withdrawal Form has been filed in accordance with the requirements of the Student Withdrawal Policy. I further realize that if program requirements change (including but not limited to curriculum, admission and retention) during the time of my hiatus, I must comply with the requirements effective at the time of my return.

If I attempt to re-enter the nursing program at a time after the one year period has elapsed, I must make application through the Admissions Office, and that re-admission is not guaranteed.

The anticipated semester of return should be provided below, although lack of this information will not prohibit readmission during the one year timeframe.

_____ Anticipated date of return or _____ No plans to return at this time

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Department Chair: _____

Date: _____

cc: Registrar
Academic Advisor
Student

APPENDIX E

Nursing Department Full-time UG Faculty List

Academic Year 2020-2021

Faculty	**Title**	**Office: Erwine Hall**	**Office Telephone (570)**	**E-mail address**
Audrey Cunfer, MSN, RN, CHSE	Nursing Lab/ Sim Manager	133	674-1480	acunfer@misericordia.edu
Brine Flaherty, MSN, RN	Assistant Professor	126	674-3043	
Kathleen Gelso, DNP, RN, CNE	Assistant Professor	124	674-6373	kgelso@misericordia.edu
Michelle Hawkins, MSN, RN	Assistant Professor, Director of PTENP	120	674- 6344	mhawkins@misericordia.edu
Richard Hennigan MSN Ed. RNBC	Assistant Professor	134	674-3326	rhennigan@misericordia.edu
Darlene Kuchinski-Donnelly, PhD, RNC	Assistant Professor, Chair, Undergraduate Nursing Department	132	674-1866	ddonnelly@misericordia.edu
Catherine Luksic, MSN, RN	Assistant Professor	121	674-6714	cluksic@misericordia.edu
Patricia Maloney DNP, RN	Assistant Professor	127	674-3329	pmaloney@misericordia.edu
Vanessa Mayorowski, MSN, CRNP	Assistant Professor, Kaplan Coordinator	128	674-6721	vmayorowski@misericordia.edu
Lisa Shustack, PhD, MSEd, RN	Assistant Professor, Director Traditional	129	674-6443	lshustack@misericordia.edu
Cathy Speace, PhD(c), MSN, RN, CNE	Assistant Professor, Director RN to BSN	116	674-6442	cspeace@misericordia.edu
Annette Weiss, PhD, RN, CNE	Associate Professor, Assistant Dean of Nursing and Chief Nurse Administrator	135	674-6358	aweiss@misericordia.edu

Faculty at Pittsburgh Site	Title	Office 1000 GSK Drive	Office Telephone	Email address
Marie Cippel, DNP, RN	Clinical Coordinator	20	412-8513799	mcippel@misericordia.edu
Barbara Nopwasky, RN, MA, MS	Nursing Laboratories Manager	11	412-8513803	bnopwasky@misericordia.edu
Samantha Smeltzer, MSN, RN	Assistant Professor	22	724-418-4762	ssmeltzer@misericordia.edu
Rebecca Zukowski, PhD, RN	Assistant Professor; Director ABSN	19	412-503-7723	rzukowski@misericordia.edu

APPENDIX F

PHOTOGRAPHIC CONSENT

I give my permission to be photographed or have my voice recorded as an authorized part of the education and research program at Misericordia University. I understand that permission to photograph includes any method of producing a visual image including still cameras, movie cameras or video cameras. Voice recordings may include conventional audiotaping or videotaping. I understand that all photographs will remain strictly confidential with regard to my name. Also, I understand that any photograph or voice recording may be used for research, classroom teaching, presentation at professional meetings, or publication in professional journals and books unless specified otherwise.

I have been given an opportunity to ask whatever questions I may have had and all such questions have been answered to my satisfaction. A copy of this form has been provided to me and has been discussed in detail with me.

I further understand that I am free to withdraw my consent at any time.

Waiver:

Print page, sign and return to the Nursing Department if you choose not to participate, otherwise the signing of the handbook release will serve as consent.

_____ _____

Signature **Date**

APPENDIX G

Statement on Professional Behavior and Patient Confidentiality

The American Nurses Association has developed a code for nurses that articulate expectations for professional behavior that reflect our core values of altruism, equality, freedom and autonomy, human dignity, justice and truth. Students in the Nursing program at Misericordia University are expected to abide by professional standards in their practice. In particular, students are expected to:

- Provide healthcare with respect for human dignity, unrestricted by considerations of social or economic status, personal attributes, race, religion or ethnicity, and the nature of the health problem.
- Safeguard client's rights to privacy by protecting information of a confidential nature, that is, students will not discuss clients or their situations outside of the clinical area, except as necessary for class purposes, and will use only client's initials for class or clinical purposes.
- Develop competence in nursing practice consistent with their educational experience.
- Assume full responsibility and accountability for their clinical actions in the clinical setting (including – but not limited to - breach of confidentiality, student roles and responsibilities, etc.).
- Arrive for clinical fully prepared for clinical encounters that are assigned to them by clinical faculty or preceptors.
- Seek assistance, clarification and consultation as needed from clinical faculty or preceptors for clinical activities.
- Collaborate with nursing staff and other health professionals in the delivery of safe and competent patient care.
- Recognize that trust among professional colleagues is essential for the delivery of safe and competent patient care, and trust between nursing students and nursing faculty is essential for successful matriculation in the nursing program.
- Communicate professionally with all personnel in all clinical agencies

Students are expected to know the policies and procedures of the clinical sites and/or agencies in which they practice. They must be mindful that they are visitors in these agencies, and that they represent the University and the nursing profession in their interactions with those who work in these agencies and with the clients and families that these agencies serve.

APPENDIX H

Traditional, PTENP and ABSN Nursing Fee Schedules (subject to change)

TRADITIONAL NURSING FEE SCHEDULE FRESHMAN		
Professional Membership (SNAP)		$35.00
CHS administrative fee		$175.00
TOTAL		$210.00

TRADITIONAL NURSING FEE SCHEDULE SOPHOMORE		
Clearance and documentation mgmt		$107.00
ATI		$120.00
White Coat Ceremony		$75.00
Kaplan testing		$100.00
CHS administrative fee		$175.00
Clinical badge		$10.00
Sophomore clinical supplies		$50.00
HIPAA		$20.00
Professional Membership (SNAP)		$35.00
TOTAL		$692.00

TRADITIONAL NURSING FEE SCHEDULE JUNIORS		
Printing Fee (2 semesters @ $15.00)		$30.00
Clearance and documentation mgmt		$107.00
Kaplan testing		$200.00
CHS administrative fee		$175.00
Liability Insurance		$75.00
Professional Membership (SNAP)		$35.00
Simulation fee		$89.00
Stericycle		$5.00
Junior clinical supplies		$100.00
TOTAL		$816.00

TRADITIONAL NURSING FEE SCHEDULE SENIORS		
Printing Fee (2 semesters @ $15.00)		$30.00
Clearance and documentation mgmt		$107.00
Professional membership (SNAP)		$35.00

Kaplan testing		$300.00
Pinning fee		$50.00
Nursing pin		$55.00
Poster fee		$25.00
CHS administrative fee		$175.00
Senior clinical supplies		50.00
Simulation fee		$89.00
Liability Ins		$75.00
TOTAL		$991.00

PTENP NURSING FEE SCHEDULE JUNIOR		
ATI Testing		$120.00
Clearance and documentation mgmt		$107.00
Printing Fee (2 semesters @ $15.00)		$30.00
HIPAA		$20.00
CHS administrative fee		$175.00
Junior clinical supplies		$100.00
Clinical badge		$10.00
Simulation fee		$89.00
Stericycle		$5.00
Kaplan testing		$280.00
Professional membership (SNAP)		$35.00
Liability insurance		$75.00
White Coat Ceremony		$75.00
TOTAL		$1121.00

PTENP NURSING FEE SCHEDULE SENIOR		
Printing Fee (2 semesters @ $15.00)		$30.00
Senior Clinical Supplies		$50.00
Clearance and documentation mgmt		$107.00
Nursing pin		$50.00
Pinning fee		$50.00
Simulation fee		$89.00
Stericycle		$5.00
Poster fee		$25.00
Kaplan testing		$300.00
Professional membership (SNAP)		$35.00

CHS administrative fee		$175.00
Liability insurance		$75.00
TOTAL		$991.00

APPENDIX I

Nursing Organization Chart
February 2020

