



Department of Nursing Science

STUDENT HANDBOOK
For the
Bachelor of Science in Nursing

Department of Nursing Science Student Handbook for the Bachelor of Science in Nursing

Saint Mary's College Nursing Program is accredited by the:

Commission on Collegiate Nursing Education (CCNE)
American Association of Colleges of Nursing (AACN)
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Washington, DC 20036

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Indiana State Board of Nursing (ISBN)
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In order to maintain the quality and integrity of the nursing program,
the Department of Nursing Science reserves the right
to update and/or revise departmental policy.

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INTRODUCTION

INTRODUCTION

The faculty of Saint Mary's College Department of Nursing Science maintains beliefs about person, health, nursing and nursing education that form the basis of the curriculum plan. In accordance with the College Mission Statement and the College Statement of Philosophy and Purpose, the faculty are committed to a Christian value system, intellectual vigor, social justice and a concerned response to societal needs.

A. SAINT MARY'S COLLEGE MISSION STATEMENT

Saint Mary's College is a Catholic, residential, women's college in the liberal arts tradition. A pioneer in the education of women, the College is an academic community where women develop their talents and prepare to make a difference in the world. Founded by the Sisters of the Holy Cross in 1844, Saint Mary's promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. All members of the College remain faithful to this mission and continually assess their response to the complex needs and challenges of the contemporary world

SAINT MARY'S COLLEGE STATEMENT OF PHILOSOPHY AND PURPOSE

As a center of higher education, Saint Mary's fosters an academic climate of scholarship and learning for faculty and students alike. Through excellence in teaching and the example of its own active scholarship, the faculty challenges students to expand their horizons and supports them in their intellectual pursuits. A broad-based course of study invites students to think critically and creatively about the natural world and human culture. Acknowledging the need to prepare women for an array of careers, the College insists on a liberal arts foundation for all its students. Through their years at Saint Mary's, students acquire depth and breadth of knowledge, competence in quantitative skills and modern languages, the ability to think clearly about complex problems, and the capacity to communicate with precision and style.

B. DEPARTMENT OF NURSING SCIENCE MISSION STATEMENT

Congruent with the Mission of Saint Mary's College, the Department of Nursing Science is a learning community comprised of students, faculty, staff and health care professionals who support each other in the preparation of competent, confident professional nurses at all levels who will assume leadership roles in the promotion of health and healing within diverse communities and health care systems. The learning community promotes scholarship, the use of critical thinking, spiritual inclusion and ethical decision making in clinical practice, life-long learning and an obligation for social responsibility and service for vulnerable and underserved individuals, families and communities. Revised: May 2016

DEPARTMENT OF NURSING SCIENCE PHILOSOPHY

Nursing

Nursing is an art, a science, and a profession. Historically, nursing as an art has been shaped by its Christian heritage. Nursing may be viewed as a personal calling, by which one fulfills service to others. Nursing as a science encompasses a specialized body of knowledge built upon science and the liberal arts and has specified outcomes related to health and holism. Nursing science involves the study of life processes within the human system and environment for the purpose of assisting clients in the promotion, maintenance and restoration of optimal levels of wellness. Clients include individuals, families, communities, and/or societies.

Nursing as a practice profession is actualized through the nursing process, a decision-making framework consisting of assessment, diagnosis, planning, implementation, and evaluation. Nursing as a profession is committed to the promotion of wellness of individuals, families and communities. The commitment to wellness extends beyond direct care to include research,

planning and implementation of comprehensive health care services, and collaboration with other health professionals within a framework that respects the rights and dignities of all persons.

Nursing Education

Baccalaureate nursing education provides the foundation for professional nursing practice. Serving as role models, the faculty structure a variety of learning experiences that help learners engage in critical thinking, integrate knowledge, and acquire psychomotor skills necessary for the profession of nursing. The educational process within a Christian community enables the learner to develop professional competence marked by a respect for human dignity and an appreciation for diversity within the context of social responsibility. The undergraduate program prepares the graduate to function as a generalist in a variety of settings and provides the foundation for graduate education and advanced practice in nursing.

In accordance with the Mission of the College, the faculty are committed to promoting a life of intellectual vigor, aesthetic appreciation, religious sensibility and social responsibility for its student and community. These values and beliefs, coupled with standards for nursing practice and education, provide the basis for the curriculum in nursing.

Integration of Professional Nursing Standards

In addition to commitment to the Mission of the College, the curriculum of the Department of Nursing Science at Saint Mary's College to be congruent with *The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)*, the *American Nurses Association (ANA) Scope and Standards of Nursing Practice* and the *ANA Code of Ethics For Nurses*. Standards for practice are viewed as integral to the professional practice of nursing and fundamental to performing as a leader in the profession. See links below.

The foundational components of the American Association of Colleges of Nursing (AACN). The *Essentials of Baccalaureate Education for Professional Nursing Practice (2008)* are incorporated throughout the curriculum. The components provide students a structure through which they acquire the knowledge base needed to function as a professional provider of care. In addition, the Catholic character of Saint Mary's College allows for ready incorporation of many of the values and professional behaviors cited as essential. Finally, the liberal arts nature of the College provides each student the opportunity for an education that includes mastery of the skills cited by the AACN as characteristic of the liberally educated person.

<http://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf>

<https://www.nursingworld.org/practice-policy/scope-of-practice/>

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Table Comparing the Essentials of Baccalaureate Education, the College Mission Statement, the Department Mission Statement and the Nursing Program Outcomes

AACN Essentials of Baccalaureate Education	College Mission Statement	Department Mission Statement	Nursing Program Outcomes
<p>Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice</p> <p>1. A solid base in liberal education provides the cornerstone for the practice and education of nurses.</p>	<p>Saint Mary's College is a Catholic, residential, women's college.</p>	<p>Department of Nursing Science is a learning community comprised of students, faculty, staff and health care professionals.</p>	<p>Integrate a broad-based learning experience steeped in Catholic tradition and the liberal arts that promotes intellectual vigor, religious sensibility, social responsibility and service through the promotion of health and well-being for the vulnerable and underserved populations.</p>
<p>Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes</p> <p>1. Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.</p> <p>Essential VII: Clinical Prevention and Population Health</p> <p>1. Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.</p>	<p>...in the liberal arts tradition.</p>	<p>The Department...promotes scholarship, the use of critical thinking and ethical decision making in clinical practice.</p>	<p>Employ communication skills and collaboration strategies that promote an interdisciplinary team approach in the delivery of quality patient care.</p>
<p>Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety</p> <p>1. Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.</p> <p>Essential IV: Information Management and Application of Patient Care Technology</p> <p>1. Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.</p> <p>Essential V: Health Care Policy, Finance, and Regulatory Environments</p> <p>1. Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.</p>	<p>Saint Mary's College...is an academic community where women develop their talents and prepare to make a difference in the world.</p>	<p>Department of Nursing Science is a learning community (that) promotes ... (a) social responsibility and service for vulnerable and underserved individuals, families and communities.</p>	<p>Promote relationship centered safe care to individuals, families, groups and communities that is informed by professional practice standards.</p> <p>Integrate healthcare quality and policy for the improvement of patient outcomes.</p>

<p>Essential III: Scholarship for Evidence Based Practice</p> <p>1. Professional nursing practice is grounded in the translation of current evidence into one’s practice.</p> <p>Essential IX: Baccalaureate Generalist Nursing Practice</p> <p>1. The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</p> <p>2. The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.</p>	<p>Saint Mary's promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility.</p>	<p>The learning community promotes scholarship, the use of critical thinking and ethical decision making in clinical practice, (and) life-long learning</p>	<p>Integrate scholarly inquiry and evidence-based research into professional nursing practice.</p> <p>Utilize clinical reasoning and disciplinary knowledge in assessment and evaluation of nursing practice.</p>
<p>Essential VIII: Professionalism and Professional Values</p> <p>1. Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.</p>	<p>All members of the College....continually assess their response to the complex needs and challenges.</p>	<p>Promotes life-long learning, and an obligation for social responsibility and service for vulnerable and underserved individuals, families and communities.</p>	<p>Engage in the process of self-reflection and life-long learning to influence professional practice, social justice and community service.</p>

Students are introduced to the *American Nurses Association (ANA) Standards of Nursing Practice* and to the *ANA Code of Ethics for Nurses* in their first nursing course. As students progress through the curriculum, these standards are reinforced in both theory and clinical courses. In addition, faculty reinforce self-reflection and self-assessment in relation to nursing practice standards through a variety of teaching methods. Evidence for incorporation of ANA Standards is demonstrated in course syllabi, lecture outlines and assignments. Clinical objectives and expectations are demonstrated in the evaluation of student clinical performance and reflect the ANA standards as well. **The full ANA Position and Policy Papers on important nursing issues are available on the NursingWorld.org website. Students may sign up for free access to the Members Only section at: www.nursingworld.org/students/ by using the Promo Code "EDU".**

ANA Code of Ethics for Nurses

1. 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.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

Source: Reprinted with permission from American Nurses Association, *Guide to the Code of Ethics for Nurses: Interpretation and Application* @ 2008 Nursesbooks.org, American Nurses Association, Silver Spring, MD.

DEPARTMENT OF NURSING SCIENCE PROGRAM OUTCOMES for BACHELOR OF SCIENCE IN NURSING (BSN)

The Program Outcomes for the Bachelor degree earned in the Department of Nursing Science are based on the Mission and Philosophy of Saint Mary's College.

1. Integrate a broad-based learning experience steeped in Catholic tradition and the liberal arts that promotes intellectual vigor, religious sensibility, social responsibility and service through the promotion of health and well-being for the vulnerable and underserved populations.

2. Promote relationship centered safe care to individuals, families, groups and communities that is informed by professional practice standards.
3. Integrate scholarly inquiry and evidence-based research into professional nursing practice.
4. Integrate healthcare quality and policy for the improvement of patient outcomes.
5. Employ communication skills and collaboration strategies that promote an interdisciplinary team approach in the delivery of quality patient care.
6. Utilize clinical reasoning and disciplinary knowledge in assessment and evaluation of nursing practice.
7. Engage in the process of self-reflection and life-long learning to influence professional practice, social justice and community service.

Implemented: Class 2020

Adopted: November 17, 2017

Revised: October 9 and September 22, 2017

CURRICULUM POLICIES AND GUIDELINES

CURRICULUM POLICIES: GUIDELINES

ACCEPTANCE INTO THE MAJOR

Consistent with College policy, students will obtain a “Petition for Major” form, with instructions for completion, from the Office of Academic Affairs in the spring of sophomore year. The completed form must be submitted to the Nursing Department office for a decision regarding acceptance into the major. All required science courses for the nursing major are to be taken at Saint Mary's College. The decision for acceptance will be made after the submission of final grades. Students will receive written notification of acceptance into the Nursing major.

For acceptance to the nursing major, students must meet the College and Department of Nursing Science requirements. Students who matriculate as first year students at Saint Mary's College may not transfer in science courses for credit toward admission to the nursing major. Students who plan to study abroad during the fall semester of their sophomore year must plan to take BIO 224 Pathophysiology and NUR225 Health Assessment at Saint Mary's College the summer prior to the study abroad semester. These summer courses are for students going abroad in the fall or with department approval. No transfer credits for the Pathophysiology course or the Health Assessment course will be accepted. In the event that the science course sequence changes, the necessary courses for study abroad students will be offered during the summer session at Saint Mary's College.

Criteria for Acceptance Include:

- a. Cumulative grade point average of (2.5) in all College courses, including both science and Sophia courses.
- b. Grade point average of (2.8) or above in pre-requisite science courses is required for nursing.

The calculation of GPA for admission into the nursing major is based on the following prerequisite science courses for the academic year include:

First Year: Biology 113 Human Structure

Biology 214 Human Physiology

Second Year: Biology 141 Anatomy and Physiology I

Biology 142 Anatomy and Physiology II

First and Second year:

Biology 216 Introduction to Microbiology

Biology 224 Pathophysiology

Chemistry 118 Integrated General, Organic and Bio-Chemistry

Nursing 225 Health Assessment

Nursing 227 Foundations of Nursing Practice

Nursing Policy for Repeated Courses for Admission into the Major

- a. Students must take all science and Nursing prerequisites at Saint Mary's College. This means completing the course and receiving a letter grade. A course does not count as being taken at Saint Mary's if the student withdraws from the course. (This policy does not apply to students admitted to Saint Mary's as a transfer student.)
- b. An intended Nursing Science student may retake a maximum of two prerequisite science/nursing courses, only one of which can be a NURS course. BIO and CHEM classes may be retaken at an approved school. However, nursing courses

(NURS 225 or NURS 227) may only be repeated at Saint Mary's College. If a course is retaken at Saint Mary's, the new grade is averaged into the student's overall GPA but for internal purposes, the Nursing Department will calculate the science GPA using the higher grade. If the course is retaken at another college, it will not be averaged into the overall GPA and no credit will be granted for the course, but the Nursing Department will use the higher grade to calculate the science GPA.

- c. Courses retaken at other schools to raise the science GPA must be face to face; no online courses will be accepted.
- d. Students must earn a C or higher in BIO 141 and BIO 142 in order to progress to NURS 225.
- e. Transcripts must be received by August 1 for student trying to enter the major in the fall, and for students who are repeating BIO 141 and/or BIO 142 in order to progress into NURS 225 and BIO 224 in the fall of their sophomore year.

All NURS courses must be retaken at Saint Mary's.

Repeated course grades will be averaged with the initial course grade as part of the College cumulative GPA. Per College policy, a student cannot earn credit hours twice for a repeated course.

"In the event that there are more than 56 qualified students petitioning for admission to the nursing major, the 56 students with the highest prerequisites science GPA will be admitted", College Bulletin.

ESSENTIAL ABILITIES

The American Nurses Association Code of Ethics calls for competent and ethical care of patients and charges nurse educators to ensure that the skills of the nurse or nursing student are appropriate in order to provide safe nursing care to assigned patients. Patient and student safety is a priority for the faculty of the Department of Nursing Science.

For a student to be admitted to any of the nursing programs at Saint Mary's College, the student must:

- a) Meet all prerequisite admission standards as defined by the College and the Department of Nursing Science.
- b) Be able to demonstrate the essential abilities for participation in the nursing program with or without reasonable accommodation.

Title III of the Americans with Disabilities Act prohibits discrimination of a "qualified individual with a disability." Title III defines disability as "a physical or mental impairment that substantially limits one or more major life activities of (an) individual." A qualified individual with a disability is defined as an individual who, with or without reasonable accommodations, meets the essential eligibility requirements for participation in a program.

There are skills and attributes that the faculty of Saint Mary's College Department of Nursing Science have determined as essential to safe nursing care. These Essential Abilities apply to all students in the undergraduate and graduate nursing program.

Attendance:

Regular attendance in all classroom and clinical experiences serves as the foundation for learning to provide safe nursing care.

Essential Physical and Environmental Abilities:

The nursing student:

Is able to fully and safely function in an environment that may have allergens, infectious and/or communicable diseases, and chemicals.

Has fine motor control, hand-eye coordination, physical health, and stamina to perform necessary nursing skills consistent with scope of practice. This may include, but is not limited to safely preparing and administering medications; lifting, bending, twisting; pushing and pulling patients and equipment; performing CPR (move patient, perform chest compressions, manually ventilate the patient), walking and standing for prolonged periods; working 8-to-12 hour shifts.

Essential Communication Abilities:

The nursing student:

Has the sensory skills to interact appropriately and communicate effectively with patients from diverse backgrounds. This includes verbal, nonverbal, and written abilities, including the use of computing and information technology. The student must be able to communicate effectively and spontaneously, verbally and in writing, with fellow students, faculty, patients and all members of the health care team.

Essential Intellectual/Cognitive Abilities:

The nursing student:

Must be able to identify, assess, and comprehend conditions surrounding patient situations in such a manner that the student is able to derive appropriate conclusions. Must be able to use subjective and objective data to appropriately problem solve and develop a competent and safe course of action consistent with the student's level of education. This includes having math computational skills, the ability to reason, measure, calculate, analyze, synthesize, and evaluate situations to competently engage in safe nursing care.

Essential Sensory Abilities:

The nursing student:

Has the ability to use the senses of vision, touch, hearing, and smell to safely assess and provide care for patients. This includes but is not limited to:

- Vision: Ability to gather visual information about the patient and environment; see well enough to read all materials related to classroom work and patient care.
- Touch: Ability to interpret information gained through touch during a physical assessment, which includes but is not limited to differentiation of textures, density, and vibration.
- Hearing: Ability to accurately hear conversation spoken in usual conversational tone and calls for help if not in a patient room; able to engage in telephone conversations; detect normal and abnormal body sounds (including subtle high and low-frequency sounds) through a stethoscope; hear all alarms emitted by monitoring and other equipment.
- Smell: Ability to detect odors exhibited by bodily functions and fluids that may indicate infectious, emergent conditions, or other disease states; and environmental smells such as smoke or natural gas.

Essential Behavioral/Emotional Health Abilities:

The nursing student:

Must possess the emotional health required to make safe and appropriate clinical judgments. Must function effectively in stressful situations and adapt to an environment that changes rapidly and often in unpredictable ways without warning, and respond to emergencies with precise and prompt actions. Students must adhere to the College policy regarding addiction and substance impairment when in the classroom and clinical setting.

Essential Ethical Abilities:

The nursing student:

Must adhere to legal, ethical, and moral standards within the scope of nursing practice; demonstrate honesty and integrity in all interactions within the classroom, clinical, and community settings. Must demonstrate accountability and responsibility in all classroom and clinical situations. Provide care that is compassionate, respectful, non-judgmental, dignified, and altruistic for individuals, families, and communities. Students must be able to reason morally and practice nursing in a legal and ethical manner.

Essential Judgment Abilities:

The nursing student:

Must be able to gather, evaluate, and apply information and engage in critical thinking in the classroom, clinical, and research settings. Students must be able to prioritize workload demands and patient findings in usual and emergent conditions in order to provide safe and effective care.

ESSENTIAL ABILITIES PROCEDURE:

1. Essential Abilities criteria will be provided on the Saint Mary's College Department of Nursing Sciences website and provided to students.
2. Students admitted to Saint Mary's College nursing programs and applicants who accept an offer of admission to any of the Saint Mary's College nursing programs must sign a letter of agreement that indicates the student has read and understands that the ability to meet the Essential Abilities criteria, with or without reasonable accommodations, is a requirement. Students who question their ability to meet the criteria should contact the Disabilities Resource Office.
3. Title III of the Americans with Disabilities Act prohibits faculty from asking about disabilities. It is the student's responsibility to contact the Disabilities Resource Office for help with Accommodations and to comply with the policies and procedures of the Disabilities Resource Office.
4. Accommodations become effective on the date requested by the Disabilities Resource Office and are not retroactive.
5. Accommodations beyond those requested by the Disabilities Resource Office are not permitted.
6. Faculty are responsible to determine whether a student demonstrates the Essential Abilities criteria. Faculty may request consultation from recognized experts as deemed appropriate. Students are responsible for the cost of all consultations.
7. Students who do not meet the Essential Abilities criteria, with or without reasonable accommodations, at any point in their academic program may have their progress interrupted until they have demonstrated their ability to meet Essential Abilities within a specified timeframe.
8. A student who is unable to meet the Essential Ability criteria, with or without reasonable accommodations, shall be dismissed from the program.
9. A student who is dismissed based on the inability to demonstrate these Essential Abilities criteria may appeal the decision in accordance with the Saint Mary's College appeals policy.

PROGRESSION IN THE MAJOR

In order to progress through the major students must pass all nursing courses (N225, N227, N321, N323, N307, N330, N334, N485, N410, N414, N415 and N426) with a grade of C (76%) or better; satisfactorily pass the clinical component of the course; and complete all prerequisites. Satisfactory clinical performance includes successful completion of all critical behaviors and satisfactory completion of the objectives in the clinical evaluation tool. Unsatisfactory clinical performance will result in an overall grade no higher than C- for the course. A student may repeat a course only one time in which she has been unsuccessful. Two failures in one course or two separate nursing courses will constitute dismissal from the program.

If a nursing student must repeat a nursing course, her progression in the major is based upon the availability of the course, the availability of slots in the clinical setting and appropriate nursing faculty coverage. When a student is “out of normal progression”, she cannot displace a student who is progressing according to the curricular plan.

Students may choose to withdraw from a nursing course during the fifth week of the semester, which is consistent with Department of Nursing Science policy. After the fifth week of the semester, students cannot withdraw from a nursing course. Should a student become seriously ill or have a serious injury, the use of a medical leave per College policy should be followed, including documentation from a physician that the student is unable to attend class or clinical. Students who withdraw using a medical leave will be considered out of sequence and will require an additional semester to complete the requirements of the nursing major.

ACCEPTANCE OF TRANSFER STUDENTS

Transfer students may be accepted on a case-by-case basis depending on availability of open slots. Science courses taken at other colleges or universities will be reviewed for transfer credit by the Office of Academic Affairs or the appropriate science department.

DISMISSAL

The Department of Nursing Science reserves the right to dismiss any student from the major whose personal integrity, academic performance or conduct demonstrates unprofessional behavior. Please refer to the Policy on Academic and Clinical Performance. Integrity and adopted conduct will be evaluated according to the standards set by the Guide to the Code of Ethics for Nurses: Interpretation and Application (2008) by the American Nurses' Association. Dismissal is subject to the appeal procedure (see College Bulletin).

STUDENTS WITH DISABILITIES

Any student who is eligible for accommodations should contact Iris Giamo in the Disabilities Resource Office (103C Madeleva Hall, phone 284-4262, email igiamo@saintmarys.edu) for an appointment to review documentation and arrange for appropriate accommodations. Students who suspect they may have a disability are also encouraged to contact the Disabilities Resource Office.

ADVANCED WRITING PROFICIENCY POLICY

For nursing majors, the Advanced W is completed fall semester of their senior year. Criteria for the assignment are distributed Spring of Junior year. This provides students with an opportunity to work on this requirement over the summer. Papers are due approximately 4 weeks after the beginning of fall semester.

Students who do not demonstrate advanced writing proficiency in the first reading of their papers must resubmit their work until it meets the standards for a passing score.

Students are expected to complete the revisions and achieve a pass during the fall semester of their senior year. Students not completing their papers by the end of fall semester will be given an incomplete for the competency and have 30 days after the beginning of spring semester to replace the incomplete with a pass. Failing to do so may result in the student being a degree candidate.

COMPREHENSIVE EXAMINATION

The Comprehensive Exam is given in the student's final semester of the program. The Comprehensive Exam is a Kaplan computerized exam that is predictive of performance on the NCLEX-RN. The Nursing Department determines the passing score for the comprehensive exam. The student must complete a set of Kaplan exams and receive the required score on each exam in order to take the exam. The exams and required scores are communicated to the students in the fall semester of their senior year. If a student does not meet the passing score on the first Comprehensive Exam, a second exam is administered to the student within two weeks of the first exam. Before taking the second exam, the student is required to take a minimum of 300 Q bank questions and receive an average score of 60% or greater on the exams. The exams questions must be unused Q bank questions and each exam must be 75 questions. If the student does not meet the passing score on the second exam, the student must complete a 900 Q bank questions and receive an average score of 60% or greater on the exam. The exams questions must be unused Q bank questions and each exam must be 75 questions. Documentation that the additional Q bank questions have been completed must be submitted to the Director of the Department of Nursing Science the day before final grades are due. Documentation submitted after the deadline will delay the student's graduation date.

NURSING ACHIEVEMENT TESTS

Standardized nursing achievement tests utilizing the testing plan from Kaplan are administered at specific times throughout the curriculum. These exams are similar in nature to the NCLEX-RN licensure examination and scores are compared with national norms. Integrated (secured) tests are given at the end of N225, N227, N307, N323, N334, N410, N414 and N415 and N426. A medical-surgical exam covering N321 and N330 is given at the end of the junior year. In addition to the proctored integrated tests, students have access to additional study materials and focused review tests.

INDEPENDENT STUDY (NURS 497)

Interested students should contact the professor with whom they wish to conduct the independent study. If the faculty member agrees to participate, the student and faculty member determine the objectives, evaluative criteria, and the number of credit hours to be earned (1-2 credits). Credits should not exceed 2 credit hours per semester. The faculty will decide the number of hours and work required to meet the objectives developed by the student. The faculty member and student complete the Learning Contract (see Appendix). The student is responsible for obtaining the signature of the Department Chair and for submitting the contract to the Office of the Registrar. The Learning Contract must be received by the Office of the Registrar no later than the 7th day of the semester.

Bachelor of Science in Nursing (BSN) Degree Plan

FIRST YEAR			
Fall Semester		Spring Semester	
Bio 141 Human Anatomy & Physiology I	4 cr.	Bio 142 Human Anatomy & Physiology II	4 cr.
Modern Language I	4	Chem118 Integrated	5
Sophia Course	3-4	Modern Language II	4
Sophia Course (CTS)	3	Sophia Course	3-4
SPLL 101 Common Course	1	CREDITS FOR SEMESTER	16-17
CREDITS FOR SEMESTER	15-18		
Note: If student takes her W in the fall, she should do 4 courses plus the advising course. If she does her W in the spring, in the fall she should do 5 courses plus advising course.		Note: Some semesters electives or heavier loads may be required to reach the 128 credits needed for graduation.	

SOPHOMORE YEAR			
Fall Semester		Spring Semester	
Bio 224 Pathophysiology	3 cr.	Bio 216 Microbiology	4 cr.
Math114 Statistics	3	N227 Foundations	3
N225 Health Assessment	3	Sophia or Psy305/SW235	3
Psy305/SW235 or Sophia	3	Sophia Course	3
Sophia Course(s)	3-6	Sophia Course	3
CREDITS FOR SEMESTER	15-18	CREDITS FOR SEMESTER	16

JUNIOR YEAR			
Fall Semester		Spring Semester	
<u>N321 Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits) <i>or</i></u>	10 cr.	<u>N323 Perinatal (5 credits) and N330 Adult Nsg.-Chronic (5 credits) <i>or</i></u>	10 cr.
<u>N323 Perinatal (5 credits) and N330 Adult Nsg.-Chronic (5 credits)</u>		<u>N321 Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits)</u>	
N385 Nursing Research <i>or</i>	2	N385 Nursing Research <i>or</i>	2
N310 Nutrition		N310 Nutrition	
N334 Pharmacotherapeutics	3	Sophia Course(s)	3-6
CREDITS FOR SEMESTER	15	CREDITS FOR SEMESTER	15-18

SENIOR YEAR			
Fall Semester		Spring Semester	
<u>N426 Child Health (5 credits) and N414 Community (5 credits) <i>or</i></u>	10 cr.	<u>N410 Adult Nsg.-Advanced (5 credits) and N415 Leadership (5 credits) <i>or</i></u>	10 cr.
<u>N410 Adult Nsg.-Advanced (5 cr.) and N415 Leadership (5 cr.)</u>		<u>N426 Child Health (5 credits) and N414 Community (5 credits)</u>	
Sophia Course	3	Sophia Course	3
Sophia Course or Elective	3	Sophia Course or Elective	3
CREDITS FOR SEMESTER	16	CREDITS FOR SEMESTER	16

ADMISSION TO THE NURSING MAJOR

Criteria for acceptance into the nursing major at the end of the sophomore year include a cumulative grade point average of 2.5 and a minimum 2.8 cumulative grade point average in the science and nursing prerequisites (**in BOLD above**). In the event that there are more qualified students than can be accommodated, students with the highest GPA in the science and nursing prerequisites will be admitted.

Minimum Credit Hours to Graduate: 128

STUDENT RESPONSIBILITIES

STUDENT RESPONSIBILITIES

DEPARTMENT OF NURSING SCIENCE ATTENDANCE POLICY

According to the ANA's Guide to the Code of Ethics for Nurses: Interpretation and Application (2008), nurse educators have a specific responsibility to enhance the student's commitment to professional values. In addition, the nurse educator is responsible for promoting and maintaining optimum standards of both nursing education and of nursing practice in any settings where planned learning activities occur. Nurse educators must also ensure that only those students who possess the knowledge, skills and competencies that are essential to nursing graduate from their nursing program. As a result, the nursing faculty support an attendance policy that contributes to the student's success.

The Nursing Faculty support the College attendance and absence policy related to classroom attendance.

"A student is expected to attend every meeting of a class for which she is registered. The responsibility for attendance rests with the student.

Excused absences may be granted to students who must miss class(es) for legitimate and documentable reasons of personal health, family concerns (illness, funeral, and wedding) or participation in varsity athletics or other officially recognized activities. Students are permitted to return to class and make up the work missed to the best of their ability after consultation with the instructor. However, every absence carries the penalty of loss of instruction given during the absence, which may result in a lower grade for the course; in the case of a prolonged absence, it may be necessary to withdraw from one or more courses. Limited excused absences for personal health or family concerns are approved and monitored by the office of Academic Affairs and First Year Studies."

Saint Mary's College Bulletin

Class/Lecture Attendance

Class attendance is a demonstration of professional behavior. Students are expected to attend all lectures and are held responsible for content presented. In the case of an absence, it is the student's responsibility to obtain the information presented.

If the student is unable to attend a class, it is expected that she will notify the faculty (via College email or voicemail) a minimum of 1 hour prior to the start of class. Failure to do so may result in a "0" for any class assignment, quiz or examination that was given or due on that day.

Clinical/Laboratory/Seminar Attendance

Clinical experience is critical for the application of theory and professional growth.

All clinical time is mandatory. Any clinical absence will be discussed by the student and clinical instructor in collaboration with the course faculty member. The absence will be reviewed by the Department of Nursing Science Student Faculty Affairs Committee for a recommendation on clinical make-up. Tardiness and early departures are considered missed clinical time. If a student comes to clinical unprofessionally dressed or unprepared for patient care she will be sent home and be responsible for making up that clinical time at the student's expense.

A student may not come to clinical/laboratory if she is experiencing communicable conditions including but not limited to fever, productive cough, vomiting, diarrhea, open sores. A student under the care of a physician for a medical or mental health condition will not be allowed to come to clinical without medical release from a physician or health care provider.

Attendance Related to Holidays and Semester Breaks

Students may not miss class, clinic, or seminar for travel prior to or after holidays, or breaks that result in a classroom, clinical, laboratory, or seminar absence. Such absences are unexcused.

Reporting Clinical/Laboratory/Seminar Absence

In the event of a clinical or laboratory absence, the student must notify the faculty member by phone at least 1 hour before the scheduled clinical/laboratory start time. Failure to notify the faculty of the clinical/laboratory absence is considered an unprofessional behavior and may result in clinical failure. Tardiness is also a form of unprofessional behavior and may result in clinical failure. Students are required to be on time to clinical/laboratory assignments. If the student is going to be late, it is essential that she notify her nursing clinical instructor. Repeated (2 or more) episodes of tardiness will result in the issuance of a learning contract. A copy of the learning contract will be placed in the student's file that is located in the Department of Nursing Science. Students who are late to laboratory or clinical practice may be sent home and the time counted towards missed time.

Laboratory/Clinical/Seminar Make-up

The student must be making satisfactory progress towards all course competencies before clinical/laboratory make-up is considered. Direct interaction with clients is typically required to make-up a clinical absence. Make-up time will be scheduled according to the availability of a faculty member and the clinical agency. The student will be assessed a fee to cover the cost of additional faculty time. However, a clinical make-up is not guaranteed.

STUDENT BACKGROUND CHECK POLICIES

STUDENT IMPAIRMENT AND CRIMINAL BACKGROUND DISCLOSURE

Any evidence of impairment due to such factors as sleep deprivation or the effects of medications (prescribed or non-prescribed) is not in keeping with professional behavior.

The ANA Guide to the Code of Ethics for Nurses: Interpretation and Application states "Nurses must be vigilant to protect the patient, the public and the profession from potential harm when a colleague's practice, in any setting, appears to be impaired" (ANA, 2008, p. 155). In addition, the faculty abides by the ANA Scope and Standards of Practice which states that "the registered nurse takes appropriate action regarding instances of illegal, unethical, or inappropriate behavior that can endanger or jeopardize the best interests of the healthcare consumer or situation" (ANA, 2010, p. 47).

If a student presents to clinical with any evidence of impairment, the student will be immediately required to submit for substance abuse testing. The faculty or staff member who suspects impairment will request that the student immediately leave the clinical area while ensuring the student's safety. The faculty member will determine the most appropriate testing location. The student is responsible for receiving immediate testing and bears the costs involved in the testing. Refusal to submit to testing will be considered a positive test and will result in dismissal from the course and/or program.

In addition, students must abide by the Saint Mary's College Drug Policy (see Saint Mary's College student handbook).

DRUG SCREENING

To provide a safe working environment, area hospitals and other clinical agencies are requiring individuals who provide care to patients to undergo drug testing. Students are required to have drug screen, minimum 8-panel, as a condition of admission into the nursing program. The student is responsible for the cost of the drug screening.

Student admission to the nursing program is contingent upon drug screen results that demonstrate no evidence of illicit drug use. Students who test positive for a drug specifically prescribed for a medical condition (e.g. ADHD) must submit documentation from the health care

prescriber that includes the name of the drug, dosing schedule, and reason for the prescribed medication.

CRIMINAL BACKGROUND CHECK

Criminal history background checks are required of all nursing students in compliance with state and federal (House Bill 1633) regulations for individuals in clinical settings and when working with patients or individuals who are minors or vulnerable. All clinical agencies require a criminal background check. Additionally, a past criminal history may have a negative impact on a nursing graduate's ability to obtain a license to practice nursing. Current Indiana law states that individuals who have convicted of certain crimes may not be employed by, operate a home health facility, or work in the Indiana public school system.

Students must submit a criminal background history check as a condition of admission into the nursing program. The student is responsible for the cost of the criminal background check. Further, students will be asked to complete a Criminal History Disclosure Statement Form on an annual basis. The student is responsible for reporting any criminal arrest or situation (including operating while impaired-OWI) which occurs during the academic year to the Director of the Nursing program before the next clinical day.

Violation of the above policies, even for the first offense, may subject the individual to disciplinary action up to and including dismissal from the program.

ACADEMIC HONESTY

Students are required to abide by the College's Statement on Academic Honesty and Plagiarism. In addition, students are required to comply with the Department of Nursing Science Honor Code. If academic dishonesty occurs, the faculty will make the charge to the student and the student will not receive credit for the assignment or exam without the option to repeat the assignment or exam. Additionally, the faculty will submit in writing the name of the student found guilty of academic dishonesty to the Associate Dean for Advising and director of First Year Studies. Failure to adhere to the College and Department policies could result in course failure and possible program expulsion.

DEPARTMENT HONOR CODE

Students must abide by the Saint Mary's College Statement on Academic Honesty.

In addition, students shall abide by the Department of Nursing Science Honor Code which states: "As a necessary component for entry into the nursing profession, I recognize that academic and professional honesty are essential. When high standards of honesty are not maintained, the reputations of Saint Mary's College and the nursing profession are compromised, students are treated unfairly and society is poorly served.

As a student in the Department of Nursing Science at Saint Mary's College, I pledge that I will not give or receive assistance or use unauthorized material on any quizzes, tests or examinations. I will not submit written work that was created, researched or produced by someone else nor will I present another's work as my own without properly acknowledging the source. Further, I will not create nor falsify data for any written work including charting or clinical assignments.

Important to the integrity of the honor system is non-tolerance. I support the honesty of others and accept responsibility to report violations of which I am aware.

I understand that failure to comply with the Honor Code is a violation that is subject to disciplinary action, which may result in penalties including course failure and/or academic dismissal from the College".

PROFESSIONAL BEHAVIOR

Expectations of professional behavior are found in the syllabus for each clinical course.

Students must demonstrate professional behavior in order to progress in the major. The use of cell phones is prohibited in both the classroom and in the clinical setting unless otherwise specified by the clinical faculty. Students are expected to maintain professional conduct while in uniform outside the clinical setting.

HEALTH REQUIREMENTS

Important: Students who fail to complete health requirements and the criminal background check will not be allowed to attend clinical and will not pass the course.

Physical Exam:

Before entry into sophomore year nursing courses a physical examination is required and results returned to the Department of Nursing Science. Arrangement for this exam may be made through your family health care provider or through Health and Wellness Services at Saint Mary's College. Health & Wellness Services will do the physicals for nursing students free of charge.

TST (Tuberculin Skin Test):

The Department of Nursing Science and health care systems require students to be tested for tuberculosis. You may choose one of the following to complete this requirement. You may choose to get a two-step TB skin test OR an IGRA (TB blood test).

A) Two-step tuberculin skin test (Mantoux Tuberculin Skin Test)

- a) First step
 - i) Small amount of purified protein derivative (PPD) is injected under the skin.
 - ii) Return 48 to 72 hours after first visit for reading of skin test
 - iii) Review Results
 - (1) Positive – considered TB infected and evaluated for TB disease
 - (2) Negative – retest in 1 to 3 weeks after the first TB skin test
- b) Second Step
 - i) Second tuberculin skin test administered 1 -3 weeks after the first test
 - ii) Review Results
 - (1) Positive – considered TB infected and evaluated for TB disease
 - (2) Negative – considered TB negative

B) Blood tests

The Interferon Gamma Release Assay (IGRA) method is a blood test that is used to check for TB disease. Students may opt for this method of TB testing. The Bacille Calmette-Guerin (BCG) vaccine is given to children in many parts of the world to prevent childhood tuberculous meningitis and miliary disease. As there is some risk of cross-reaction with the TB Skin Test, students who have received the BCG vaccine may choose to be tested with these IGRA tests:

- a) QuantiFERON®-TB Gold In-Tube test (QFT-GIT)
 - b) T-SPOT TB® test (T-Spot)
- C) A tuberculosis risk assessment form will be completed by each student annually and when the student has traveled outside of the United States. (See Appendix)
- D) TB screening policies may vary by clinical agency. Students must comply with agency policy. (See Appendix)
- E) Students are required to show proof of immunity to the following communicable diseases:

- a) Proof of one (1) rubella immunization or rubella titer (may be MMR).
- b) Proof of two (2) rubeola vaccines or rubeola titer (may be MMR).
- c) Verbal history of chicken pox or varicella zoster titer.
Immunization dates may be verified by your family health care provider. Titers may be drawn by family health care provider or done through Health and Wellness Services. Students are responsible for the costs of the titers.

Influenza Vaccine:

Each fall, students must submit proof of obtaining a yearly influenza vaccine. Flu documentation is due October 31.

Hepatitis B Vaccination:

The Department of Nursing Science in collaboration with clinical agencies requires that nursing students receive the Hepatitis B vaccine. Hepatitis B vaccine may be obtained from your family health care provider or through Health and Wellness Services. The vaccination consists of a series of three injections. Students must begin the injections at least one month prior to beginning clinical; the second injection will follow in one month. The final injection is to be given six months after the first injection. It is not necessary that the series be completed at one location. The Hepatitis B series is available for a fee from Health and Wellness Services. If the series is started with your family health care provider, you can get the other injections from Health and Wellness Services. If for some medical, religious, or philosophical reason the student elects not to receive the vaccine, a letter, stating such, must be signed, dated and submitted by the student prior to clinical practicum. Failure to either receive the vaccine or sign a declination form will result in denial of admission to the major.

Tetanus

An updated tetanus (Td) booster vaccination is strongly advised if it has been

10 years since your last tetanus vaccination. There is also a newly licensed tetanus, diphtheria, a cellular pertussis vaccine for adults that is a recommended alternative in light of the recent increase in pertussis (whooping cough). Consult your health care provider or county health department for further information.

CPR Certification from the American Heart Association:

The Department of Nursing Science requires all nursing students to be CPR certified prior to entry into clinical practices. The CPR course should be two year certification from the **American Heart Association** must be a course for Health Care Providers (NOT a HeartSaver course). The course must include CPR and choking techniques for infants, children, adults and use of AED. CPR needs to be current throughout your clinical courses. A copy of the CPR certification card must be submitted to the Nursing Department prior to the start of junior year clinicals.

SOCIAL MEDIA

The following guidelines are intended to minimize the risks of using social media:

First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

Do not share post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.

Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.

Do not refer to patients in a disparaging manner, even if the patient is not identified.

Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.

Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.

Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.

Promptly report any identified breach of confidentiality or privacy.

Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.

Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

Adopted from: "A Nurse's Guide to the Use of Social Media"

https://www.ncsbn.org/Social_Media.pdf

DEPARTMENT PROTOCOL

DEPARTMENT PROTOCOL

ACADEMIC and CLINICAL PERFORMANCE POLICIES

It is expected that every student in the Department of Nursing Science will adhere not only to Saint Mary's College Community Conduct Code, but also to the American Nurses' Association *Code of Ethics for Nurses*. The statement of the Code, included in the *Student Handbook*, provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

ACADEMIC PERFORMANCE POLICY

The Department of Nursing Science faculty is responsible for making decisions regarding the appropriateness of student performance in nursing courses.

1. Students who are performing below the 76% level in a course at mid-term will receive a deficiency notice. The department chair is informed of student deficiencies. Failure to receive a mid-semester deficiency notice does not preclude the possibility that the student may still fail the course, nor does it imply that the student will automatically pass the course. Mid-semester deficiencies do not become part of a student's official record. Deficiency notices are available online through PRISM.
2. Students are expected to follow College guidelines when contesting a grade for a nursing course.
3. See also: Curriculum Policies regarding progression in the major for additional information related to academic performance

CLINICAL PERFORMANCE POLICIES

1. Clinical Probation
 - a. Clinical probation is a mechanism used by faculty to communicate a student's unsatisfactory progress in a clinical course during the semester. Clinical probation is intended to give the student the opportunity to improve clinical performance. Students are placed on clinical probation when they are in danger of failing the course due to: unsatisfactory behaviors demonstrated in the clinical setting related to the course learning outcomes, a pattern of communication/interaction difficulties with others, lack of adequate preparation for clinical experiences, a pattern of verbalization or behavior that denigrates others, disruption of the learning and/or clinical practice of other students or staff, failure to meet other professional performance expectations as identified in the clinical course syllabus or exhibits behavior (e.g. alcohol or illicit drug use) in conflict with the Saint Mary's College Code of Student Conduct or ANA Code of Ethics. Students may be placed on clinical probation at any time during the clinical rotation.
 - b. A student placed on clinical probation will be informed of the clinical probation status both verbally and in writing. The Probationary Learning Contract form provides the student with a clearly written explanation of the nature of the unsatisfactory performance/behaviors and the instructor's probationary learning contract for improving/changing the performance/behaviors, which may include mandatory remediation in the skills lab. It is expected that these recommendations will provide the guidance needed by the student to successfully pass the course and progress in the Nursing Program.
 - c. When the student's performance/behavior has improved and/or the unsatisfactory behavior has been changed as determined by the instructor, a notation is made on the Probationary Learning Contract form of the student's improvement. If the student's performance does not improve and the student fails the course that is

also documented on the form (see Appendix). A copy of all documentation is provided to the student.

- d. The Probationary Learning Contract form remains in the student's record in the Department of Nursing Science with other documentation of clinical performance.
2. **Conduct in Clinical Setting:**
It is expected that every student in the Department of Nursing Science will adhere not only to the Saint Mary's College Code of Student Conduct, but also to the American Nurses' Association Code of Ethics for Nurses. The statement of the Code of Ethics, included in this handbook (page 15), provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.
 3. **Clinical / Laboratory:**
The department maintains contractual agreements for student experience with a variety of agencies. Students must meet the expectations of both the department and the agency for appropriate professional conduct and attire. If a student cannot demonstrate ability to deliver safe care at the level required in a course, the instructor has a responsibility to remove the student, so that the safety and welfare of clients are not compromised. [For example, a student arriving in the clinical/laboratory area unprepared for the day or administering medications without knowing why certain drugs are being given would not be administering safe, informed care to his/her client.]
 4. **Clinical Grievance:**
In the event of a student's disagreement with a clinical grade, the clinical faculty member should be consulted by the student. Please see the College course grievance policy found in the College Bulletin for further direction.

ACADEMIC ADVISING

A) Academic Advising Guidelines

- a) Beginning with the second semester of the first year, intended nursing students will be advised by the academic advisor for the Department of Nursing Science.
- b) Students can request access to their advisement records.
- c) Students are expected to come to their advising meeting prepared with their academic plan completed.
- d) Students are responsible for registering their own courses through Prism including the nursing courses.
- e) The student must notify the academic advisor of involvement in officially sanctioned co-curricular activities and sports. Students who fail to communicate this information at the time of advising will not be guaranteed accommodations or a change in their schedule.

STUDENT GOVERNANCE

Students will be selected to serve on Department of Nursing Science committees (Curriculum, Student Faculty Affairs and Evaluation). Students are expected to attend the meetings of these committees.

CLINICAL POLICY

CLINICAL POLICIES

CLINICAL EXPERIENCE

Clinical experiences will be provided in a variety of institutions and settings in the community. The student is responsible for arranging transportation to clinical agencies and experiences.

CLINICAL PRE-ASSESSMENT

Some clinical rotations require pre-assessment of assigned patients prior to the clinical experience. Students are expected to conduct themselves professionally at all times while pre-assessing. The nursing uniform is required for pre-assessment. Students are not allowed to do any nursing care during pre-assessment. Students are prohibited from printing, photocopying or taking photographs of any information from a patient's medical record as this considered a breach of patient confidentiality and may result in a clinical failure and dismissal from the program.

ACCOUNTABILITY

Accountability is demonstrated by fulfilling responsibilities and expectations for professional behavior as described in each clinical course syllabus. Students may not take verbal or telephone orders from any health care provider.

CONFIDENTIALITY

It is a professional requirement to maintain confidentiality regarding client and family information. A statement on confidentiality must be signed by students prior to clinical experiences. (See Appendix, Statement of Confidentiality form).

TRANSPORTATION

Students are responsible for their own transportation to all clinical agencies. Experiences in a variety of settings make this requirement mandatory.

DRESS CODE

As nurses and nursing students it is our role to care for the public in many settings. It is important to present a professional image as well as be mindful of disease transmission. As nursing majors, the clinical dress code for the Saint Mary's College Department of Nursing Science in collaboration with clinical agencies is as follows:

- a. Uniforms, a lab coat, name badge, stethoscope and watch with a second hand are necessary for the clinical.
- b. Uniform top, pants and lab coat are purchased thru MorU. Uniforms are ordered sophomore year, spring term.
- c. Shoes must be white and clean. Athletic shoes are permitted if they are made of white leather. White canvas, cotton, or nylon shoes are unacceptable. White shoelaces are required. No open-toe, no open-heel shoes nor clogs may be worn.
- d. The White lab coats are optional when worn with the clinical uniform. They may be required for specific clinical sites. When students are involved in direct patient care, a white undershirt or turtleneck may be worn under the top. No sweaters, sweatshirts or hoodies are permitted.
- e. Hair that falls below shoulder length must be pulled back. Earrings must be single, stud type, and no dangling earrings. Jewelry is limited to watches and inconspicuous rings (such as wedding rings/bands). Facial piercing (nose, tongue, eyebrows, etc.) may not be worn in the clinical area. Fingernails must be neat, clean and trimmed. No artificial nails or nail polish may be worn. Make-up should be simple. Cologne and perfumes may not be worn. Body art must be concealed.

- f. Students must present a professional image in all clinical settings. Short skirts, shorts, blue jeans, low necklines, bare midriffs and leggings are not considered part of a professional appearance.
- g. Students who do not adhere to the uniform policy will be asked to leave the clinical area.
- h. Uniforms must be worn for patient preassessment.
- i. Students are not allowed to eat or drink in the patient care areas. No gum chewing is permitted during clinical times.
- j. Uniforms may not be worn to social events outside of clinical setting.
- k. The community health clinical sites are widely varied and may have different requirements and expectations of student dress. The syllabus for NUR414 will outline the specific requirements of each site and/or individual instructions will be discussed with the student's assigned to each clinical site.

LIBRARY RESOURCES

The Cushwa-Leighton Library provides Internet access databases CINAHL (Cumulative Index in Nursing and Allied Health Literature), PUBMED, and EBSCO HOST Research. CINAHL contains citations, abstracts and full text articles in nursing and allied health journals. EBSCO HOST Research offers full text access journals in the health and behavioral sciences, plus access to the Cochran Databases and International Pharmaceutical Abstracts. CINAHL, PUBMED, and EBSCO HOST Research are available from the Cushwa-Leighton Library home page.

The Medical Library of St. Joseph's Regional Medical Center is available to students. The Medical Library offers books, journals, literature searches and interlibrary loan services. Students may use Ovid Medline or EBSCO HOST Research for on line searches.

Ovid Medline database is a premier source for bibliographic and abstract coverage of the biomedical literature. Ovid provides access to medical and nursing journals full text.

The URL for Ovid is: gateway.ovid.com. Any one of the following user names will get you into Ovid:

sgc002

sgc003

sgc004

sgc005

The password for all of the above user names: internet.

EBSCO HOST Research

The URL for EBSCO HOST is: search.epnet.com

The user name is sjrmc

The password is: library

STUDENT
NURSES'
ASSOCIATION

STUDENT NURSES' ASSOCIATION

The Student Nurses Association (SNA) is a pre-professional association of nursing students at Saint Mary's College. Involvement in SNA promotes leadership and prepares students for involvement in professional associations upon graduation. Nursing students may also wish to join the National Student Nurses' Association (NSNA). Members of the NSNA are eligible and encouraged to attend national and state offerings.

SIGMA THETA TAU International Honor Society of Nursing

Sigma Theta Tau International Honor Society of Nursing is the international honor society for nursing. The mission of Sigma Theta Tau International is to improve the health of people worldwide through the development of nurse leaders and nursing knowledge. The society provides its members with opportunities to contribute to the accomplishment of its mission and challenges its members with the responsibility to do so.

- ✓ The purposes of Sigma Theta Tau International are to:
- ✓ Recognize superior achievement
- ✓ Recognize and develop leadership qualities
- ✓ Foster high professional standards
- ✓ Encourage creative work
- ✓ Strengthen commitment to the ideals and purposes of the profession

Undergraduate students who are in the top 1/3 of their nursing class may be invited to join our chapter, Nu Omicron-At-Large during their final year in the nursing program.

INDIANA STATE NURSES ASSOCIATION STUDENT AFFILIATE MEMBERS

Students enrolled in basic nursing education programs are eligible to become Student Affiliate Members (SAMs) of the Indiana State Nurses Association at a cost.

Tangible benefits Student Affiliate Members receive are:

- ✓ Discounted rates for attending ISNA meetings of the members, conferences and workshops
- ✓ Invitations to attend local district and/or region meetings and programs
- ✓ Newsletters and other information from local district and/or region
- ✓ Bimonthly editions of the ISNA Bulletin
- ✓ A special membership pin
- ✓ A discount on ISNA membership once you become a registered nurse

In addition, each student who participates as a Student Affiliate Member will have the opportunity to affiliate with registered nurses and explore current nursing issues, witness ISNA districts/regions in action, associate with Indiana's nursing leaders and to network with nurses who are active in their professional organization. The experience will enable students to obtain skills they will use throughout their nursing career.

For further information contact:

Indiana State Nurses Association
2915 North High School Road
Indianapolis, IN 46224-2969
Tel: 317.299.4575

COLLEGE POLICIES

Saint Mary's College Policy Prohibiting Discriminatory Harassment Against Students

November 16, 2014

Saint Mary's College is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the College to maintain an educational and work environment free from all forms of discriminatory harassment.

Saint Mary's College, founded and sponsored by the Sisters of the Holy Cross, an order of the Roman Catholic Church, was chartered as an institution for women as a Catholic witness in higher education. It has continued to adhere to that focus and mission. As a Catholic institution, the College reaffirms its mission and philosophy which call for a modeling of social justice and Christian principles in our personnel policies and practices.

All College policies, practices, and procedures are administered in a manner consistent with our Catholic identity. With the foregoing understanding, Saint Mary's College will not engage in discrimination based on sex, race, color, national origin, religion (except where religion is a bona fide occupational qualification), age, disability, citizenship status, genetic information, veteran status, or any other characteristic protected by law. Based on our Catholic values, the College also prohibits discrimination based on sexual or political orientation.

In the areas of undergraduate admission, academic year housing, and varsity athletics, Saint Mary's College will remain exclusive in respect to sex, but not as to any of the other above-mentioned characteristics.

The College has separate procedures for complaints of sexual harassment. All members of the College community are expected to uphold this policy. Engaging in discriminatory harassment will result in appropriate disciplinary action. The College does not by this non-discrimination statement disclaim any right it otherwise lawfully has to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

Definitions

Discriminatory Harassment

Harassment includes verbal, physical, or visual conduct when the conduct creates an intimidating, or hostile educational environment for a student based on the student's race, color, religion, national origin, gender, sexual orientation, age, physical disability, or mental disability. Verbal harassment may include but is not limited to epithets, derogatory comments or slurs. Physical harassment may include but is not limited to assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's characteristics as listed above. Visual harassment may include but is not limited to derogatory posters, notices, cards, calendars, bulletins, cartoons, graffiti, photographs, signs, drawings, or protracted staring or gestures.

Complaint Procedure

The College encourages any student, who believes that she/he has been discriminatorily harassed, or observes or is otherwise aware of an incident of discriminatory harassment of another student, to report the incident promptly. To assist in the investigation, the College requires the complainant to submit a grievance form with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Complaints should be made as follows:

- Complaints against Administrators or Staff must be directed to:

- Director of Human Resources¹
- Complaints against Faculty must be directed:
 - Senior Vice President/Dean of Faculty
- Complaints against Student must be directed to:²
 - Director of Residence Life and Community

With the consent of the complainant, the College will promptly investigate and make every effort to informally resolve a complaint of discriminatory harassment in a fair manner that ensures respect for the rights of both the complainant and the alleged offender and to conduct all processes, to the extent possible, so as to protect the privacy interests of all parties involved.

Formal Investigation and Corrective Action

If a student chooses to move immediately to a formal investigation or if the attempt to informally resolve the complaint fails, the College will pursue the formal investigation.

Depending on the nature of the allegations, the investigation may include interviews with the reporting party, the individual the complaint is made against and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. The investigator will attempt to conclude the investigation within 30 working days after notifying the person against whom the complaint was lodged. If the investigation cannot be completed in that time frame, the investigator will contact all parties to provide an estimated time for completion.

If at the conclusion of the investigation it is determined that discriminatory harassment occurred, the College will initiate corrective action, as appropriate under the circumstances and outlined in the Employee Handbook (for staff and administrators) or the Governance Manual (for faculty). A faculty member or staff member who is accused of the discriminatory harassment will be advised of the results of the investigation.

Retaliation

The College prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of discriminatory harassment or is involved as a witness or participant in the complaint or investigation process. Engaging in retaliation can result in disciplinary action, up to and including dismissal from the College. 4 The College encourages any individual who believes he or she/he has been subject to retaliation, or observes or is otherwise aware of an incident of retaliation in violation of this policy, to report the incident promptly to the Senior Vice President and Dean of Faculty, the Director of Human Resources or the Director of Residence Life and Community Standards as appropriate. The investigation and corrective action procedures set forth above will similarly apply in the case of a complaint of retaliation in violation of this policy

¹ Staff includes all staff working on the Saint Mary's campus including employees under contract with the College.

² Complaints regarding discrimination and harassment that faculty and staff may have against students are directed to the Director of Residence Life and Community Standards. The procedure handling these complaints is outlined in the Code of Student Conduct available at: <https://www.saintmarys.edu/files/RL%20-%20revised%20code%20of%20student%20conduct%202.pdf>

Bad Faith Complaints

This policy shall not be used to bring a complaint in bad faith. Disciplinary action will be taken against any individual found to have brought a complaint of discriminatory harassment in bad faith for an improper purpose.

Right to Appeal

A faculty or staff member who is found to have engaged in discriminatory harassment or retaliation in violation of this policy shall have the right to appeal the decision

Administrator/Staff Appeal

An administrator or staff member who is found to have engaged in discriminatory harassment or retaliation in violation of this policy shall have the right to appeal the decision. The appeal must be made to President or the President's designee. The appeal may address the decision of whether discriminatory harassment or retaliation occurred, and it also may address the corrective action imposed.

The appeal must be submitted in writing within ten (10) working days after written notification of the results of the investigation. The appeal should describe with specificity why the finding of discriminatory harassment, retaliation, or corrective action was not reasonably based upon the evidence.

The President or her/his designee may receive or consider additional information if she/he believes such information would aid in the review of the appeal. 5

The President or her/his designee who is considering the staff appeal will provide the decision to the individual who submitted the appeal within 30 days of receipt of the written appeal. This decision is final.

Faculty Appeal

A faculty member who is found to have engaged in discriminatory harassment or retaliation in violation of this policy may appeal to the Grievance Committee of the Faculty Assembly. This committee acts as a mediating and investigating committee in all ordinary cases in which a faculty member alleges a grievance

Note:

Student to student harassment and discrimination is outlined in the Code of Student Conduct. Similarly faculty or staff who feel they have been discriminatorily harassed by a student should refer those complaints to the Director of Residence Life and Community Standards. The procedure for hearing those complaints is outlined in the Code of Student Conduct.

Faculty should refer to the Governance Manual for complaints they wish to lodge against faculty and staff.

Staff should refer to the Employee Handbook for complaints they wish to lodge against staff and faculty.

Endorsed by the President's Council on Multicultural Affairs-4/7/10

Approved by the President of the College -4/8/10

Updated 11/13/2014

Title IX Rights of Pregnant and Parenting Students Saint Mary's College

Compliance

- a. Reporting: Any member of the Saint Mary's College community may report a violation of this Policy to any supervisor, manager, or to the Title IX Coordinator. All mandated reporters are responsible for promptly forwarding such reports to the Title IX office. The Title IX Coordinator is responsible for overseeing complaints of discrimination involving pregnant and parenting students.

The Title IX Coordinator for Saint Mary's College is:
Kris Urschel, Director of Human Resources
106 Facilities Building
titleix@saintmarys.edu
574-284-4777

Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights at:

Office for Civil Rights (OCR)
North Central Regional Office
500 W. Madison Street, Suite 1414
Chicago, IL 60661
(312) 730-1630
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Complaints may be filed online, using the form available at:
<http://www.ed.gov/ocr/complaintintro.html>

Policy Statement

Saint Mary's College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Saint Mary's College hereby establishes a Policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Under the Department of Education's (DOEd) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom." According to DOEd, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students should be treated by Saint Mary's College the same way as someone who has a temporary disability, and will be given an opportunity to make up

missed work wherever possible. Extended deadlines, make-up assignments (papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Disability Services. To the extent possible, Saint Mary's College will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary in order to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and Saint Mary's College support systems to devise a plan for how best to address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Scope of Policy

This Policy applies to all aspects of Saint Mary's College program, including, but not limited to, admissions, educational programs and activities, extra-curricular activities, hiring, leave policies, employment policies, and health insurance coverage. This policy includes all undergraduate and graduate programs and students.

Definitions

- a. Caretaking: caring for and providing for the needs of a child.
- b. Medical Necessity: a determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's best health interests.
- c. Parenting: the raising of a child by its parents in the reasonably immediate post-partum period.
- d. Pregnancy and pregnancy-related conditions: include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.
- e. Pregnancy discrimination: includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected, and includes a failure to provide legally mandated leave or accommodations.
- f. Pregnant student/Birth-parent: refers to the student who is or was pregnant. This Policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.
- g. Reasonable accommodations: (for the purposes of this Policy) changes in the academic environment or typical operations that enable a pregnant student or student with a

pregnancy-related condition to continue to pursue their studies and enjoy the equal benefits of the College.

Reasonable Accommodation of Students Affected by Pregnancy, Childbirth, or Related Conditions

- a. Saint Mary's College and its faculty, staff, and other employees will not require a student to limit their studies as the result of pregnancy or pregnancy-related conditions.
- b. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
- c. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study or research, and may seek assistance from the Title IX office.
- d. No artificial deadlines or time limitations will be imposed on requests for accommodations, but the [School] is limited in its ability to impact or implement accommodations retroactively.
- e. Reasonable accommodations may include, but are not limited to:
 1. Accommodations requested by the pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
 2. Modifications to the physical environment (such as accessible seating);
 3. Mobility support;
 4. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
 5. Providing remote learning options;
 6. Excusing medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department or division)
 7. Breastfeeding students must be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.
 8. Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

Modified Academic Responsibilities Policy for Parenting Students

- a. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period during the first three (3) months from the time the child has entered the home. Extensions may be granted where additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
- b. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the Title IX office, the student's academic advisor and the appropriate academic department(s).
- c. Students seeking a period of modified academic responsibilities may consult with their academic advisor or with the Title IX office to determine appropriate academic accommodations requests. The Title IX office will communicate all requests under this policy to the student's academic advisor and coordinate accommodation-related efforts

with the advisor unless the student specifically requests that the advisor be excluded. The student is encouraged to work with their advisor and faculty members to reschedule course assignments, lab hours, examinations, or other requirements and/or to reduce the student's overall course load, as appropriate, once authorization is received from the Title IX office. If, for any reason, caretaking/parenting students are not able to work with their advisor/faculty to obtain appropriate modifications, students should alert the Title IX office as soon as possible, who will help facilitate needed accommodations and modifications.

- d. In timed degree, certification or credentialing programs, a student who seeks modifications upon the birth or placement of their child will be allowed an extension of up to three (3) months to prepare for and take preliminary and qualifying examinations, and an extension of up to six (6) months toward normative time to degree while in candidacy, to the extent those deadlines are controlled by Saint Mary's College. Longer extensions may be granted in extenuating circumstances.
- e. A student can request modified academic responsibilities under this Policy regardless of whether the student elects to take a leave of absence.
- f. While receiving academic modifications, the student will remain registered and retain benefits accordingly.

Leave of Absence

- a. As long as a student can maintain appropriate academic progress, faculty, staff, or other Saint Mary's College employees will not require a student to take a leave of absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.
- b. An enrolled student may elect to take a leave of absence for up to six (6) months because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.
- c. A student taking a leave of absence under this Policy will provide notice of the intent to take leave thirty calendar days prior to the initiation of leave, or as soon as practicable.
- d. Intermittent leave may be taken with the advance approval of the Title IX office and the student's academic department(s), when medically necessary.
- e. Students who elect to take leave under this Policy may register under an "on leave" etc. status to continue their eligibility for certain benefits. While registered under that status, students who choose to take a leave of absence under this Policy can elect to keep their health insurance coverage and continue residing in university housing, subject to the payment of applicable fees.
- f. To the extent possible, Saint Mary's College will take reasonable steps to ensure that upon return from leave, the student will be reinstated to their program in the same status as when the leave began, with no tuition penalty.
- g. Continuation of a student's scholarship, fellowship, or similar Saint Mary's College sponsored funding during the leave term will depend on the student's registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar Saint Mary's College supported funding by exercising their rights under this Policy.
- h. The Title IX office can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

Retaliation and Harassment

- a. Harassment of any member of the Saint Mary's College community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited.
- b. Faculty, staff, and other Saint Mary's College employees are prohibited from interfering with a student's right to take leave, seek reasonable accommodation, or otherwise exercise their rights under this Policy.
- c. Faculty, staff, and other Saint Mary's College employees are prohibited from retaliating against a student for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes because a student requests leave or accommodation, files a complaint, or otherwise exercises their rights under this Policy.

Housing Related Accommodations

Pregnant students' on-campus housing status will not be altered based on pregnancy status unless requested by the pregnant student. A parenting student's access to housing is governed by Residence Life policies.

Dissemination of the Policy and Training

A copy of this Policy will be made available to faculty, staff, and employees in annually required training and posted on the Saint Mary's College website. Saint Mary's College will alert all new students to this Policy and the location of this Policy as part of orientation. The Title IX office will make educational materials available to all members of the Saint Mary's College community to promote compliance with this Policy and familiarity with its procedures.

Revised 12/8/17

VALUE STATEMENT ON DIVERSITY AND INCLUSION

As a Catholic institution of higher learning, Saint Mary's College has a mission-driven responsibility to be diverse, inclusive, and equitable. We believe in the inherent value of diversity in its multiple dimensions, including but not limited to race, ethnicity, culture, religion, nationality, geographic origin, beliefs, ideas, socioeconomic class, sexual orientation, gender, ability, veteran status, and age. To honor that value, the College is committed to creating and maintaining an environment that respects the human dignity and civil rights of all persons, particularly those from groups that have historically experienced discrimination and persecution. By actively resisting bigotry and marginalization, we endeavor to work against the effects of past injustices and to dismantle current forms of injustice. In particular, we recognize the insidiousness of systemic and individual racism, both intentional and unintentional, and we strive to actively disrupt its dehumanizing effects. We expect every member of the Saint Mary's College community to uphold these commitments in our programs, practices, pedagogy, and policies.

Peaceful Assembly Policy By Students and Student Organizations

Saint Mary's College, by its very nature, provides an academic community where students develop their talents and prepare to make a difference in the world. Saint

Mary's promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility and social responsibility. Through the years at Saint Mary's, students acquire depth and knowledge, the ability to think clearly about complex problems and the capacity to communicate with precision and style.

The College takes seriously the intellectual life that includes the willingness to address any question, the rigor of thought and care of research, the engagement in self-critical awareness of one's own biases and presuppositions; a place for discourse and discussion, and the respect for fellow members of the community and openness to their ideas. Ideally, discourse is open and candid, met with courtesy, mutual respect and compassion.

To ensure the respect for all persons in this learning community, we create an authentic community that celebrates diversity as a necessary prerequisite to unity. It is this unity that leads the community toward a common vision and the fulfillment of the College's mission. **(Adapted from Saint Mary's Mission Statement)**

Guidelines for Planning a Peaceful Assembly

Only Saint Mary's College students or student organizations can organize peaceful assemblies on campus. Request for assembly by outside groups or employees will not be approved. Those students or student groups interested in planning a peaceful assembly on campus must first fill out a request for assembly on Orgsync. Details of the event must describe all aspects of the activity. If the assembly will utilize a campus facility, the organizer must complete a facility request and obtain the necessary approvals. Considering that there may be times when a student or student organization plans an activity that quickly responds to a current event, students or student organizations must still follow this request policy and Student Affairs will make reasonable efforts to accelerate its review; however, such accelerated reviews will occur on a case-by-case basis in a manner that is consistent with this policy.

Whenever appropriate, Student Affairs will designate clearly marked areas for protest or demonstrations.

Examples of a peaceful assembly include, but are not limited to:

Demonstration- A large group of people, usually gathering for a political cause. It usually includes a group march, ending with a rally or a speaker.

March - A walk by a group of people to a place in order to express an objection with or support for an event, situation, or policy.

Picket Line - A line or group of people who are refusing to go to work or class until their demands are met.

Protest-A protest is a way to express objections with any event, situation, or policy.

These objections can be manifested either by actions or by words.

Sit-In - Any organized protest in which a group of people peacefully occupy and refuse to leave college premises.

Vigil- In observance of a commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

Procedure for Planning a Peaceful Assembly

Prior to sponsoring a peaceful assembly, a group or organization must submit the online application through Orgsync at least 72 hours in advance of the planned activity.

Students and student organizations can request an expedited approval through this application form:

<http://belletower.orgsync.com/home> More advanced notice may be required based on the scale of the event.

The application must include the location on campus where the event will be held, proposed date and time of the event, the purpose of the event, and estimated number of participants. Based on the scope of the assembly, specific security requirements may be required by College Safety. The cost for this security will be paid for by the student or group organizing the event.

If the event is a march, the supporting group will be required to submit a proposed route.

The Vice President for Student Affairs or designee will review the application within one working day of its submission and meet with the individual(s) requesting the permit prior to its approval. The meeting will cover logistics including safety and security issues, use of amplified sound, and the potential for disruption to the College. Upon notification of a proposed activity, the Vice President for Student Affairs will inform the Cabinet that the event has been approved. This notification will include a clear description of the event.

Failure to file the appropriate request for approval could result in sanctions according to the Student Code of Conduct.

Sponsoring organizations and their representatives are responsible for ensuring that there will be no disruption of College activities, conduct of business or events, programs or services. All events will be monitored by the Vice President for Student Affairs or designee. The Vice President reserves the right to end an assembly should any of the following be violated. This list includes, but is not limited to:

- Free passage of pedestrian and vehicular traffic around campus at all points.
- Ingress and egress to any building may not be blocked at any time.
- Use of amplified sound will not disrupt the conduct of College business.
- Activities that might disrupt the campus environment will not be allowed or encouraged. Such as the disruption of living environment in residence halls.
- Activities must be consistent with the mission of the College.
- Participants must respect and adhere to all policies and procedures regulating on-campus events.
- In the event that the demonstration will move outside of the confines of campus, the supporting organizations will be responsible for obtaining all permits.
- Any contact with the media will be handled by the College's marketing and communication staff.
- Compliance with the Peaceful Assembly Policy

Everyone is expected to comply with the directions of College officials who are acting in accordance with the performance of their duties. Failure to do so is a violation of campus conduct codes, and is subject to sanctions as outlined in Student Code of Conduct. If a demonstration or activity interferes with normal College activities and/or functions, participants will be asked to disperse. Failure to comply will result in the appropriate sanctions. Other violations include, but not limited to:

- Excessive noise, which interferes with classes, College offices, residence halls, community neighbors, or other campus and community activities.
- Unauthorized entry into or occupation of a private work area.

Final Approval

- Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events.
- Failure to maintain clear passage into or out of any College building or passageway, and/or work space.
- Failure to disperse when a building, office, or campus space is closed.
- Other conduct that disrupts the normal operations of the College.
- Vandalism including graffiti or destruction of College property will not be tolerated.

Student Affairs Council

11/13/17

Saint Mary's College Outreach, Response to Natural Disasters and Tragedies Policy, November 7, 2017

Disaster or tragedy response may vary according to the type and severity of a disaster or tragedy; whether domestic or international, man-made or natural, etc. This plan incorporates an "all hazards" approach though implementation may vary slightly depending on size and scope of the disaster or tragedy. **(If the disaster or tragedy is on campus refer to the Emergency Response Plan)**

<https://my.saintmarys.edu/documents/10354/30896/All+Hazard+Plan/3d46891d-6de5-4c93-ae6f-2028bd93e7e6>

Prior to a Disaster or immediately following a Tragedy

- When possible, the Division of Student Affairs will proactively contact students from vulnerable communities to let them know of available resources and support.
- Vice President for Student Affairs will send all Vice Presidents the list of students from vulnerable communities.

Post Disaster

- When appropriate, the President will issue a statement.
- The Vice President for Student Affairs and Vice President for Mission will make available emergency resources if needed.
- The Vice President for Mission or Director of Campus Ministry will write a prayer to be posted on Parents' Facebook, College Facebook and Alumnae Communication.
- When appropriate, College Relations will create a website for alumnae to express their prayers and concerns for those impacted.
- When appropriate, Campus Ministry will schedule a prayer service to be held as soon as possible during/or after the natural disaster or tragedy during working hours (but not Saturday or Sunday). Campus Ministry will also designate the first weekday Mass

Monday-Friday post disaster

(Monday-Friday) following the day after the natural disaster or tragedy (or the day itself, depending on timing of the disaster or tragedy) as a Mass of Solidarity for the victims of the natural disaster or tragedy unless it is a Solemnity.

- Campus Ministry will include an intercession for the victims of the natural disaster or tragedy in the Prayers of the Faithful at all Sunday liturgies (7 and 9 pm).
- Campus Ministry will be contacted through on-call phone if there are any students in need of pastoral care.
- The Office for Civic and Social Engagement will provide places/organizations (links) of where to donate money and/or goods if they are being requested. Campus Ministry will collect any monetary donations to be sent to designated agencies.
- The College will mobilize Employee Assistance Program resources (or other counseling services) as may benefit the College staff and faculty.

Further Disaster Follow-Up

- When reasonable, Campus Ministry and the OCSE will sponsor collections of goods that can be delivered to individuals impacted by disaster or tragedy.

Endorsed by Cabinet, November 7, 2017

APPENDIX

Saint Mary's College
Department of Nursing Science

STATEMENT OF INFORMED CONSENT

Saint Mary's College Department of Nursing Science provides a foundation for professional nursing practice. The educational process enables the Saint Mary's College student to gain a respect for life and professional competence. The Student Handbook in the Department of Nursing Science outlines department policies important in developing and maintaining professionalism.

Awareness of these policies as documented in the Student Handbook is critical. My signature below indicates that I have read the entire Student Handbook and have full understanding of the departmental policies and professional responsibilities of the major. Any questions about requirements, conditions of progression, and expected competencies have been answered. I understand that nursing involves cognitive learning, affective values, and clinical performance standards. I assume responsibility for and consent to follow the policies and procedures as explained herein.

Student Name Print: _____

Student Signature: _____

Date: _____

ANNUAL CRIMINAL HISTORY DISCLOSURE STATEMENT FORM

Student Name: (print name) _____ **Date of Birth:** _____

Health facilities are prohibited from allowing students from providing care, treatment or services if an individual has been convicted of a certain crime. These certain crimes include but are not limited to: any endangerment to a child; Medicaid or Medicare Fraud; rape; criminal deviate conduct; exploitation of an endangered adult; failure to report battery, neglect, or exploitation of an endangered adult or child, murder; or voluntary manslaughter and a third offense for DUI(Driving Under the Influence)/OWI (Operating While Impaired).

A conviction of any of the above crimes at any time during an individual's life prohibits entering clinical. In addition, if an individual was convicted of involuntary manslaughter: felony, battery, a felony offense relating to a controlled substance; or theft within five (5) years before the individual's start of clinical. The individual may not enter clinical. Background checks will be completed and all convictions will be reviewed.

Any criminal infraction (including OWI's) that occurs during the summer break must be reported to the Department of Nursing Science within the first week of the academic calendar year. Any criminal infractions (including OWI's) that occurs during the academic year must be reported to the Department of Nursing Science prior to the next assigned clinical day or within (5) days. This is a requirement of the Department of Nursing Science and in keeping with professional nursing practice.

1. I verify that I have not been convicted of a crime or offense that prohibits me from being granted clinical privileges in a clinical agency or to be licensed as a Registered Nurse.

2. Junior Year Signature: _____ Date: _____

Senior Year Signature: _____ Date: _____

3. I verify that I have not been convicted of certain crimes nor have committed certain acts that have been entered into the Nurse Aide Registry maintained by The State of Indiana.

4. Junior Year Signature: _____ Date: _____

Senior Year Signature: _____ Date: _____

Saint Mary's College

Department of Nursing Science

STATEMENT OF CONFIDENTIALITY

The American Nurses Association Code of Ethics (2008) states that, "the nurse has a duty to maintain confidentiality of all patient information. The patient's well-being could be jeopardized and the fundamental trust between patient and nurse destroyed by unnecessary access to data or by the inappropriate disclosure of identifiable patient information" (p. 152).

In 1996, the federal Health Insurance Portability and Accountability Act (HIPPA) was enacted and included specific guidelines for the communication of clients' personal health information. Under this legal statute, consent must be received from the client before any health-related information is released.

As a student nurse, I understand that I have an ethical and legal responsibility to hold all patient information in confidence. Only information necessary for the patient's care and welfare should be disclosed and only with those directly involved in the patient's care. Disclosure of identifiable information about clients/families and/or their care is strictly prohibited in public areas, on non-authorized written documents or on social networks; e.g., Facebook, texting, etc.

Failure to maintain confidentiality is a violation of the right to privacy and may result in course failure or expulsion from the nursing program.

Student Name Print: _____

Student Name Signature: _____

Date: _____

Rev.2/18/11

Saint Mary's College

Department of Nursing Science

DEPARTMENT HONOR CODE

As a necessary component for entry into the nursing profession, I recognize that academic and professional honesty are essential. When high standards of honesty are not maintained, the reputations of Saint Mary's College and the nursing profession are compromised, students are treated unfairly and society is poorly served.

As a student in the Department of Nursing Science at Saint Mary's College, I pledge that I will not give or receive assistance or use unauthorized material on any quizzes, tests or examinations. I will not submit written work that was created, researched or produced by someone else nor will I present another's work as my own without properly acknowledging the source. Further, I will not create nor falsify data for any written work including charting or clinical assignments.

Important to the integrity of the honor system is non-tolerance. I support the honesty of others and accept responsibility to report violations of which I am aware.

I understand that failure to comply with the Honor Code is a violation that is subject to disciplinary action, which may result in penalties including academic dismissal from the College.

Student Name Print: _____

Student Name Signature: _____

Date: _____

Saint Mary's College
Department of Nursing Science

RELEASE OF INFORMATION

I hereby authorize Saint Mary's College, Department of Nursing Science to release the following personal and academic information:

- I. All permanent record information (includes the following as deemed pertinent):
 - o Date of Birth
 - o Last 4#s only of SSN
 - o Medical Records (immunizations, TB, etc.)
 - o Background Check
 - o Letters of recommendation
 - o Personal reference forms
 - o Curriculum plan and courses completed with grades
 - o Verification of enrollment

- II. The above records may be released to:
 - o Clinical Agencies
 - o Potential Employers
 - o State Boards of Nursing
 - o Graduate Schools for Application
 - o Administrative Personnel for academic research

It is understood that records may be released for the following reasons: Participation in clinicals; Access to clinical agencies' databases; Employment; Admission to graduate programs; Verification of attendance; Licensing or certification; Scholarship and/or grant applications and Research purposes.

I hereby authorize the Department of Nursing Science to request and obtain information from a future employer for purposes of program evaluation.

I, also, hereby authorize the Department of Nursing Science to release, after graduation, my email and cell phone information to current nursing students seeking after-graduation employment information and advice.

Student Name Print: _____

Student Name Signature: _____

Date: _____

Saint Mary's College
Department of Nursing Science

PROBATIONARY LEARNING CONTRACT

Phase I

Student _____ Course _____

Semester _____ Date Issued _____

Problem Areas: _____

Supporting Evidence:

Relevant Course Objectives and behaviors:

Plan for progression with time line:

Consequences of non-compliances:

Signature of consenting parties:

Student _____

Date _____

Faculty _____

Date _____

Chair _____

Date _____

Saint Mary's College
Department of Nursing Science

PROBATIONARY LEARNING CONTRACT

Phase II

Student _____ Course _____

Semester _____ Date Issued _____

Progress Report: _____

Faculty _____ Date _____

Progress Report: _____

Faculty _____ Date _____

Progress Report: _____

Faculty _____ Date _____

OUTCOME REPORT:

Faculty _____ Date _____

Saint Mary's College

Department of Nursing Science

STATE LICENSURE REGULATIONS

In accordance with the Code of Ethics for Nursing, the nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action. (Code of Ethics for Nurses with Interpretive Statements, ANA, 2002). Imperative to the integrity of the profession are its members who adhere to the ideal and moral norms of the profession in addition to meeting the legal requirements for licensure.

The ability to practice nursing is a privilege not a right. Each State Board of Nursing is responsible for the safe and competent delivery of health care for its citizens. In granting permission for applicants to take the licensing examination, each State Board of Nursing must ensure that applicants have not been convicted of serious crimes that are in direct violation of professional nursing standards.

On the application for nursing licensure, State Boards of Nursing may ask questions related to previous or pending arrests, conviction of an offense, misdemeanor or felony, or nolo contendere to a violation of any Federal, State, or local law relating to the use, manufacturing, and distribution or dispensing of controlled substances, alcohol or other drugs. State Boards of Nursing may also ask questions related to violations of scope of practice and/or malpractice. You may be asked to disclose any offense, misdemeanor or felony.

As part of professional nursing education, The Department of Nursing Science at Saint Mary's College seeks to inform individuals of the legal requirement of the licensure.

In signing this document, Saint Mary's College Department of Nursing Science has informed me that if I have been convicted of a crime, I may be denied the opportunity to take the NCLEX-RN licensure examination even if I satisfactorily complete the Bachelor of Science in Nursing.

Student Name Print: _____

Student Name Signature: _____

Date: _____

**SAINT JOSEPH HEALTH SYSTEM
MISHAWAKA, IN**

STUDENT IDENTIFICATION BADGE

I acknowledge that I have received a Saint Joseph Health System – Mishawaka, IN Identification Badge. I understand that this badge provides access to restricted areas and therefore must be carefully guarded and secured. I am responsible for this badge which must be returned to my clinical instructor upon completion of my clinical rotation. Failure to return the badge will result in a fee that will be charged by Saint Joseph's Regional Medical Center for replacement.

I have read and understand this policy as verified by my signature.

Student Signature: _____ Date: _____

Instructor's Name: _____ Badge Number: _____

College/University: Saint Mary's College

SAINT MARY'S COLLEGE
Office of the Registrar
Learning Contract

Instructions: Complete all information requested on this form, including signatures and return to the Registrar by the end of the add period (the 7th class day of the semester).

Last/First Name _____ SMC ID # _____ Semester: _____

Major(s) _____ Minor (s) _____

1. Enter previous or concurrent credit for non-traditional learning:

	<i>Hours</i>	<i>Department/Course #</i>	<i>Semester</i>
Independent Study (6 hrs max in one department, 9 hrs total) _____			
Internship/Practicum (6 hrs max) _____			
SMC Summer Travel program _____			
TOTAL (may not exceed 18) _____			

2. Choose One:

Independent Study: **Title for transcript: IS:** _____ (max length)

Internship: **Title for transcript: Intern:** _____ (max length)

3. Faculty Supervisor: _____ **Department** _____

4. Course Dept/# (e.g., Bio 397) _____ **CRN:** _____ **Credit Hours:** _____

Already registered Will add

Include a brief justification for amount of credit: for independent study; approximately 3 hours per week per credit; internship – 4 hours per week per credit.

5. Nature of the Project: For **internship** include sponsoring organization, supervisor and nature of work. For **independent study** include tentative bibliography, outline of proposed project, etc. Attach a separate page if necessary.

6. Evaluation criteria and procedures:

Approvals:

Student signature _____ **Date:** _____

Faculty supervisor _____ **Date:** _____

Department Chair _____ **Date:** _____

Course approved as: free elective major elective minor elective

Internship Field Supervisor _____ **Date:** _____

Name: _____ Date: _____

You may complete the Two-step tuberculin skin test (Mantoux Tuberculin Skin Test) **OR** blood testing (interferon-gamma release assays)

<p>Skin Test</p> <p>Two-step</p>	<p>2 Step TB skin test</p> <p>Step 1: Date Read _____</p> <p>Induration in mm: _____</p> <p>Step 2: Date Read _____</p> <p>Induration in mm: _____</p> <p>NOTE: Step 2 administered 1 to 3 weeks after the first test.</p> <p>If positive, Date of Chest x-ray _____</p> <p>Chest X-ray results attached</p>
<p>Interferon-gamma release assays (IGRA)</p> <p>QuantiFERON®-TB Gold In-Tube test (QFT-GIT)</p> <p>OR</p> <p>T-SPOT TB® test (T-Spot)</p>	<p>Interferon-gamma release assays (IGRA)</p> <p>Date _____ Results: Neg. _____ Pos. _____</p> <p>(attach a copy of the lab report)</p> <p>If Positive, Date of chest x-ray _____</p> <p>CXR results _____ Attach copy of CXR report</p>

Signature: _____ M.D. / Nurse Practitioner, Date _____

REPORT MAY BE MAILED TO:
Saint Mary's College,
Department of Nursing Science,
One Havican Hall,
Notre Dame, IN 46556,
OR FAXED TO: Department of Nursing Science, 574.284.4810

Saint Mary's College
Department of Nursing Science

Tuberculosis Risk Assessment

Printed Name _____ Date: _____

Please complete the following tuberculosis risk assessment form.

During the last 12 months, have you had the following?

Symptoms	No	Yes	Comment
Cough lasting longer than 3 weeks, with or without sputum			
Coughing up blood			
Unexplained fever			
Unexplained night sweats			
Chest pain			
Shortness of breath			
Unexplained loss of appetite			
Unexplained/unintended weight loss			
Swollen or tender lymph nodes			
Unexplained fatigue			

Please answer the following questions.	No	Yes	Comment
Have you been told your immune system is weakened?			
Have you been exposed to TB in the past 12 months?			
Have you ever had a positive skin test?			
Have you ever received BCG (TB vaccine given in other countries)?			
Have you ever taken medication for TB?			If yes, when _____
Have you been in a homeless shelter or correctional facility for more than 72 hours in the past 12 months?			
Have you been out of the country in the last 12 months? If yes, please list the country under "comment"			Country _____

All of the above information is true and correct to the best of my knowledge.

I understand that if I travel out of the country, I must inform nursing faculty before beginning clinical.

Signature: _____ Date: _____

