



**Saint Mary's
College**

NOTRE DAME, IN

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)
 - One Dupont Circle, NW Suite 530 Washington, DC 20036
- Indiana Professional Licensing Agency (IPLA) Indiana State Board of Nursing (ISBN)
 - 402 West Washington, Room 072 Indianapolis, IN 46204 317-232-1105






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 policies.

Table of Contents

Department of Nursing Science	1
Student Handbook for the	1
Bachelor of Science in Nursing	1
Introduction	5
Saint Mary's College Mission Statement	5
Saint Mary's College Statement of Philosophy and Purpose	5
Saint Mary's College Core Values	6
Department of Nursing Science Mission Statement	6
Department of Nursing Science Philosophy	7
Department of Nursing Science Program Outcomes for the Bachelor of Science in Nursing (BSN)	7
Curriculum Policies and Guidelines	11
Acceptance / Progression into the Major	11
Repeated Courses Policy for Admission or Progression into the Major.....	11
Essential Abilities	12
Progression in the Major	15
Department of Nursing Science BSN Grading Scale	15
Nursing Exam Policy.....	17
NURS Course Grade Appeal	18
Acceptance of Transfer Students.....	19
Dismissal	19
Program Dismissal Appeal	19
Students with Disabilities.....	19
The Writing and Tutoring Center	20
Library Resources.....	20
Advanced Writing Proficiency Policy	20
Comprehensive Examination	21
Standardized Testing Policy	21
Independent Study (NURS 497)	21
Degree Plans	22
BSN Degree Plan for students admitted to the college before Fall 2022.....	22
BSN Degree Plan for students admitted to the college Fall 2022 or after	25

Student Responsibilities.....	28
Academic Honesty	28
Attendance Policy	28
Class/Lecture Attendance	28
Clinical/Laboratory/Seminar Expectations	29
Professional Behavior	30
Use of Cell Phones	30
Social Media	30
Student Screening Policies	31
Student Impairment and Criminal Background Disclosure	31
Drug Screening	32
Criminal Background Check	32
Violation of the above policies may subject the individual to disciplinary action up to and including dismissal from the program.	33
Health Requirements	33
Physical Examination	33
Tuberculin Test IGRA Policy	33
Measles, Mumps, Rubella, and Rubeola.....	33
Influenza Vaccine	34
Hepatitis B Vaccination	34
Tetanus.....	34
COVID-19.....	34
CPR Certification	35
Department Academic Policies	36
Academic Performance.....	36
Academic Advising	36
Student Academic Responsibilities	36
Trigger Warnings.....	37
Communication.....	37
Civility.....	38
Department Clinical Policies	39
Clinical Experience	39
Clinical Pre-Assessment	39

Accountability	39
Confidentiality.....	39
Transportation	39
Dress Code	39
Eating in Patient Care Areas	40
Clinical Probation / Failure.....	40
Clinical Conduct Expectations.....	41
Needlestick and Bloodborne Pathogen Exposure	41
Student Life	43
Student Nurses Association	43
Nursing Student Alliance for Inclusion and Diversity	43
Catholic Nursing Alliance	43
Sigma International Honor Society of Nursing	44
Indiana State Nurses Association Student Affiliate Members.....	44
Saint Mary's College Student Life Policies	45
Belles Against Violence Office (BAVO).....	46
Value Statement on Diversity and Inclusion.....	46
Appendices.....	47
Statement of Informed Consent	48
Annual Criminal History Disclosure Statement Form	49
State Licensure Regulations.....	50
Statement of Confidentiality	51
Department Honor Code	52
Universal Precautions	53
Release of Information	54
Photo/Video Release	55
Emergency Information and Proof of Health Insurance.....	56
Medical Emergency Authorization and Release	57
Physical Examination Form	58
Immunization History Form	60
Tuberculosis IGRA Results Form	62
Name Badge Order Form	63
Castle Branch Instructions	65

 Saint Mary's College NOTRE DAME, IN	66
Tuberculosis Risk Assessment Form	66
 Saint Mary's College NOTRE DAME, IN	67
Student Success Plan	67
 Saint Mary's College NOTRE DAME, IN	70
Probationary Learning Contract Phase 1	70
 Saint Mary's College NOTRE DAME, IN	71
Probationary Learning Contract Phase 2	71
 Saint Mary's College NOTRE DAME, IN	72
Documentation of Injury.....	72

Introduction

The Student Handbook for the Bachelor of Science in Nursing has been written to provide each student with information specific to the curriculum, policies, and resources related to nursing students. The handbook is meant to be congruent with Saint Mary's College Bulletin, which contains all academic policies. The content of this handbook does not supersede the information provided in the College Bulletin, nor do the contents constitute a contract between the Department of Nursing Science and its students. If regulations, program requirements, or services described herein conflict with more current practice, the latter will prevail. Students will be notified of any changes through their Saint Mary's email account.

Students have the responsibility to acquaint themselves with the contents of this handbook and are held accountable for the information provided. This handbook is reviewed and updated on an annual basis by the Department of Nursing Science.

Saint Mary's College Mission Statement

Founded by the Sisters of the Holy Cross in 1844, Saint Mary's College promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. Saint Mary's is a Catholic, residential, women's, Liberal Arts College offering undergraduate degrees and co-educational graduate programs.

A pioneer in the education of women, the College fosters an inclusive, academic community where students discover and develop their talents as they prepare to make a difference in the world. All members of the College contribute to this mission in their response to the complex needs and challenges of contemporary life. (Revised 2018).

[Saint Mary's College Mission Statement](https://www.saintmarys.edu/about/leadership/college-mission) URL:
<https://www.saintmarys.edu/about/leadership/college-mission>

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.

As a Catholic college, Saint Mary's cultivates a community of intellectual inquiry, liturgical prayer, and social action. The College creates an open forum in which students freely and critically study the rich heritage of the Catholic tradition, raising the questions necessary to

develop a mature religious life. The celebration of liturgy encourages students to explore the fullness of life and its mysteries. The College nurtures awareness and compassion for a troubled world and challenges students to promote human dignity throughout their lives. In preparing women for roles of leadership and action, Saint Mary's pays particular attention to the rights and responsibilities of women in the worlds of work, church, community, and family.

Dedicated to the personal and social growth of its students, Saint Mary's cultivates a community of students, faculty, and staff, which responds to the needs of women. In order to offer the richest educational experience possible, the College strives to bring together women of different nations, cultures, and races. It provides a residential environment where women grow in their appreciation of the strengths and needs of others. Through a host of co-curricular programs on campus and in the local community, Saint Mary's initiates students in the habits of civic responsibility. Engaging in all aspects of the college experience, students acquire the hallmarks of a liberally educated woman: keen self-knowledge, lively imagination, lifelong intellectual and cultural interests, and the ability to make socially responsible choices about the future.

Saint Mary's College Core Values

Learning

We commit ourselves to academic excellence and foster an environment where all members of the community learn with and from each other. The liberal arts form the foundation for learning.

Community

We sustain a vital community where each member is valued and where all are bound by a common purpose. In an atmosphere of mutual respect, we are called to share responsibility for the success of the College's mission.

Faith/Spirituality

We commit ourselves to meeting the spiritual needs of members of all faith traditions. We encourage and support members as they grow spiritually and as they lead lives of faith.

Justice

We respect all persons because of their God-given dignity. We act as responsible stewards of resources both on and beyond the campus. We advocate social action and practice principles of justice and compassion.

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 healthcare professionals. The

community supports each other in preparing competent, empowered professional nurses at all levels, assuming leadership roles, promoting health and healing for diverse persons, communities, and healthcare systems. The learning community fosters scholarship, clinical judgment in nursing practice, spiritual inclusion and ethical decision-making, lifelong learning, and an obligation to social responsibility and service.

(Revised May 2016; May, 2023. Adopted August 2023).

Department of Nursing Science Philosophy

Congruent with the core values of Saint Mary's College, the Department of Nursing Science empowers lifelong learners to actively engage in the process of personal and professional transformation through these values:

- Learning
- Community
- Faith/Spirituality
- Justice
- Diversity and Inclusion
- Leadership with Integrity

(Revised May 2016; May, 2023. Adopted August 2023).

Department of Nursing Science Program Outcomes for the Bachelor of Science in Nursing (BSN)

Based on the mission and philosophy of Saint Mary's College Department of Nursing Science, the program outcomes for the graduate of the BSN program are:

1. Apply knowledge gained from a foundation in liberal arts, scientific, and social sciences to disciplinary nursing knowledge and clinical judgment that informs the provision of nursing care using the nursing process.
2. Provide holistic, safe, inclusive, just, evidence-based, person-centered care that integrates a scientific foundation and disciplinary knowledge in accordance with professional nursing practice standards.
3. Advocate for health promotion, disease prevention, and health equity to individuals, families, groups, and communities using resources from public health, community partners, and healthcare systems.
4. Incorporate scholarly inquiry and research into evidence-based clinical nursing practice.
5. Utilize principles of quality and safety to enhance outcomes and minimize harm to patients and providers through individual performance and system effectiveness.
6. Demonstrate communication skills and collaboration strategies that promote an interprofessional team approach in the delivery of quality patient care to strengthen outcomes.

7. Employ resources within complex health systems for the coordination and provision of safe and equitable care to diverse populations.
8. Use informatics and patient care technologies in the delivery of safe and quality patient care.
9. Demonstrate professional behaviors and accountability within the legal and ethical standards of nursing practice.
10. Engage in the process of self-reflection and lifelong learning to influence leadership development, self-care, and resiliency behaviors.

The table below shows the academic linkage between the American Association of Colleges of Nursing (AACN) Essentials Core Competencies and the BSN program outcomes.

AACN The Essentials: Core Competencies	BSN Program Outcomes
<p>Domain 1: Knowledge for Nursing Practice</p> <p>Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.</p>	<p>1. Apply knowledge gained from a foundation in liberal arts, scientific, and social sciences to disciplinary nursing knowledge and clinical judgment that informs the provision of nursing care using the nursing process.</p>
<p>Domain 2: Person-Centered Care</p> <p>Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.</p>	<p>2. Provide holistic, safe, inclusive, just, evidence-based, person-centered care that integrates a scientific foundation and disciplinary knowledge in accordance with professional nursing practice standards.</p>
<p>Domain 3: Population Health</p> <p>Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities,</p>	<p>3. Advocate for health promotion, disease prevention, and health equity to individuals, families, groups, and communities using resources from public health, community partners, and healthcare systems.</p>

AACN The Essentials: Core Competencies	BSN Program Outcomes
and others for the improvement of equitable population health outcomes	
Domain 4: Scholarship for Nursing Practice Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.	4. Incorporate scholarly inquiry and research into evidence-based clinical nursing practice.
Domain 5: Quality and Safety Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.	5. Utilize principles of quality and safety to enhance outcomes and minimize harm to patients and providers through individual performance and system effectiveness.
Domain 6: Interprofessional Partnerships Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.	6. Demonstrate communication skills and collaboration strategies that promote an interprofessional team approach in the delivery of quality patient care to strengthen outcomes.
Domain 7: Systems-Based Practice Descriptor: Responding to and leading within complex systems of healthcare. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations	7. Employ resources within complex health systems for the coordination and provision of safe and equitable care to diverse populations.
Domain 8: Informatics and Healthcare Technologies Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision-making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in	8. Use informatics and patient care technologies in the delivery of safe and quality patient care.

AACN The Essentials: Core Competencies	BSN Program Outcomes
accordance with best practices and professional and regulatory standards.	
Domain 9: Professionalism Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.	9. Demonstrate professional behaviors and accountability within the legal and ethical standards of nursing practice.
Domain 10: Personal, Professional, and Leadership Development Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.	10. Engage in the process of self-reflection and lifelong learning to influence leadership development, self-care, and resiliency behaviors.

Adopted: August 2023.

Revised: October 9, September 22, 2017; May 20, 2021; May 15, 2023.

Curriculum Policies and Guidelines

Acceptance / Progression into the Major

The BSN curriculum includes four years of study designed to provide the student with a foundation in the liberal arts as well as the knowledge and skills needed to function as a professional nurse upon graduation. Liberal arts courses are prerequisite to or concurrent with the professional studies and are arranged so that these two components are mutually supportive.

Students may be accepted to Saint Mary's College either as a nursing major "direct admit" or "intended nursing major." Regardless of admission status, criteria for progression into the NURS courses in the second semester of the sophomore year include a cumulative GPA of 2.8 and a prerequisite science GPA of 2.8. Course grades for BIO 141 Human Anatomy and Physiology I, BIO 142 Human Anatomy and Physiology II, BIO 216 Introduction to Microbiology, BIO 224 Introduction to Pathophysiology, and CHEM 118 Integrated General, Organic and Biochemistry are included in this calculation. All required science courses for the nursing major must be taken at Saint Mary's College. Transfer students will be evaluated on an individual basis.

Intended nursing majors (those students who are not nursing major direct admits) must petition for admission to the nursing major during the fall of the sophomore year and complete a major declaration form that is found on the Student Academics tab of the my.saintmarys.edu portal. The completed form must be submitted to the Department of Nursing Science office. Formal admission occurs after the student's cumulative GPA and prerequisite science GPA have been calculated after final grades are posted. Students will receive written notification of formal acceptance into the nursing major. Students who wish to transfer from other nursing programs must meet the standards required for regularly enrolled students. Only students who are admitted to the nursing major may take NURS courses.

Students may study abroad during the fall semester of sophomore year (or during the summer). Those who intend to study abroad in the fall must take [BIO 224](#) Introduction to Pathophysiology and [BIO 216](#) Introduction to Microbiology in the summer prior to departure. These summer courses are only offered for study abroad students, students needing to retake a course, and students intending to apply to the MSN program.

Repeated Courses Policy for Admission or Progression into the Major

1. All science prerequisites must be taken 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 College if the student withdraws from the course or fails the course. (This policy does not apply to transfer students.)
2. A student may retake a maximum of 2 prerequisite science courses in which the student earned a grade below B (3.0) to raise her science GPA in order to progress

into the second-semester sophomore year courses. All attempts are figured into the GPA requirement. It is preferred that the courses are retaken at Saint Mary's College; courses not taken at Saint Mary's College will not count toward the pre-requisite GPA.

3. Students must earn a C or higher in [BIO 141](#) Human Anatomy and Physiology I and [BIO 142](#) Human Anatomy and Physiology II in order to progress into the NURS classes second semester of the sophomore year.

For students admitted prior to 2022, course retakes are grade replaced for the science GPA but averaged into the cumulative GPA. For students admitted in 2022 and thereafter, cumulative and science prerequisite GPAs are calculated based on all course attempts. The Department of Nursing Science does not round cumulative or prerequisite GPAs for the purposes of admission to the major. Per College policy, a student cannot earn credit hours twice for a repeated course.

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 are 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:

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

Title Three of the Americans with Disabilities Act prohibits discrimination of a "qualified individual with a disability." Title Three 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 programs.

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 the 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, and the ability to reason, measure, calculate, analyze, synthesize, and evaluate situations to competently engage in safe nursing care.

Essential Sensory Abilities

At a functional level that allows the nursing student to perform required clinical skills, with or without accommodations, 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 to all 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 Accessibility Resource Office (ARO).
3. Title Three of the Americans with Disabilities Act prohibits faculty from asking about disabilities. It is the student's responsibility to contact the ARO for help with accommodations and to comply with the policies and procedures of the ARO.
4. Accommodations become effective on the date requested by the ARO and are not retroactive.
5. Accommodations beyond those determined by the ARO are not permitted.
6. Faculty are responsible to determine whether a student demonstrates the Essential Abilities criteria. Faculty may request a 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, N307, N310, N321, N323, N330, N334, N385, 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 nursing course only one time in which the student 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, progression in the major is based on 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," the student cannot displace a student who is progressing according to the curricular plan.

After the 5 week drop period, a student may withdraw from a course with the permission of the Student Academic Services Office and the instructor of the course or on the recommendation of a physician for health reasons up until the Friday after midterm break. If the student is passing the course at the time of withdrawal, or if the student withdraws from all classes upon recommendation of a physician for reasons of health, the grade of "W" is recorded. If the student is failing the course at the time of withdrawal, or withdraws without permission, a grade of "F" is recorded. 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.

Department of Nursing Science BSN Grading Scale

Letter Grade	Score	Grade Point Average (GPA)
A	95-100	4.0
A-	91-94	3.67
B+	88-90	3.33

Letter Grade	Score	Grade Point Average (GPA)
B	85-87	3.0
B-	82-84	2.67
C+	79-81	2.33
C	76-78	2.0 Passing Minimum
C-	72-75	1.67
D+	69-71	1.33
D	63-68	1.0
F	62 and below	0.0

The minimum passing grade in the nursing major is a C. All scores achieved are absolute, and grades are not rounded; for example, a grade of 75.9999 will not be rounded to 76. Students with grades below 76.0% at midterm will receive a deficiency notice.

Please Note: Most NURS courses require students to achieve an average exam grade of 76% (C or above) on all theory exams, including the final exam. A theory exam average of less than 76% constitutes course failure. Non-exam scores are only added to the student's grade after this requirement has been met. If the student does not achieve an exam average of 76%, the maximum grade reported will be a C-, regardless of the overall course points earned. This requirement will be stated in the course syllabus when applicable to the course.

If a student fails clinical (receives an unsatisfactory non-passing rating on the clinical evaluation), this is considered an automatic course failure and the highest grade the student can earn for the course is a C-. The student may choose to continue to attend lectures, but will not be allowed to take course exams.

The "[student success plan](#)" is a form used to address and document any areas of concern, including an exam grade average below 76% or individual exam grades below 76%. Based on the severity of the concern, nursing faculty may choose to institute a [probationary learning contract](#).

A grade of incomplete is used to respond to a crisis that impairs a student's ability to finish a semester that they have otherwise been progressing in throughout the semester. A student must have completed at least 70% of the work in this course and must have demonstrated the ability to complete the coursework independently within the first 30 days of the following semester. If the coursework is not completed within the first 30 days of the following semester, a grade of F will be assigned.

A faculty member may not assign an incomplete grade to a student who:

- has not completed 70% of the work or
- has not made satisfactory progress during the semester.

Depending on prerequisite requirements, a student granted an incomplete in this course may not be able to progress to courses in the subsequent semester, resulting in delayed graduation. It is the student's responsibility to investigate the financial ramifications of an incomplete grade.

Nursing Exam Policy

Exams are weighted as stated in the course syllabus. Every course exam has at least three questions from the assigned readings, covering content not discussed in class.

Students are expected to abide by the Department of Nursing Science test-taking policy. Inability to follow these rules or any suspicious behavior will result in stopping the exam immediately; the student may receive a grade of zero (0) on the exam.

On Exam Days:

- Arrive early to class.
- Turn off phones and remove smartwatches, placing them in your backpack.
- Place non-testing items (backpacks, cellphones, smartwatches, water bottles, etc.) at the front of the classroom before starting the exam. Textbooks, notes, calculators, or any other resource are prohibited unless specified by the instructor. It is up to the faculty member to determine whether the student may use a calculator during the exam.
- During the exam and at the discretion of each faculty member, students may have one piece of blank paper and a pen or pencil. This piece of paper must contain the student's name and be turned in to the faculty member when the student finishes the exam.
- Baseball caps and/or hoodies are prohibited during testing. Sleeves must be pulled up, and the faculty member must confirm that nothing is written on the student's arms.
- Communication (verbally or nonverbally) with other students is prohibited while testing. Students must keep their gaze forward, focusing on their exam/computer screen.
- A student cannot leave the classroom after the exam has been distributed or started. If a student leaves the classroom, the student will not be allowed to resume the exam.
- Students are not allowed to ask questions or to clarify the meaning of words during an exam.
- Faculty members may walk around the classroom or designate specific seating during exams for closer monitoring.
- Exams are not returned to students.

Review of Exams:

- After the exam has been graded, students will be provided an opportunity to review the exam questions.

- At no time will faculty engage with a student in a debate about test questions during exam reviews.
- Questions and concerns should be brought up directly to the faculty member in a timely fashion and civil manner.
- If a student would like to challenge an answer on an exam, the student must submit evidence that supports the proposed answer choice within 7 business days of taking the exam.
- The supporting evidence must come from the required and recommended course material. The response is to be typed (in APA format with citations) and must be submitted within 3 business days from the exam review date.
- The faculty member holds the final authority to award credit, and how many points will be awarded, to students who have provided a valid rationale for their answers.

NURS Course Grade Appeal

When a student believes that a final course grade is unjustified, the student must first discuss the grade with the course's professor. If the student and instructor cannot resolve the issue, the student may consider a formal appeal of the grade. An error in grading procedures or inequity in the application of the policies stated in the course syllabus are grounds for an appeal. A disagreement with the professional judgment of the professor is not the basis of an appeal and will not result in a change of grade.

If, after consulting with her professor, the student believes there is reason for an appeal of her final grade, the student may make a formal written appeal to the Admission, Progression, and Graduation (APG) committee. The following components should be addressed in the written appeal:

1. A brief summary of the conversation with the professor.
2. The grounds for the appeal must address an error in grading procedures or inequity in the application of policies stated in the course syllabus.
3. Documentation that supports claims of a grading error or inequities.

Due to issues with program progression, the student should email the appeal to the Admission, Progression, and Graduation (APG) committee (smcapg@saintmarys.edu) within 7 business days of the due date for final grades. Appeals submitted beyond 7 days will not be considered. Once the APG committee reviews the appeal, the student will receive a decision within 7 days. If the student is unsatisfied with the appeal decision, the student may submit a second appeal within 7 days to the Director of Nursing Science, addressing the same points as above. The director will review the appeal within 5 business days and issue a decision. If the student wishes to appeal that director's decision, the student must then submit the appeal to the Dean of Student Academic Services.

Acceptance of Transfer Students

Transfer students may be accepted on a case-by-case basis, depending on availability. The Office of Student Academic Services or the appropriate department will review courses taken at other colleges or universities for transfer credit.

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. Professional behavior standards are based on The American Nurses Association Code of Ethics for Nurses: Interpretation and Application (2008). Dismissal is subject to the appeal procedure (see College Bulletin).

Program Dismissal Appeal

A student has the right to appeal a dismissal. A student may appeal a dismissal if the student has new substantive information not considered at the time of the dismissal. Her written appeal must include this new information and a plan for future success. The following components should be addressed in the written appeal:

1. Details of any extenuating circumstances that led to the low grade(s).
2. An action-oriented, logical plan for success if the appeal is accepted.

Due to issues with program progression, the student should email the appeal to the Admission, Progression, and Graduation (APG) committee (smcapg@saintmarys.edu) within 7 business days of the due date for final grades. Appeals submitted beyond 7 days will not be considered. Once the APG committee reviews the appeal, the student will receive a decision within 7 days. If the student is unsatisfied with the appeal decision, the student may submit a second appeal within 7 days to the Director of Nursing Science, addressing the same points as above. The director will review the appeal within 5 business days and issue a decision. If the student wishes to appeal that director's decision, the student must then submit the appeal to the Dean of Student Academic Services.

Students with Disabilities

If you have had documented academic adjustments (accommodations) in the past and/or think you may be eligible for them presently, you should contact the Accessibility Resource Office (ARO) at aro@saintmarys.edu to make an appointment to discuss this matter. The ARO is responsible for coordinating academic accommodations for students each semester and they will issue a letter of documentation for the current semester. Please note that academic accommodations are not retroactive; requests for accommodations will be honored once the student notifies the faculty member of the official letter of documentation issued by the ARO and meets with the faculty member to discuss it. Securing reasonable accommodations requires timely action on the part of the student.

The Writing and Tutoring Center

Tutors are available to help with Nursing course tutoring sessions and with APA writing style. The Department of Nursing Science requires the use of APA style 7th edition for all papers. For more information visit the [Writing Center page](https://www.saintmarys.edu/academics/resources/writing-center). URL <https://www.saintmarys.edu/academics/resources/writing-center>

Library Resources

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

The health sciences library liaison is available to help with APA style, references, article searches, and access to sources. Students are highly encouraged to meet with the librarian during this course; please contact the librarian directly to schedule an appointment. Visit [Nursing Liaison and LibGuides](https://saintmarys.libguides.com/), click Nursing on that page, and select the specific program or course you want. URL <https://saintmarys.libguides.com/>

Advanced Writing Proficiency Policy

Advanced Writing (W) Proficiency is a measure of proficiency in writing and is evaluated within the nursing major during the senior year. A paper is submitted for review and is evaluated for demonstration of professional writing proficiency within the discipline of nursing. The Department of Nursing Science requires the use of the current style manual of the American Psychological Association for all course assignments as well as the Advanced W proficiency paper.

Nursing majors who are taking 400-level nursing courses during an academic year (fall or spring semester) will register for NURS 998 Advanced W Proficiency in the fall semester. Students are expected to achieve a grade of “pass” during the fall semester. Criteria for the assignment are distributed in the Spring of Junior year.

To pass the Nursing Advanced W proficiency paper, students must meet the passing criteria outlined in the grading rubric by the end of the fall semester. The student’s final grade will be recorded in Banner as pass/fail and reported in Blackboard as a score (per rubric). Students who do not receive a “pass” will be given an “incomplete” for the Advanced W and have 30 days after the beginning of the spring semester to replace the “incomplete” with a “pass.” Failing to do so results in the student being a degree candidate.

Revised 11/2021

Comprehensive Examination

Satisfactory completion of a comprehensive examination is required for all nursing majors. The Comprehensive Exam is administered in the student's final semester of the program. The Comprehensive Exam is a computerized exam that is predictive of performance on the NCLEX-RN. The student will be required to meet a set of criteria before taking the Comprehensive Exam. Additional information regarding the Comprehensive exam will be provided to the student at the beginning of their final semester.

Standardized Testing Policy

Standardized tests utilizing Kaplan's testing platform are administered throughout the BSN curriculum. These exams are similar to the NCLEX-RN licensure examination, and scores are compared with national norms. Integrated (secured) exams are given at the end of NURS 225, NURS 227, NURS 307, NURS 310, NURS 321, NURS 323, NURS 330, NURS 334, NURS 385, NURS 410, NURS 414, NURS 415, and NURS 426. Each integrated Kaplan exam has individualized grading criteria based on a percentile rank that determines each course grade, based on achievement of the 50th percentile for normed exams. The Kaplan exam is worth 4% of the total course grade.

Remediation of missed questions is required. In order for the Kaplan system to capture that remediation was completed, a student must review all questions for a minimum of one minute, understanding that purposeful and effective remediation may require more time. A review of correct questions could strengthen knowledge, especially for those questions for which the correct answer was a guess or for which the student had only partial understanding. Review of incorrect questions and the implementation of remediation strategies could decrease knowledge gaps, correct thinking, promote and strengthen concept connection, and build clinical judgment within the NCLEX Client Need Categories. 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 a Learning Contract. 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.

Degree Plans

BSN Degree Plan for students admitted to the college before Fall 2022

First Year – Fall Semester (15-18 credits)

Course	Credits
*Bio 141 Human Anatomy & Physiology I	4
Modern Language I	4
Sophia Course	3-4
Sophia Course (CTS)	3
SPLL 101 Common Course	1

Note: If a student takes the Basic W in the fall, the student should take four courses plus the SPLL advising course. If a student takes the Basic W in the spring, the student should take five courses in the fall plus the SPLL advising course.

First Year – Spring Semester (16 credits)

Course	Credits
*Bio 141 Human Anatomy & Physiology II	4
*Chem118 Integrated	4
Modern Language II	4
Sophia Course	3
Sophia Course	3

Note: Some semesters electives or heavier loads may be required to reach the 128 credits needed for graduation.

Sophomore Year – Fall Semester (15-18 credits)

Course	Credits
*Bio 224 Pathophysiology	3
Math114 Statistics	3
*N225 Health Assessment	3
Psy305/SW235 or Sophia	3
Sophia Course(s)	3-6

Sophomore Year – Spring Semester (16 credits)

Course	Credits
*Bio 216 Microbiology	4
*N227 Foundations	3

Course	Credits
Sophia or Psy305/SW235	3
Sophia Course	3
Sophia Course	3

Junior Year – Fall Semester (15 credits)

Course	Credits
321 Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits) or N323 Perinatal (5 credits) and N330 Adult Nsg.-Chronic (5 credits)	10
N385 Nursing Research or N310 Nutrition	2
N334 Pharmacotherapeutics	3

Junior Year – Spring Semester (15-18 credits)

Course	Credits
N323 Perinatal (5 credits) and N330 Adult Nsg.-Chronic(5 credits) or N321 Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits)	10
N385 Nursing Research or N310 Nutrition	2
Sophia Course(s)	3-6

Senior Year – Fall Semester (16 credits)

Course	Credits
N415 Leadership (5 credits) and N410 Adult Nsg.-Advanced (5 credits) or N N414 Community (5 credits) and N426 Child Health (5 credits)	10
Sophia Course	3
Sophia Course or Elective	3

Senior Year – Spring Semester (17 credits)

Course	Credits
N415 Leadership (5 credits) and N410 Adult Nsg.-Advanced (5 credits) or N414 Community (5 credits) and N426 Child Health (5 credits)	10
Sophia Course	3
Sophia Course or Elective	3
N490 NCLEX Prep	1

Admission to the Nursing Major (before Fall 2022)

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 (marked with asterisk). 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

BSN Degree Plan for students admitted to the college Fall 2022 or after

First Year – Fall Semester (16 credits)

Course	Credits
Bio 141 Human Anatomy & Physiology I	4
Modern Language I	4
Sophia Course (Basic W course)	4
Sophia Course	3
SPLL 101 Common Course	1

First Year – Spring Semester (18 credits)

Course	Credits
Bio 142 Human Anatomy & Physiology II	4
Chem 118 Integrated	4
Modern Language II	4
Sophia Course (CTS)	3
Optional Sophia Course	3

Sophomore Year – Fall Semester (16 credits)

Course	Credits
Bio 224 Pathophysiology	3
Bio 216 Microbiology	4
Math114 Statistics or Sophia	3
Psy305/SW235 or Sophia	3
Sophia Course	3

Sophomore Year – Spring Semester (15 credits)

Course	Credits
N 225 Health Assessment	3
N 227 Foundations	3
N 101 Intro Profession	1
N 234 Intro to Pharm	2
Sophia or Psy305/SW235	3
Sophia Course or MATH 114	3

Junior Year – Fall Semester (15 credits)

Course	Credits
321 Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits) or N323 Perinatal (5 credits) and N330 Adult Nsg.-Chronic (5 credits)	10
N385 Nursing Research or N310 Nutrition	2
N334 Pharmacotherapeutics	3

Junior Year – Spring Semester (15 credits)

Course	Credits
N323 Perinatal (5 credits) and N330 Adult Nsg.-Chronic(5 credits) or N321 Adult Nsg.-Acute (5 credits) and N307 Psychiatric (5 credits)	10
N385 Nursing Research or N310 Nutrition	2
Sophia Course(s)	3-6

Senior Year – Fall Semester (15-18 credits)

Course	Credits
N410 Adult Nsg.-Advanced (5 credits) and N415 Leadership (5 credits) or N414 Community (4.5 credits) and N426 Child Health (4.5 credits)	9-10
Sophia Course	3
Sophia Course or Elective	3
N 998 Advanced W	0

Senior Year – Spring Semester (15-16 credits)

Course	Credits
N410 Adult Nsg.-Advanced (5 credits) and N415 Leadership (5 credits) or N414 Community (4.5 credits) and N426 Child Health (4.5 credits)	9-10
N495 Professional Role	1
N 999 Comprehensive	0
Sophia Course	3
Sophia Course or Elective	3

Admission to the Nursing Major (Fall 2022 or after)

Regardless of admission status, criteria for progression into NURS courses required for the nursing major at the end of the fall of sophomore year includes: a cumulative GPA of 2.8 and a minimum of 2.8 GPA in nursing prerequisite science courses (marked with asterisk).

Students must average 32 credit hours per year (or 16 credit hours per semester) in order to graduate in four years with no summer school. This may require electives in addition to the courses on this four-year plan.

Note: Supporting courses for nursing include PSYC 156 or 157, and an approved sociology course, taken for your social science requirements; MATH 114 and SW 235 or PSYC 305. MATH 114 and SW 235/PSYC 305 should be taken prior to junior year.

Minimum Credit Hours to Graduate: 128

Approved Department of Nursing Science 2/23/2022

Student Responsibilities

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 Plagiarism Policy and [Honor Code](#).

Plagiarism is copying another person's work and passing the copied material as your own work without giving proper credit to the original author. Plagiarism is considered fraud and will not be tolerated. The professor reserves the right to submit students' writings through a plagiarism checker. The first instance of plagiarism will result in a zero for the assignment and a probationary contract placed in the student's permanent file with the Dean of Academic Services office. A second infraction will result in a course failure, and may also result in dismissal from the program.

If academic dishonesty occurs, the first instance will result in a zero for the assignment or exam, and a probationary contract will be placed in the student's permanent file with the Dean of Academic Services office. A second infraction will result in a course failure and may result in dismissal from the program.

Attendance Policy

The Department of Nursing Science abides by the College's attendance and absence policy related to classroom attendance noted in the College's Bulletin.

"Saint Mary's College remains committed to and centered on an in-person campus in the classroom and beyond. Hyflex options (streaming an in-person course for students who are not physically in class) should only be offered in cases of illness or emergency and only when a faculty member determines that a class can be offered in a way that supports the learning of students both in the classroom and those attending online. Faculty may request documentation in order for a student to attend a class online and may consult with Academic Advising regarding this documentation.

In no case will faculty members at Saint Mary's College offer hyflex access to a student for an entire semester as an accommodation. In cases of poor weather, adverse travel conditions, and/or other need for the College to close during a scheduled class day, instructors are encouraged to move affected classes online and may require students to participate at the scheduled course time or asynchronously." (Saint Mary's College Hyflex Covid Policy, August 2023).

Class/Lecture Attendance

Class attendance is a demonstration of professional behavior. If a student cannot attend a class, the student is expected to notify the faculty (via college email, text, or voicemail) a minimum of

30 minutes before the start of class; however, this notification does not mean the absence is excused. Excused absences are granted by the Office of the Dean of Students for illness verified by documentation or college-sponsored activities (such as athletics, choir, etc). It is the student's responsibility to obtain the information presented in the lecture the student missed. Repeated absences or episodes of tardiness will result in a [probationary learning contract](#) and potential course failure. Students may not miss class/clinical/seminar/labs for travel prior to or after holidays; such absences are considered unexcused.

Clinical/Laboratory/Seminar Expectations

- Students are required to complete all clinical hours, including seminars, simulations, and observations.
- Students are expected to meet the “essential abilities” and expectations of professional behavior as outlined in the student handbook for the clinical experience. Failure to meet these will result in a [probationary learning contract](#), and the student will be at risk of receiving an unsatisfactory rating for the clinical experience.
- The student's clinical performance will be evaluated by the faculty member teaching the clinical component of the course. Evaluation of clinical performance is based on the learning outcomes of the course and the Clinical Evaluation Tool available in Typhon.
- The student must achieve a satisfactory (S) or accomplished (A) clinical performance rating and demonstrate safe and competent care to pass the clinical component of the course.
- A student who does not receive an (S) or an (A) for every clinical outcome statement on the clinical evaluation will not pass the clinical and will receive a final course grade no higher than a C-.
- Any student who falsifies clinical attendance, clinical documentation, or clinical paperwork (including information documented in Typhon) will fail the clinical and fail the course (receive an F grade).
- If the student fails the didactic portion of the course and passes the clinical component, the student must repeat the clinical component of the course when the student retakes the course.
- Students who do not complete the required 84 hours of clinical or do not complete all required clinical assignments will receive an unsatisfactory rating and fail the clinical unless the student makes up the hours missed by the end of the semester.
- Clinical hours make up is subject to clinical facility approval and the availability of clinical faculty, and will incur additional costs to the student. Clinical make up is not guaranteed.
- Students who are feeling ill should not attend clinical, including but not limited to experiencing the following symptoms: fever, productive cough, vomiting, diarrhea, open sores, etc. If a student comes to clinical ill or becomes ill during clinical, the student will be sent home and will be required to make up the missed hours.

- Students who arrive unprepared for clinical or arrive late to clinical may be sent home by the instructor. The student will be required to make up the time missed.
- The student must be making satisfactory progress toward course competencies before the clinical makeup is considered. If a student is unable to meet all required clinical hours, the student will receive a failing grade for the course.
- In certain situations, the student may qualify to receive an incomplete grade for the course, which will still require making up any hours of missed clinical time within the timeframe established by the incomplete grade policy.

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 and maintain professional conduct while in uniform outside the clinical setting.

Use of Cell Phones

The non-emergency use of cell phones is prohibited in the classroom, laboratory, seminar, and clinical settings. Students who have an emergency that requires the use of a cell phone must notify the faculty member.

Students may not take photographs inside of healthcare facilities, which includes photographs of patient information, patients and patient families, staff, student colleagues, or selfies.

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 the use of employer-owned computers, cameras, other electronic devices, and use of personal devices in the workplace.
- 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) URL: https://www.ncsbn.org/Social_Media.pdf

Student Screening Policies

Student Impairment and Criminal Background Disclosure

The Joint Commission, the accrediting body for hospitals, requires a background check and drug test on all students working in hospitals. Background checks and drug tests are purchased through CastleBranch at castlebranch.com.

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. This means that the student may not drive herself away from the facility and must make arrangements for a cab. The faculty member will determine the most appropriate testing location. The student is responsible for receiving immediate testing and bears the costs involved with transportation to and from a testing facility and the testing itself. The testing may involve all of the following: urine, blood, and hair follicle testing. Refusal to submit to testing will be considered a positive test and will result in failure of the course and program dismissal.

In addition, students must abide by the Saint Mary's College Drug Policy found in the Saint Mary's College Student Handbook.

Drug Screening

To provide a safe working environment, area hospitals, and other clinical agencies require that individuals who provide care to patients undergo drug testing. Students are required to have a minimum 9-panel drug screen as a condition for participating in clinicals. 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 healthcare prescriber that includes the name of the drug, the dosing schedule, and the reason for the prescribed medication. Positive drug tests must undergo examination by the Medical Review Officer (MRO) for the testing company. Students who do not receive MRO clearance will be denied entry to the major.

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, past criminal history may have a negative impact on a nursing graduate's ability to obtain a license to practice nursing. In most states, individuals who have been convicted of certain crimes may not be employed as a Registered Nurse, operate a home health facility, or work in the public school system. It is the student's responsibility to investigate the laws governing licensure in their state of residence for eligibility.

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 may subject the individual to disciplinary action up to and including dismissal from the program.

Health Requirements

The following immunizations are required by Saint Mary's College: URL <https://www.saintmarys.edu/student-life/student-services/vaccine-policy>

To participate in clinicals, nursing majors must provide additional health documentation required by affiliated clinical agencies to the Department of Nursing Science. Students who fail to submit all required documentation will not be permitted to attend clinical experiences and are subject to course failure. All required forms must be uploaded to the student's Typhon account.

Physical Examination

Before entry into Sophomore year nursing courses, a [physical examination](#) by a licensed healthcare provider is required. Students should make their own arrangements for this exam either through their family healthcare provider or through Health and Wellness Services at Saint Mary's College. Please note that Health and Wellness Services will do the physicals for nursing students free of charge.

Tuberculin Test IGRA Policy

1. The Department of Nursing Science and health care systems require students to be tested for tuberculosis (TB) prior to attending any clinical experiences. The two [Interferon Gamma Release Assay \(IGRA\) blood tests](#) that have been approved by the U.S. Food and Drug Administration (FDA) to test for TB infection are the
 - a. QuantiFERON®-TB Gold In-Tube test (QFT-GIT) and the
 - b. T-SPOT TB® test (T-Spot)
2. The student may choose either blood test: A positive result from an IGRA test requires a physical examination by a qualified healthcare provider and a chest x-ray. In addition, a letter outlining the diagnosis and plan of care must be submitted to the Nursing Department before a student attends any clinical experiences.
3. [Tuberculosis Risk Assessment Form](#): A tuberculosis risk assessment form must be completed by each student annually and when the student has traveled outside of the United States. Students who have traveled to TB endemic areas as described by the Centers for Disease Control and Prevention may be required to undergo additional testing. TB screening policies may vary by clinical agency. Students must comply with agency policy.

Measles, Mumps, Rubella, and Rubeola

Students are required to show [proof of immunity](#) to the following communicable diseases:

1. Proof of one (a) rubella immunization or rubella titer (may be MMR)
2. Proof of two (b) rubeola vaccines or rubeola titer (may be MMR)
3. Verbal history of chickenpox or varicella zoster titer

Your family health care provider may verify immunization dates. Titers may be drawn by a healthcare provider or 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 vaccine 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 healthcare 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 healthcare 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

[Proof of tetanus immunization](#) is required. An updated tetanus (Td) booster vaccination is strongly advised if it has been over 10 years since your last tetanus vaccination.

COVID-19

Beginning with courses offered in summer 2023, the COVID-19 vaccines/boosters are no longer a requirement for enrollment at Saint Mary's College. Because we are a congregate-living residential community, we are strongly recommending members of the Saint Mary's College community remain up-to-date with the COVID-19 vaccine and booster, including the most recent booster. URL <https://www.saintmarys.edu/student-life/student-services/health-counseling>

The Department of Nursing Science is required to report nursing students' [COVID-19 vaccination status](#) to affiliated clinical agencies. COVID-19 declinations and vaccination exemptions must be sent directly to the Department of Nursing Science.

CPR Certification

The Department of Nursing Science requires all nursing students to be CPR certified. The CPR course must be two-year certification from the American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider course that includes AED training and requires a skills check-off on a mannequin. The AHA HeartSaver course is unacceptable; you must take the BLS course for healthcare professionals. CPR certification must remain current throughout your clinical courses. A copy of the CPR certification card must be submitted to the Nursing Department.

Please note that our clinical site affiliates do not currently accept BLS certification from other entities. CPR certification obtained from an agency other than the AHA is not acceptable. Students will not be permitted to participate in clinicals until they submit proof of CPR certification from the AHA BLS Healthcare Provider course.

Department Academic Policies

Academic Performance

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

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.

Academic Advising

- 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.
- Students can request access to their advisement records.
- Students are expected to come to their advising meeting prepared with their academic plan completed.
- Students are responsible for registering for their own courses through Prism including the nursing courses.
- 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 Academic Responsibilities

Nursing is a practice-based profession rooted in the art and science of caring. Becoming a nurse requires dedication to learning; therefore, we expect students to:

- be punctual and attend all scheduled classes, clinicals, and seminars,
- notify the professor in advance of all absences,
- complete all reading assignments,
- take notes in class,
- ask questions to clarify information,
- practice nursing skills in the lab,

- prepare for patient care according to course expectations,
- bring all required materials to class and clinical,
- check your email for faculty communication.

For every hour of classroom instruction, students should expect to spend a minimum of 3 hours studying for the course. A student enrolled in two 5-hour courses can expect to study a minimum of 30 hours per week.

Textbooks are carefully chosen for every course, and students must acquire the required course materials and complete reading assignments and activities. Examinations will contain information that may not have been covered in class but was assigned for class prep and readings.

Students experiencing an illness or life event that may negatively impact their performance are encouraged to discuss the issue with their professor immediately. The faculty member may refer the student to the Dean of Students.

Trigger Warnings

Content in nursing courses will include sensitive topics, and some students may have an emotional response to it. If you must leave the room during the presentation of the information, you may ask a classmate for notes. You will still be responsible for knowing the information. Your faculty encourages you to engage in self-reflection, self-assessment, and consider your thoughts and feelings about the topic to help care for patients with "problematic" histories as a nurse.

If you feel you need it, your faculty encourages you to get help from a professional. At Saint Mary's, you have 24/7 access to Free On-Demand Mental Health Services through a new service called [Timely Care](#). You can access Timely Care through your cell phone or computer. You can also contact the Health and Counseling Center (located inside of the Angela Athletic & Wellness Complex) at 574-284-4805 for an appointment. Call 911, your doctor, or a crisis intervention specialist in an emergency. Alternatively, you can go to a medical or psychiatric clinic for immediate care. Don't feel you have to stay isolated or alone; know that the professionals you are contacting are there to help and support you. URL: <https://app.timelycare.com/auth/login>

Communication

The Saint Mary's College email system is the official method for communicating electronically with faculty members. It is a professional obligation that students check their Saint Mary's College email and BlackBoard on a daily basis. The student is responsible for frequently monitoring these communication channels and responding in a timely manner.

Faculty members make every effort to respond to emails within 48 hours. If a student does not receive a reply within this timeframe, the student is encouraged to send another email as a courtesy to the faculty member. Non-emergent emails that are received by faculty during the weekend may not be answered until the next standard working day.

If a faculty member provides a cell phone number and permits students to call or text message, this communication should only pertain to clinical or course issues and be within the standard working day, Monday through Friday, 8:00 A.M. to 5:00 P.M., or during approved clinical course times outside of these hours. Course or clinical emergency calls or text messages are permitted outside of these hours. Exceptions to this guideline may be granted at the discretion of individual faculty members.

Lines of Communication

Students who have questions about or issues with a class, must first contact the faculty member who is responsible for that course. When discussing the issue with the faculty member, remember the following:

1. Professionalism requires that you discuss the issue first with the course faculty member.
2. Be professional: State the issue without making accusations.
3. Be clear when you state your case: Include specific information about the issue and what you believe should be done about it.
4. Avoid negative or emotional outbursts in person, over the phone, or in an email.
5. Give the faculty involved a chance to present their perspective.

Students who have unresolved issues with a course, feel harassed or bullied, have life/work/school balance issues, or any other program questions or issues should contact the BSN Program Director to discuss the issue. If the student is still dissatisfied, the next person the student should communicate with is the Director and Chair of the Department of Nursing Science. Professionalism requires students to follow this line of communication policy.

Civility

Consistent with the values of Saint Mary's College, the American Nurses Association Code of Ethics for Nurses, and the Essential Abilities, all communication and interactions with students, faculty, preceptors, clinic staff, and patients must reflect professional standards. This means communication must be clear, concise, civil, and professional. Harassment and demeaning communication and interactions are not tolerated.

Students must contact the course lead faculty directly should any course-related concerns arise. Class attendance, preparation, and participation are a demonstration of professional behavior. The interaction between students and the faculty in the learning community will maximize the opportunity for sharing and learning together. Consistent with this goal, it is expected that diverse perspectives and opinions will be expressed (whether verbally or in writing) and be received in a respectful and professional manner. Incivility, intolerance, hate speech, abusive behaviors, and deceitful behaviors are considered professional misconduct and will not be tolerated. Students who demonstrate uncivil behavior will receive a [probationary learning contract](#) and be subject to further disciplinary action.

Department Clinical Policies

Clinical Experience

Clinical experiences will be provided in a variety of institutions and settings in the community.

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 is 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 healthcare provider.

Confidentiality

It is a professional requirement to maintain confidentiality regarding client and family information. Each year, students must complete a HIPAA module and sign a [statement on confidentiality](#) prior to clinical experiences.

Transportation

Students are responsible for their own transportation to/from all clinical agencies.

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. The clinical dress code for the Saint Mary's College nursing majors in collaboration with clinical agencies is as follows:

1. Uniforms, a lab coat, a name badge, a stethoscope, and a watch with a second hand are necessary for laboratory and clinical courses.
2. Students must purchase navy blue scrubs for the Sophomore level laboratory courses.
3. Prior to entering clinical coursework in the Junior year, students must buy the official uniform top, pants, and lab coat that are purchased through MorU.

4. 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. Shoes with an open toe or heel, or clogs may not be worn.
5. The white lab coats are optional when worn with the clinical uniform. They may be required for specific clinical sites.
6. 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.
7. Uniforms must be worn for patient pre-assessment.
8. Uniforms may not be worn to social events outside of clinical settings.
9. Hair that falls below shoulder length must be pulled back. Earrings must be single, stud type, no dangling earrings. Jewelry is limited to watches and inconspicuous rings (such as wedding rings/bands). 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.
10. 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 students assigned to each clinical site.
11. 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.
12. Students who do not adhere to the uniform policy will be sent home and the missed time will be counted as unexcused.

Eating in Patient Care Areas

Students are not permitted to eat or drink in any patient care areas. Gum chewing is not permitted during clinical time.

Clinical Probation / Failure

Safe and professional patient care is the minimal standard for progression in clinical courses. If a student is not demonstrating safe and/or professional care, the clinical faculty will draft a [probationary learning contract](#) based on the student's unsatisfactory performance. The [probationary learning contract](#) will outline a remediation plan and will be discussed verbally and presented in writing to the student. Students are required to remediate as directed by the clinical faculty in order to improve their performance in the clinical setting. It is expected that these recommendations will provide the guidance needed for the student to successfully pass the course and progress in the nursing program.

When the student's performance/behavior has improved and/or the unsatisfactory behavior has been changed as determined by the instructor, a notation will be made on the [probationary learning contract](#) of the student's improvement. The [probationary learning contract](#) remains in the student's record in the Department of Nursing Science with other documentation of clinical performance.

If after the required remediation, the student's clinical performance continues to be deemed unsafe or unprofessional by the clinical faculty, the student will earn a clinical failure. Students who earn a didactic and/or clinical failure must repeat the entire course.

Critical incidents or events that could cause harm to a patient must be immediately reported to the student's clinical faculty. Critical incidents that are not immediately reported to the clinical faculty may result in clinical failure. The faculty member will work with the students to fill out pertinent incident-reporting paperwork.

Students who exhibit impaired behavior will be dismissed from the clinical setting and must undergo immediate drug testing (see [drug screening and student impairment policies](#)). Students who test positive and do not receive Medical Review Officer review and clearance will receive an immediate clinical failure.

Clinical Conduct Expectations

It is expected that every student in the Department of Nursing Science will adhere to the Saint Mary's College Code of Student Conduct and the American Nurses Association Code of Ethics for Nurses. The Code of Ethics provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

The Department of Nursing Science 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 the 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.

Needlestick and Bloodborne Pathogen Exposure

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. Bloodborne pathogens include but are not limited to, hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV). A bloodborne pathogen exposure is contact with blood or other potentially infectious material in the eye, mouth, mucous membranes, non-intact skin, or parenteral contact.

The Department of Nursing Science is committed to the safety and prevention of needlestick injuries and bloodborne pathogen exposure. In the event of needlestick injuries and bloodborne pathogen exposure, students must report it immediately to the clinical faculty member. The clinical faculty member then notifies the course lead faculty and the BSN Director of the incident immediately. The clinical faculty member will work with the student, the course lead faculty, and the BSN Program Director to fill out pertinent incident-reporting paperwork.

If the incident occurs when the Health and Counseling Center is not open (hours are Monday-Friday, 8:00 A.M. - 5:00 P.M.), the faculty member will call Security who will inform the faculty of the Health and Counseling Center staff who is on call. The HCC staff member will schedule an appointment for the student on Monday for bloodborne pathogen testing.

If you experienced a needlestick and/or were exposed to blood, immediately:

- Wash the needlestick area and surrounding skin with soap and water.
- Flush splashes to the nose, mouth, or skin with water.
- Irrigate eyes with water, saline or irrigate with a sterile solution.
- Report the incident to your clinical faculty.
- The student is to follow up with the Health and Counseling Center. Students are responsible for the costs of elective evaluation outside the Health and Counseling Center.
- The student is to follow up with their health care provider if bloodborne pathogen lab results are abnormal.

Student Life

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.

Nursing Student Alliance for Inclusion and Diversity

The Nursing Student Alliance for Inclusion and Diversity (NSAID) is a student-led club for all nursing majors. The mission of NSAID is to:

- To create awareness of diversity to bring together those called to nursing by providing academic and social activities, and any other activities suggested by its members that uplift, motivate, and support, creating a more inclusive environment for diverse populations within the Saint Mary's College community.
- With this increased awareness, address inequalities, generate action within the Saint Mary's College community, and increase the diversity of the nursing workforce.

The purpose of the NSAID is to:

- To foster more inclusive spaces for diverse populations on campus to promote nursing-centered success, social justice, community, and belonging.
- To identify and challenge barriers that impede the growth and development of a diverse learning environment.

Catholic Nursing Alliance

United by a passion for serving others, the Catholic Nursing Alliance (CNA) is a student-led group working to foster an environment in which SMC nursing students can build on the foundation of the Catholic faith as we prepare for a lifetime of vocational care for the sick and suffering. We fervently seek to participate in fellowship with one another in order to ground ourselves in the faith in which we so firmly believe. As individuals and as a community, we seek to uphold the principles of human dignity and to honestly and intentionally pursue justice in living out our passion for bringing Christ's love to others. Drawing upon the lives of saints like Elizabeth of Hungary, Catherine of Siena, and Gianna Beretta Molla, along with the healthcare legacy of the Sisters of the Holy Cross, we strive to embody their examples of selfless service as we care for patients as responsible healthcare workers. In doing so, we hope to get the most out of our Saint Mary's education in nursing, but even more so equip one another to become women of Christ who wholeheartedly pursue their vocation and the common good.

Sigma International Honor Society of Nursing

Sigma Theta Tau International Honor Society of Nursing (Sigma) is the international honor society for nursing. The mission of Sigma 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 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 (ISNA) 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 careers.


For further information contact:


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

Saint Mary's College Student Life Policies






- [Student Activities](https://belletower.saintmarys.edu/) URL: <https://belletower.saintmarys.edu/>
- [Residence Life](https://www.saintmarys.edu/housing/living-campus) URL: <https://www.saintmarys.edu/housing/living-campus>
- [Clubs & Organizations](https://belletower.saintmarys.edu/organizations) URL: <https://belletower.saintmarys.edu/organizations>
- [Campus Ministry](https://www.saintmarys.edu/spiritual-life/faith-action-ministry) URL: <https://www.saintmarys.edu/spiritual-life/faith-action-ministry>
- [Volunteer Opportunities](https://www.saintmarys.edu/ocse) URL: <https://www.saintmarys.edu/ocse>
- [Health & Counseling](https://www.saintmarys.edu/student-life/student-services/health-counseling) URL: <https://www.saintmarys.edu/student-life/student-services/health-counseling>
- [Campus Dining](https://www.saintmarys.edu/housing/dining-campus) URL: <https://www.saintmarys.edu/housing/dining-campus>
- [Multicultural Services and Student Programs](https://belletower.saintmarys.edu/organization/student-diversity-board) URL: <https://belletower.saintmarys.edu/organization/student-diversity-board>
- [Career Planning](https://www.saintmarys.edu/career-crossings) URL: <https://www.saintmarys.edu/career-crossings>
- [BAVO](https://www.saintmarys.edu/student-life/student-services/belles-against-violence-office) URL: <https://www.saintmarys.edu/student-life/student-services/belles-against-violence-office>
- [Bookstore](https://saintmarys.bncollege.com/) URL: <https://saintmarys.bncollege.com/>
- [Campus Ministry](https://www.saintmarys.edu/spiritual-life/faith-action-ministry) URL: <https://www.saintmarys.edu/spiritual-life/faith-action-ministry>
- [Campus Safety](https://www.saintmarys.edu/student-life/campus-safety) URL: <https://www.saintmarys.edu/student-life/campus-safety>
- [Career Planning](https://www.saintmarys.edu/career-crossings) URL: <https://www.saintmarys.edu/career-crossings>
- [Clubs & Organizations](https://belletower.saintmarys.edu/organizations) URL: <https://belletower.saintmarys.edu/organizations>
- [Health & Counseling](https://www.saintmarys.edu/student-life/student-services/health-counseling) URL: <https://www.saintmarys.edu/student-life/student-services/health-counseling>
- [LGBTQ+ Center](https://www.saintmarys.edu/inclusion-and-equity/lgbtq-center) URL: <https://www.saintmarys.edu/inclusion-and-equity/lgbtq-center>
- [Multicultural Services and Student Programs](https://belletower.saintmarys.edu/organization/student-diversity-board) URL: <https://belletower.saintmarys.edu/organization/student-diversity-board>
- [Student Activities](https://belletower.saintmarys.edu/) URL: <https://belletower.saintmarys.edu/>
- [Student Affairs](https://www.saintmarys.edu/student-life/student-services/student-affairs) URL: <https://www.saintmarys.edu/student-life/student-services/student-affairs>
- [Student Government Association](https://www.saintmarys.edu/student-life/students-in-action/student-government-association) URL: <https://www.saintmarys.edu/student-life/students-in-action/student-government-association>
- [The Writing & Tutoring Center](https://www.saintmarys.edu/academics/resources/writing-center) URL: <https://www.saintmarys.edu/academics/resources/writing-center>
- [Volunteer Opportunities](https://www.saintmarys.edu/ocse) URL: <https://www.saintmarys.edu/ocse>

 Policy on Sex Gender-Based Harassment, Discrimination and Misconduct against Students 2016.pdf URL: <https://tinyurl.com/sfkpc6a4>

 Sisters of Holy Cross and College Boundary Map_2020.pdf URL: <https://tinyurl.com/bdevudcy>

 Saint Mary's College Code of Student Conduct Rev 2020.pdf URL: <https://tinyurl.com/bdxjvnpa>

 Student Discriminatory Harassment Policy 2014.pdf URL: <https://tinyurl.com/y8jpwsr2>

 Saint Mary's College Policy on Peaceful Assembly 2019.pdf URL: <https://tinyurl.com/5n93pvyn>
 Saint Mary's College Tobacco-Free & Smoke-Free Policy 2019.pdf URL: <https://tinyurl.com/yc57434v>
 Saint Mary's College on Political Activity 2012.pdf URL: <https://tinyurl.com/44mefave>
 Saint Mary's Policy on Student Complaints 2014.pdf URL: <https://tinyurl.com/42j26wcr>
 Saint Mary's College - Policy Regarding Pregnant and Parenting Students 2023.pdf URL: <https://tinyurl.com/ybssnasu>

Belles Against Violence Office (BAVO)

Any student who has experienced sexual assault, relationship violence, and/or stalking is encouraged to contact the [Belles Against Violence Office](#) (33 Holy Cross Hall, phone 574.284.4081, email bellesagainstvience@saintmarys.edu, for general guidance. The following Saint Mary's departments have confidential staff: Campus Ministry (pastoral ministries) and Health and Counseling (professional staff). If this experience directly impacts your academic performance, students may also consider contacting the Office of Academic Affairs (121 Le Mans Hall, phone 574.284.4594) but note that they are not confidential staff.

Please know that faculty are required to report any sexual misconduct incident/complaint to the Title IX coordinator. If the student does not wish to have your incident of complaint reported or is uncertain whether wanting to file a report, contact any of the three confidential resources listed above. Each one of them can offer support services and discuss reporting options.

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. 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 injustices. We expect every member of the Saint Mary's College community to uphold these commitments in our programs, practices, pedagogy, and policies.

Allegations of discrimination and harassment should be reported on the [Bias Reporting Form](#) on the portal. URL <https://cm.maxient.com/reportingform.php?SaintMarysCollege>

Please take a few minutes to review the SMC policy Prohibiting Discriminatory Harassment Against Students at [Harassment Policy](#). URL <https://goo.gl/Eg4CDj>

Should you wish to talk to a confidential resource on campus, please contact Health and Counseling in Angela Athletic and Wellness Complex at 574.284.4805 or Campus Ministry in Regina Hall at 574.284.5391.

Appendices



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 indicates that I have read the entire Student Handbook and have a 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.

☐ I have read and I agree to abide by the policies in the BSN Student Handbook. I acknowledge and understand that failure to abide by it carries significant consequences for which I am solely responsible.

(Electronically sign in Typhon every year)

Student Name Print: _____

Student Electronic Signature: _____

Date: _____



Annual Criminal History Disclosure Statement Form

Student 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 DUIs) 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 DUIs) that occur 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 is in keeping with professional nursing practice.

☐ 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.

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

☐ I have read and I agree to abide by these statements. I acknowledge and understand that failure to abide by it carries significant consequences for which I am solely responsible.

(Electronically sign in Typhon every year)

Student Name Print: _____

Student Electronic Signature: _____

Date: _____



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, which 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 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 the 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 requirements of 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.

☐ I have read and I agree to abide by these statements. I acknowledge and understand that failure to abide by it carries significant consequences for which I am solely responsible.

(Electronically sign in Typhon)

Student Name Print: _____

Student Electronic Signature: _____

Date: _____



Statement of Confidentiality

The American Nurses Association's Code for Nurses (1985) states, "nursing safeguards the client's right to privacy by judiciously protecting the information of a confidential nature." (ANA 1985B, p.1). Confidentiality is an aspect of respect for the individual and protection of the client's identity is critical. I understand that confidentiality is expected at all times and in all settings; discussions involving clients, families, members of the healthcare team, etc., may not occur outside the clinical setting or within hearing of the public. I further understand that I am expected to protect confidential information from all unauthorized persons, including, in some cases, family members. Failure to maintain confidential information is a violation of the right to privacy. I understand that any breach of confidentiality violates the Saint Mary's College Academic Honesty policy and could result in expulsion.

☐ I have read and I agree to abide by the Statement of Confidentiality. I acknowledge and understand that failure to abide by it carries significant consequences for which I am solely responsible.

(Electronically sign in Typhon every year)

Student Name Print: _____

Student Electronic Signature: _____

Date: _____



Department Honor Code

As a necessary component for entry into the nursing profession, I recognize that academic and professional honesty is 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 for reporting 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.

☐ I have read and I agree to abide by the Department of Nursing Science Honor Code. I acknowledge and understand that failure to abide by it carries significant consequences for which I am solely responsible.

(Electronically sign in Typhon every year)

Student Name Print: _____

Student Electronic Signature: _____

Date: _____



Universal Precautions

According to the Universal Precautions Rule 410 IAC 1-4 under Public Law 123-1988: "An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee and student trainee to have direct contact with blood or body fluids in the scope of the employee's employment." This training includes the procedures adopted by the Indiana State Board of Health. The Department of Nursing Science recognizes that clinical experiences require direct contact with blood and other body fluids; therefore, training in universal precautions is provided to students. This form and student signature document that training was provided with proof kept on file.

☐ I have read and I agree to abide by the universal precautions rules. I acknowledge and understand that failure to abide by it carries significant consequences for which I am solely responsible.

(Electronically sign in Typhon every year)

Student Name Print: _____

Student Electronic Signature: _____

Date: _____



Release of Information

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

1. All permanent record information (includes the following as deemed pertinent):
 - a. Date of Birth
 - b. Last 4#s only of SSN
 - c. Medical Records (immunizations, TB, etc.)
 - d. Background Check
 - e. Letters of recommendation
 - f. Personal reference forms
 - g. Curriculum plan and courses completed with grades
 - h. Verification of enrollment
2. The above records may be released to:
 - a. Clinical Agencies
 - b. Potential Employers
 - c. State Boards of Nursing
 - d. Graduate Schools for Application
 - e. Administrative Personnel for academic research

☐ I understand 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 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.

Signature: _____

Print Name: _____

Date: _____

Please complete this form and upload it to Typhon.



Photo/Video Release

I, _____, hereby grant Saint Mary's College
Please print name
permission to interview me and/or to use my likeness in photograph(s)/video in any and all of
its publications and in all other media, whether now known or hereafter existing, controlled by
Saint Mary's, in perpetuity, and for other use by the College. I will make no monetary or other
claim against Saint Mary's College for the use of the interview and/or the photographs(s)/video.

Signature: _____

Date: _____

Class Year: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

If subject is under 18

Signature of parent/guardian: _____

Parent/guardian name (please print): _____

Please complete this form and return it to Karla Bronicki at Regina 1011



Emergency Information and Proof of Health Insurance

Please upload a copy of your health insurance card front & back (required for clinical).

Student's Full Legal Name:	
Date of Birth:	SSN# (last 4 digits only):
Anticipated Graduation Date (month/year):	
Cell Phone #:	Personal Email:
SMC Address:	
Home Address:	
Parent 1 / Guardian 1 Name:	
Parent 1 / Guardian 1 Address:	
Cell Phone #:	Email:
Parent 2 / Guardian 2 Name:	
Parent 2 / Guardian 2 Address:	
Cell Phone #:	Email:
Primary Care Physician:	Phone Number:
Emergency Contact (other than parent or guardian):	
Relationship:	Phone Number:
Address:	



Medical Emergency Authorization and Release

In case of an emergency, I hereby consent to Saint Mary's College's staff to obtain medical care as deemed necessary for my health and well-being. I consent to emergency medical or surgical treatment as recommended by a licensed physician.

To participate in Saint Mary's College's clinical program, I agree to release, indemnify, and hold harmless Saint Mary's College, its Board Members, President, Cabinet Officers, Faculty, Staff, and Employees.

A copy of this authorization shall be deemed effective and valid as the original.

Signature: _____

Print Name: _____

Date: _____

Please complete this form and upload it to Typhon.



Physical Examination Form

Student Name: _____

Graduation Cohort / Class of: _____

Program (Circle) one: BSN MSN DNP

Please upload this form completed and signed by a licensed healthcare provider to Typhon.

List of Allergies (including latex): _____

Does this student meet the essential abilities criteria?		Nursing students must possess “essential abilities” to function safely in the clinical setting, with or without reasonable accommodations. The following required criteria are outlined in the Student Handbook.
Yes	No	Environment: Able to fully and safely function in an environment that may have allergens, infectious and/or communicable diseases, and chemicals.
Yes	No	Motor Skills: Possesses gross and 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.
Yes	No	Communication: Has the sensory skills to interact appropriately and communicate effectively with patients from diverse backgrounds. This includes verbal, nonverbal, and written abilities, including using 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.
Yes	No	Intellectual and cognitive function: 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 computational math skills, the ability to reason, measure, calculate, analyze, synthesize, and evaluate situations to competently engage in safe nursing care.

Does this student meet the essential abilities criteria?		Nursing students must possess “essential abilities” to function safely in the clinical setting, with or without reasonable accommodations. The following required criteria are outlined in the Student Handbook.
Yes	No	<p>Sensory function: Ability to use the senses to assess and provide care to patients safely. This includes but is not limited to:</p> <ul style="list-style-type: none"> • 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.
Yes	No	<p>Emotional and behavioral health: Possess the emotional health required to make safe and appropriate clinical judgments; 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.</p>
Yes	No	<p>Judgment ability: 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.</p>

Student Name: _____

This student ☐ DOES ☐ DOES NOT have any health issues that will limit her/his/their ability to engage in all activities related to didactic and clinical coursework. If the student DOES have a health issue that requires ADA accommodations, please list necessary accommodations below:

Signed: _____

M.D./Nurse Practitioner

Provider Printed Name: _____

Date: _____

Immunization History Form

Student Name: _____

Name (upload result reports to Typhon)	Date	Date	Date
<ul style="list-style-type: none"> MMR immunization dates or Rubella titer result and date Rubeola titer result and date 			
	• Positive	• Negative	
	• Positive	• Negative	
<ul style="list-style-type: none"> Varicella immunization dates or Varicella zoster titer result and date 			
	• Positive	• Negative	
<ul style="list-style-type: none"> Hepatitis B vaccine dates (x3) or Hepatitis B surface antibody titer and date 			
	• Positive	• Negative	
• TDap (Tetanus & Diphtheria <10 years)			
• Influenza vaccine (due October ____)			
<ul style="list-style-type: none"> COVID-19 vaccine and booster dates Manufacturer: _____ 			

Does the student have allergies or contraindications to any vaccine, or a COVID vaccine exemption? Explain:

Signed: _____

M.D./Nurse Practitioner

Provider Printed Name: _____

Date: _____

Note: Students are responsible for the costs of the blood work for titers. Hepatitis B vaccination: The vaccination consists of a series of three injections. Students must begin the injections at least one month prior to the beginning

of the fall semester; the second injection will follow in one month. The final injection is scheduled six months after the first injection. It is not necessary that the series be at one location. You may opt out of the Hep B vaccination with a signed release of liability form.

Tuberculosis IGRA Results Form

Student Name: _____

Program (Circle) one: BSN MSN DNP

Please upload to Typhon this form completed with TB lab results or pertinent documentation.

<ul style="list-style-type: none"> • QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or • T-SPOT TB® test (T-Spot) or • Interferon-gamma release assays (IGRA) <p>Note: 1-step and 2-step skin tests will not meet the criteria for clinical placements. Please use a TB blood test and not a skin test.</p>	<p>Interferon-gamma release assays (IGRA) Date _____ Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative Please upload a copy of the lab report.</p> <p>If Positive TB:</p> <ul style="list-style-type: none"> • Date of chest x-ray: _____ • CXR results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative • Upload a copy of CXR report • If positive, submit a healthcare provider's letter outlining the diagnosis and plan of care. • Student's name must be on all submitted documentation.
---	--

Signed: _____

M.D./Nurse Practitioner

Provider Printed Name: _____

Date: _____

Clarifying information for Interferon Gamma Release Assay (IGRA) TB blood test:

<https://www.cdc.gov/tb/publications/factsheets/testing/igra.htm>

Interferon-Gamma Release Assays (IGRAs) are whole-blood tests that can aid in diagnosing Mycobacterium tuberculosis infection. They do not help differentiate latent tuberculosis infection (LTBI) from tuberculosis disease. Two IGRAs that have been approved by the U.S. Food and Drug Administration (FDA) are commercially available in the U.S:

<https://www.quantiferon.com/us/products/quantiferon-tb-gold-plus-us/provider-resources/>

<http://www.oxforddiagnosticlaboratories.eu/products-services/t-spot-tb-test/>



Name Badge Order Form

FIRST LINE:

First Name: _____ Last Name INITIAL ONLY: _____ (Do not use your full last name)

SECOND LINE: Student Nurse

ATTACHMENT METHOD: Pin Back

HOW MANY BADGES DO YOU WANT TO ORDER (\$9.25 each): _____

PAYMENT METHOD (options are):

1. Personal checks made payable to P.A.C. or
2. Credit or debit cards, fill in the information below:

Name on credit/debit card:			
Type of card (MasterCard or Visa):			
Card number:			
Expiration date:	Security Code (3-digit back of card)		
Cardholder phone #:	Zip Code:		

DELIVERY METHOD (options are):

1. You may pick up your badge at P.A.C. 3622 N. Home Street, Mishawaka, IN 46545 or
2. Have your badge mailed to you via regular mail for an *extra \$6.50*. If you want it mailed, include the address you want it sent to:

Name:			
Address:			
City:	State:	Zip:	

Total with mailing charge: \$9.25 badge fee + \$6.50 shipping = \$15.75

Mail this form with either your personal check or credit/debit card information to:

P.A.C. - 3622 N. Home Street, Mishawaka, IN 46545

Please Note: Orders will not be processed unless payment is received with this order form.
Questions? Call or Email Sue or Pat at P.A.C. at 574.254.9000 or
sue@pacbannerworks.com or pat@pacbannerworks.com

Castle Branch Instructions

The Joint Commission, the accrediting body for hospitals, requires a background check and drug test on all students placed in clinicals. You will need to complete a Background Check & Drug Test (\$88) and modules on HIPAA & OSHA Bloodborne Pathogens (\$12 for each module). To order your Background Check & Drug Test, follow these steps:

1. Go to <https://portal.castlebranch.com/AN02>
2. At the Red Bar, choose "Place Order"
3. Under "Please Select", choose "AN02 Background Check - Drug Test"
Price of \$108 includes the background check, drug test, and HIPAA and OSHA learning modules.
4. You will go to a landing page with order instructions, read the instructions, then press the box verifying you read the instructions.
5. Then you will be directed to review your order; check the box verifying you read the information, then press "Continue" and then set up your account, and start your order.
6. When your background check result is available, print and upload onto Typhon only the one-page "Results Summary" page.
7. When your Drug Test Result is available, print and upload onto Typhon the "Drug Screening Results" page.
8. When you have completed the HIPAA and OSHA modules, then upload your certificates of completion to your Typhon account.
9. If you have problems, contact Castle Branch service desk at 888-723-4263, x7196, or go to <https://mycb.castlebranch.com/help>

Tuberculosis Risk Assessment Form

Name _____ Date: _____ Expected graduation: _____

Please complete the following tuberculosis risk assessment form annually.

During the last 12 months, have you had the following?	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.			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 the nursing faculty before beginning clinical.

Signature: _____ Date: _____



Student Success Plan

AREAS OF CONCERN		COMMENTS
Accountability		
Late assignments		
Tardiness		
Absenteeism		
Incomplete assignments		
Professional Behavior		
Attitude		
Language		
Lack of preparation		
Difficulty following appropriate chain of command		
Failure to follow the uniform policy		
Difficulty functioning independently		
Difficulty accepting constructive criticism		
Communication		
Inappropriate verbal and/or non-verbal communication		
Lacks assertiveness		
Difficulty expressing self		
Difficulty following directions		
Critical Thinking		
Difficulty applying previously learned knowledge and skills		
Difficulty problem-solving		
Difficulty evaluating self realistically		
Difficulty demonstrating logical thought processes		
Difficulty evaluating consequences of own actions		
Exam Scores		
Exam score below 76%		

Other areas of concern:

Student's response and plan for improvement:

I have read and understand the identified areas of concern. I also understand that this information will be placed in a confidential file for the purpose of tracking my progress throughout the remainder of the program. Repeated receipt of this form by a student may lead to further steps.

Student plan:

Student Name Printed: _____

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Probationary Learning Contract Phase 1

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: _____



Probationary Learning Contract Phase 2

Student: _____

Course: _____

Semester: _____

Date Issued: _____

Progress Report: _____

Faculty: _____ Date: _____

Progress Report: _____

Faculty: _____ Date: _____

Progress Report: _____

Faculty: _____ Date: _____

Outcome Report:

Faculty: _____ Date: _____



Documentation of Injury

STUDENT: _____

_____	CLINICAL	SITE	:

DATE: _____ **TIME OF INCIDENT:** _____

NARRATIVE DESCRIPTION OF INCIDENT:

ACTION TAKEN:

_ **Date Student Signature**

_ **Date Faculty Signature**

_ **Date Chair, Department of Nursing Science**

rev. 1/22/2017

