

**DEPARTMENT
OF
NURSING**



STUDENT HANDBOOK

**For the
Bachelor of Science in Nursing**

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Revised Spring 2014

INTRODUCTION

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 reserves the right
to update and/or revise departmental policy.

I. INTRODUCTION

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

A. SAINT MARY'S COLLEGE MISSION STATEMENT

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

SAINT MARY'S COLLEGE STATEMENT OF PHILOSOPHY AND PURPOSE

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

As a Catholic college, Saint Mary's cultivates a Christian 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 Christian 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 life which responds to the needs of women and cherishes their talents. 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 the 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 interest, and the ability to make socially responsible choices about the future.

B. DEPARTMENT OF NURSING MISSION STATEMENT

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

Adopted: May 11, 2010

The Department of Nursing curriculum builds on a liberal arts and science foundation designed to prepare women for entry into professional nursing practice. The Department emphasizes student responsiveness to spiritual needs of self and others and to the promotion of respect for human health and dignity.

DEPARTMENT OF NURSING PHILOSOPHY

Nursing

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

Nursing as a practice profession is actualized through the nursing process, a decision making framework consisting of assessment, diagnosis, planning, implementation, and evaluation. Nursing as a profession is committed to the promotion of wellness of individuals, families and communities. The commitment to wellness extends beyond direct care to include research, planning and implementation of comprehensive health care services, and collaboration with other health professionals within a framework that respects the rights and dignities of all persons.

Nursing Education

Baccalaureate nursing education provides the foundation for professional nursing practice. Serving as role models, the faculty structure a variety of learning experiences which help learners engage in critical thinking, integrate knowledge, and acquire psychomotor skills necessary for the profession of nursing. The educational process within a Christian community

enables the learner to develop professional competence marked by a respect for human dignity and an appreciation for diversity within the context of social responsibility. The undergraduate program prepares the graduate to function as a generalist in a variety of settings and provides the foundation for graduate education and advanced practice in nursing.

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

Integration of Professional Nursing Standards

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

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

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

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

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

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

C. ANA CODE OF ETHICS FOR NURSES

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

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

D. BACHELOR OF SCIENCE IN NURSING PROGRAM OUTCOMES

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

1. Integrate a broad liberal arts, spiritually based education within the Catholic tradition with the promotion of health and well being for people of diverse backgrounds and cultures
2. Provide relationship centered, state of the art nursing care to individuals, families, groups, and communities that is informed by professional nursing standards
3. Integrate scholarly inquiry and evidence-based research into professional nursing practice
4. Utilize leadership principles and management strategies to influence health care quality and health policy within care delivery systems
5. Employ communication and collaboration skills to develop effective teams and partnerships with diverse individuals, families, groups, communities, and members of the health care team
6. Utilize critical thinking skills and disciplinary knowledge in clinical decision making and evaluation of nursing practice
7. Engage in the processes of self-evaluation, life- long learning, professional practice, social justice and service

Adopted: May 11, 2010

Reviewed: May 2012

CURRICULUM POLICIES AND GUIDELINES

II. CURRICULUM POLICIES: GUIDELINES

A. ACCEPTANCE INTO THE MAJOR

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

For acceptance to the nursing major, students must meet the College and Department of Nursing requirements. Students who matriculate as first year students at Saint Mary’s College may not transfer in science courses for credit toward admission to the nursing major. Students who plan to study abroad during the Fall semester of their sophomore year must plan to take BIO 214 Human Physiology and NUR225 Health Assessment at Saint Mary’s College. No transfer credits for the Physiology course or Health Assessment will be accepted. In the event that the science course sequence changes, the necessary courses for study abroad students will be offered during the summer session at Saint Mary’s.

Beginning with the Class of 2018, Criteria for Acceptance Include:

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

The calculation of GPA for admission into the nursing major is based on the following prerequisite science courses for the 2014/2015 academic year include:

Chemistry 118 (Integrated General, Organic and Bio-Chemistry)
Biology 113 (Human Structure)
Biology 224 (Pathophysiology)
Biology 214 (Human Physiology)
Biology 216 (Introduction to Microbiology)
Nursing 225 (Health Assessment)
Nursing 227 (Foundations of Nursing Practice)

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

B. PROGRESSION IN THE MAJOR

In order to progress through the major students must: pass all nursing courses (N225, N227, N321, N323, N307, N330, N334, N485, N410, N414, N415 and N426) with a grade of C (76%) or better; satisfactorily pass the clinical component of the course; and

complete all prerequisites. Satisfactory clinical performance includes successful completion of all critical behaviors and satisfactory completion of the objectives in the clinical evaluation tool. *Unsatisfactory clinical performance will result in an overall grade no higher than C- for the course.* A student may repeat a course only one time in which she has been unsuccessful. Two failures in one course or two separate nursing courses will constitute dismissal from the program.

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

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

C. ACCEPTANCE OF TRANSFER STUDENTS

Transfer students may be accepted on a case by case basis depending on availability of open slots. Only science courses taken at a four year college or university will be accepted for students intending to transfer into the category of intended nursing major.

D. DISMISSAL

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

E. STUDENTS WITH DISABILITIES

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

F. ADVANCED WRITING PROFICIENCY POLICY

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

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

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

G. COMPREHENSIVE EXAMINATION

The Comprehensive Exam is given in the student's final semester of the program. The Comprehensive exam is a Kaplan computerized exam which is predictive of performance on *NCLEX-RN*®. The Nursing Department determines the passing score for the comprehensive exam. If a student does not meet the passing score on the first attempt, a second Kaplan computerized exam is administered to the student within two weeks of taking the first exam. The student is required to complete remediation before taking the second exam. If the student does not meet the passing score on the second exam the student will not fulfill the requirements for graduation and will be considered a Degree Candidate. The student must attend and submit to the Department the completion of the Kaplan NCLEX-RN © review course and submit to the Department evidence of attending a Kaplan NCLEX-RN © review course to complete the requirements needed for completion of the degree.

H. NURSING ACHIEVEMENT TESTS

Standardized nursing achievement tests utilizing the testing plan from Kaplan are administered at specific times throughout the curriculum. These exams are similar in nature to the NCLEX-RN licensure examination and scores are compared with national norms.

Integrated (secured) tests are given at the end of N225, N227, N307, N323, N334, N410, N414 and N415 and N426. A medical-surgical exam covering N321 and N330 is given at the end of the junior year. In addition to the proctored integrated tests, students have access to additional study materials and focused review tests.

I. INDEPENDENT STUDY (NURS 497)

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

J. NURSING DEGREE PLAN for Class 2018

FIRST YEAR

Fall Semester		Spring Semester	
Sophia Course	3-4	BIO113 Human Structure	4
Sophia Course	3	Chem 118 Integrated	5
Sophia Course	3	Language	4
Language	4	Sophia Course	3-4
SPLL 101 Common Course	1		

SOPHOMORE YEAR

Fall Semester		Spring Semester	
BIO 214 Human Physio	4	BIO 216 Micro	4
Math114 Statistics	3	BIO 224 Pathophys	3
N225 Health Assessment	3	N227 Foundations	3
PSY305/SW235 or Soc	3	PSY 305/SW235 or Soc	3
Sophia Course	3	Sophia Course	3

JUNIOR YEAR

Fall Semester		Spring Semester	
N321 Adult Nsg.-Acute or N330 Adult Nsg.-Chronic	5	N323 Perinatal Nursing or N307 Psychiatric Mental Hth.Nsg.	5
N323 Perinatal Nursing or N307 Psychiatric Mental Hth. Nsg.	5	N321 Adult Nsg.-Acute or N330 Adult Nsg.-Chronic	5
N334 Pharmacotherapeutics	3	N385 Nursing Research or N310 Nutrition	2
N385 Nursing Research or N310 Nutrition	2	Sophia Course	3

SENIOR YEAR

Fall Semester		Spring Semester	
N426 Child Health or N410 Adult Nsg.-Advanced	5	N426 Child Health or N410 Adult Nsg.-Advanced	5
N414 Community Hth.Nsg. or N415 Nursing Leadership	5	N414 Community Hth.Nsg.or N415 Nursing Leadership	5
Sophia Course or Elective	3	Sophia Course or Elective	3

Note: 128 credits are needed for graduation

STUDENT RESPONSIBILITIES

III. STUDENT RESPONSIBILITIES

A. DEPARTMENT OF NURSING ATTENDANCE POLICY

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

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

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

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

Saint Mary's College Bulletin

Class/Lecture Attendance

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

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

Clinical/Laboratory Attendance

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

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

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

Reporting Clinical/Laboratory Absence

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

Laboratory/Clinical Make-up

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

B. STUDENT IMPAIRMENT IN THE CLINICAL SETTING

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).

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. If a student presents to clinical with any evidence of impairment, the student will be immediately required to submit for substance abuse testing. Refusal to submit to testing will be considered as a positive test and will result in dismissal from the course and/or program. In addition, students must abide by the Saint Mary's College Drug Policy (see Saint Mary's College student handbook).

C. 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 Honor Code. If academic dishonesty occurs, the faculty will make the charge to the student and the student will not receive credit for the assignment or exam without the option to repeat the assignment or exam. Additionally, the faculty will submit in writing the name of the student found guilty of academic dishonesty to the Associate Dean for Advising and director of First Year Studies. Failure to adhere to the College and Department policies could result in course failure and possible program expulsion.

D. DEPARTMENT HONOR CODE

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

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

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

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

E. PROFESSIONAL BEHAVIOR

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

F. HEALTH REQUIREMENTS

1. **Physical Exam:** Before entry into sophomore year nursing clinicals, a physical examination is required and results returned to the Department of Nursing. Arrangement for this exam may be made through your family health care provider or through Health and Wellness Services at Saint Mary's College. Health & Wellness Services will do the physicals for nursing students free of charge.
2. **TST (Tuberculin Skin Test):** A two-step intradermal tuberculin skin test (TST) is required for nursing students prior to participation in clinical experiences. Further

testing is not required unless there is exposure to an individual who tests positive for tuberculosis. Results must be recorded in millimeters and a copy of the results kept on file.

3. Students are required to show proof of immunity to the following communicable diseases:
 - a. Proof of one (1) rubella immunization or rubella titer (may be MMR).
 - b. Proof of two (2) rubeola vaccines or rubeola titer (may be MMR).
 - c. Verbal history of chicken pox or varicella zoster titer.Immunization dates may be verified by your family health care provider. Titers may be drawn by family health care provider or done through Health and Wellness Services. Students are responsible for the costs of the titers.
4. Influenza Vaccine: Each fall, students must submit proof of obtaining a yearly influenza vaccine. Flu documentation is due October 31.
5. Hepatitis B Vaccination: The Department of Nursing in collaboration with clinical agencies, requires that nursing students receive the Hepatitis B vaccine. Hepatitis B vaccine may be obtained from your family health care provider or through Health and Wellness Services. The vaccination consists of a series of three injections. Students must begin the injections at least one month prior to beginning clinical; the second injection will follow in one month. The final injection is to be given six months after the first injection. It is not necessary that the series be completed at one location. The Hepatitis B series is available for a fee from Health and Wellness Services. If the series is started with your family health care provider, you can get the other injections from Health and Wellness Services. If for some medical, religious, or philosophical reason the student elects not to receive the vaccine, a letter, stating such, must be signed, dated and submitted by the student prior to clinical practicum. Failure to either receive the vaccine or sign a declination form will result in denial of admission to the major.
6. An updated tetanus (Td) booster vaccination is strongly advised if it has been 10 years since your last tetanus vaccination. There is also a newly licensed tetanus, diphtheria, a cellular pertussis vaccine for adults that is a recommended alternative in light of the recent increase in pertussis (whooping cough). Consult your health care provider or county health department for further information.
7. Students are required to have drug screen, minimum 8-panel, in order to meet the requirements of local clinical agencies.
8. CPR Certification: The Department of Nursing requires all nursing students to be CPR certified prior to entry into clinical practices. The CPR course should be two year certification from the American Heart Association or American Red Cross and **must be** a course for Health Care Providers (not a HeartSaver course). The course must include CPR and choking techniques for infants, children, adults and use of AED. CPR needs to be current throughout your clinical courses. A copy of the CPR certification card must be submitted to the Nursing Department prior to the start of junior year clinicals.

G. SOCIAL MEDIA

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

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

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

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

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

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

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

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

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

Promptly report any identified breach of confidentiality or privacy.

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

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

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

Adopted from: "A Nurse's Guide to the Use of Social Media"
https://www.ncsbn.org/Social_Media.pdf.

H. CRIMINAL BACKGROUND CHECK

All clinical agencies require a criminal background check.

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

DEPARTMENT PROTOCOL

IV. DEPARTMENT PROTOCOL

ACADEMIC and CLINICAL PERFORMANCE POLICIES

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

A. ACADEMIC PERFORMANCE POLICY

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

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

B. CLINICAL PERFORMANCE POLICIES

1. Clinical Probation
 - a. Clinical probation is a mechanism used by faculty to communicate a student's unsatisfactory progress in a clinical course during the semester. Clinical probation is intended to give the student the opportunity to improve clinical performance. Students are placed on clinical probation when they are in danger of failing the course due to: unsatisfactory behaviors demonstrated in the clinical setting related to the course learning outcomes, a pattern of communication/interaction difficulties with others, lack of adequate preparation for clinical experiences, a pattern of verbalization or behavior that denigrates others, disruption of the learning and/or clinical practice of other students or staff, failure to meet other professional performance expectations as identified in the clinical course syllabus or exhibits behavior (e.g. alcohol or illicit drug use) in conflict with the Saint Mary's College Code of Student Conduct or ANA *Code of Ethics*. Students may be placed on clinical probation at any time during the clinical rotation.

- b. A student placed on clinical probation will be informed of the clinical probation status both verbally and in writing. The Probationary Learning Contract form provides the student with a clearly written explanation of the nature of the unsatisfactory performance/behaviors and the instructor's probationary learning contract for improving/changing the performance/behaviors which may include mandatory remediation in the skills lab. It is expected that these recommendations will provide the guidance needed by the student to successfully pass the course and progress in the Nursing Program.
- c. When the student's performance/behavior has improved and/or the unsatisfactory behavior has been changed as determined by the instructor, a notation is made on the Probationary Learning Contract form of the student's improvement. If the student's performance does not improve and the student fails the course that is also documented on the form (see Appendix). A copy of all documentation is provided to the student.
- d. The Probationary Learning Contract form remains in the student's record in the Department of Nursing with other documentation of clinical performance.

2. Conduct in Clinical Setting

It is expected that every student in the Department of Nursing will adhere not only to the Saint Mary's College Code of Student Conduct, but also to the American Nurses' Association *Code of Ethics for Nurses*. The statement of the *Code of Ethics*, included in this handbook (page 15), provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

3. Clinical / Laboratory

The department maintains contractual agreements for student experience with a variety of agencies. Students must meet the expectations of both the department and the agency for appropriate professional conduct and attire. If a student cannot demonstrate ability to deliver safe care at the level required in a course, the instructor has a responsibility to remove the student, so that the safety and welfare of clients are not compromised. [For example, a student arriving in the clinical/laboratory area unprepared for the day or administering medications without knowing why certain drugs are being given would not be administering safe, informed care to his/her client.]

4. Clinical Grievance: In the event of a student's disagreement with a clinical grade, the clinical faculty member should be consulted by the student. Please see the College course grievance policy found in the *College Bulletin* for further direction.

C. ACADEMIC ADVISING

Academic Advising Guidelines

1. At the beginning of sophomore year, intended nursing students will be assigned academic advisors in the Department of Nursing.
2. Students can request access to their advisement records.
3. Students are expected to come to their advising meeting prepared with their academic plan completed.
4. Students are responsible for registering their own courses through Prism including the nursing courses.
5. The student must notify their 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.

D. STUDENT GOVERNANCE

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

CLINICAL POLICY

V. CLINICAL POLICIES

A. CLINICAL EXPERIENCE

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

B. CLINICAL PRE-ASSESSMENT

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

C. ACCOUNTABILITY

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

D. CONFIDENTIALITY

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

E. TRANSPORTATION

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

F. 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 Department of Nursing in collaboration with clinical agencies is as follows:

1. Uniforms, a lab coat, name badge, stethoscope and watch with a second hand are necessary for the clinical.
2. The uniform top is from Landau Uniforms. The color is riveria blue, style no. 8232. You may go on-line to see the style, description and nearest dealer.
3. The white slacks or skirt should be purchased from any uniform shop or retail store. Uniform slacks must be medium weight or heavier, and ankle length. No elastic at cuffs are permitted. Skirts must be of a modest length (knee length or below). Discreet white or

- flesh colored underwear must be worn which is not readily visible through the uniform. No thong underwear is permitted. White hose or socks must be worn at all times.
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 shoe laces are required. No open-toe, no open-heel shoes nor clogs may be worn.
 5. White lab coats are optional when worn with the clinical uniform. They may be required for specific clinical sites. When students are involved in direct patient care, a white undershirt or turtleneck may be worn under the top. No sweaters, sweatshirts or hoodies are permitted.
 6. 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). Facial piercing (nose, tongue, eyebrows, etc.) may not be worn in the clinical area. Fingernails must be neat, clean and trimmed. No artificial nails or nail polish may be worn. Make-up should be simple. Cologne and perfumes may not be worn. Body art must be concealed.
 7. 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.
 8. Students who do not adhere to the uniform policy will be asked to leave the clinical area.
 9. Uniforms *must* be worn for patient preassessment.
 10. Students are not allowed to eat or drink in the patient care areas. No gum chewing is permitted during clinical times.
 11. Uniforms may not be worn to social events outside of clinical setting.
 12. The community health clinical sites are widely varied and may have different requirements and expectations of student dress. The syllabus for NUR414 will outline the specific requirements of each site and/or individual instructions will be discussed with the student's assigned to each clinical site.

G. LIBRARY RESOURCES

The Cushwa-Leighton Library provides Internet access databases CINAHL and EBSCO HOST Research. CINAHL contains citations, abstracts and full text articles in over 1,600 nursing and allied health journals. EBSCO HOST Research offers full text access to over 1,000 journals in the health and behavioral sciences, plus access to the Cochran Databases and International Pharmaceutical Abstracts. CINAHL and EBSCO HOST Research are available from the Cushwa-Leighton Library home page.

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

Ovid Medline database is a premier source for bibliographic and abstract coverage of the biomedical literature. Ovid provides access to over 156 medical and nursing journals full text.

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

sgc002

sgc003

sgc004

sgc005

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

EBSCO HOST Research

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

The user name is sjrmc

The password is: library

STUDENT NURSES' ASSOCIATIONS

A. 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.

B. SIGMA THETA TAU International Honor Society of Nursing

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

The purposes of Sigma Theta Tau International are to:

- √ Recognize superior achievement
- √ Recognize and develop leadership qualities
- √ Foster high professional standards
- √ Encourage creative work
- √ Strengthen commitment to the ideals and purposes of the profession

Students who are in the top 1/3 of their nursing class may be invited to join our chapter, Nu Omicron-At-Large.

C. INDIANA STATE NURSES ASSOCIATION STUDENT AFFILIATE MEMBERS

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

Tangible benefits Student Affiliate Members receive are:

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

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

For further information contact:

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

Tel: 317.299.4575

APPENDIX

STATEMENT OF INFORMED CONSENT

Saint Mary's College Department of Nursing 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 outlines department policies important in developing and maintaining professionalism.

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

Student Name Print: _____

Student Name Signature: _____

Date: _____

STATEMENT OF CONFIDENTIALITY

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

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

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

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

Student Name Print: _____

Student Name Signature: _____

Date: _____

RELEASE OF INFORMATION

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

I. All permanent record information (includes the following as deemed pertinent):

- Transcript of academic record(s)
- Letters of recommendation
- Personal reference forms
- Curriculum plan and courses completed with grades
- Verification of enrollment including high school graduation

II. The above records may be released to:

- Potential employers
- Faculty for academic research
- Graduate schools for application

It is understood that records will be released for the following reasons: 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 to request and obtain information from my employer for purposes of program evaluation.

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

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

PROBATIONARY LEARNING CONTRACT
Phase I

Student _____ Course _____

Semester _____ Date Issued _____

Problem Areas: _____

Supporting Evidence:

Relevant Course Objectives and behaviors:

Plan for progression with time line:

Consequences of non-compliances:

Signature of consenting parties:

Student _____ Date _____

Faculty _____ Date _____

Chair _____ Date _____

PROBATIONARY LEARNING CONTRACT
Phase II

Student _____ Course _____

Semester _____ Date Issued _____

Progress Report: _____

Faculty _____ Date _____

Progress
Report: _____

Faculty _____ Date _____

Progress
Report: _____

Faculty _____ Date _____

OUTCOME REPORT:

Faculty _____ Date _____

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

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

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

Student Name Print: _____

Student Name Signature: _____

Date: _____

**SAINT JOSEPH REGIONAL MEDICAL CENTER
MISHAWAKA, IN**

STUDENT IDENTIFICATION BADGE

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

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

Student Signature: _____ Date: _____

Instructor’s Name: _____ Badge Number: _____

College/University: Saint Mary’s College

SAINT MARY'S COLLEGE
Office of the Registrar
Learning Contract

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

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

Major(s) _____ Minor (s) _____

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

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

2. Choose One:

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

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

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

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

Already registered Will add

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

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

6. Evaluation criteria and procedures:

Approvals:

Student signature _____ **Date:** _____

Faculty supervisor _____ **Date:** _____

Department Chair _____ **Date:** _____

Course approved as: free elective major elective minor elective

Internship Field Supervisor _____ **Date:** _____