

ELMHURST COLLEGE

DEPARTMENT OF NURSING



**STUDENT HANDBOOK
RN Baccalaureate Degree Completion Program
2017-2018**



Elmhurst College
Department of Nursing and Health Sciences
190 Prospect Avenue
Elmhurst, Illinois 60126

Welcome from the Director

Congratulations on being accepted into the nursing major at Elmhurst College. We are so glad you will be joining us! You will enjoy the support of great faculty, classmates and other professional colleagues as you continue your professional journey in nursing.

As a baccalaureate prepared nurse you will have the opportunity to serve others as you impact the health outcomes of patients, families and communities with knowledge and compassion. This path will require hard work, dedication, and application of the liberal arts and science concepts from your prerequisite courses. Your education is preparing you for enhanced roles in a discipline requiring critical thinking, decision-making and leadership skills. You will be prepared to apply knowledge and ethical standards to meet the mission of Elmhurst College in readiness to serve as a socially responsible nurse.

I encourage you to use this handbook to become acquainted with academic and professional policies within the Bachelor of Science nursing program. When policy or procedure changes occur, the handbook will be amended and all students will be notified. It is your responsibility to review the handbook as a way of preparing for academic life and facilitate your successful progression toward graduation.

The transformational process from associate to baccalaureate prepared professional nursing demands and offers so much for you and your future. Take advantage of every opportunity to develop your sense of inquiry about nursing from a different perspective, as you look to lead and change the health care system and community you currently serve. The faculty and I are here to work together with you on this exciting journey towards a new level of professional nursing practice.

Best wishes for a successful and blessed academic year.

Sincerely yours,

A handwritten signature in black ink that reads "Diane Salvador".

Diane Salvador, PhD, RN
Executive Director and Professor
Department of Nursing and Health Sciences

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Handbook Review Policy

The Department of Nursing *Student Handbook for the RN Baccalaureate Degree Completion Program* is published annually in fall. All statements and policies published in the *Handbook* are in effect for the time period published on the cover of the *Handbook*. The Department of Nursing follows the policies printed in the *Elmhurst College E-Book*. Faculty reserve the right to change statements and policies during the year the *Handbook* is in effect, with the provision that students are informed in writing of any changes.

Your signature on this form indicates that you have received the *Student Handbook for the RN Baccalaureate Degree Completion Program* (referred to as the *Student Handbook*) and understand your responsibilities with regard to policies, procedures and core information set forth in the *Student Handbook*, including the following.

- I understand that I am subject to the policies described in the *Student Handbook* and the guidelines for policies, procedures and core information set forth in the document.
- I understand that the *Student Handbook* policies, procedures and core information will be needed while I am enrolled as a student in the undergraduate nursing program at Elmhurst College.
- I understand that these policies and procedures have been approved by the Department of Nursing Faculty Committee and will be the basis for decision making with regard to student matters covered by the *Student Handbook*.
- I understand that the Nursing Faculty at Elmhurst College reserves the right to change any provision or requirement in the *Student Handbook* at any time within my term of attendance.
- I am responsible for being knowledgeable of policies, procedures, and information contained in the *Student Handbook*.
- I am responsible for adhering to the policies and procedures contained in the *Student Handbook*.
- I understand that the *Student Handbook* is available on the Elmhurst College website

Student Signature

Date

Student Name - Printed
Signed Copy to Student File

I. Introduction

Baccalaureate Nursing Options

There are two options for the Baccalaureate degree with a major in Nursing: The traditional Pre-licensure Baccalaureate Nursing and the RN Baccalaureate Degree Completion option. This Student Handbook addresses requirements for the degree completion option.

Mission of the Department of Nursing

In keeping with the mission of Elmhurst College, we are a collaborative learning community that educates baccalaureate and graduate students for professional practice, leadership, and scholarship who contribute to complex health care systems that serve diverse individuals, families and communities

Goals of the Department of Nursing

- Prepare graduates for professional nursing practice in generalist and advanced nursing roles.
- Develop a foundation for graduate and doctoral study in nursing

Philosophy of the Department of Nursing

The Elmhurst College Department of Nursing educates students in baccalaureate and master's degree programs for ethical practice and leadership in professional nursing. To accomplish this, the faculty and students are dedicated to creating an educational environment that focuses on:

- Integrating liberal and professional education;
- Using collaborative and active learning strategies among faculty and students;
- Demonstrating ethical professional nursing practice with diverse populations;
- Providing leadership in healthcare systems that promote safe, quality, and cost-effective patient and family-centered care;
- Engaging in values-driven nursing practice that encompasses altruism, autonomy, human dignity, integrity, social justice; and
- Developing increasingly complex nursing practice competencies

Pre-licensure Baccalaureate Program Outcomes

1. Integrate liberal education and a systems perspective to guide nursing practice.
2. Demonstrate leadership in multidisciplinary systems.
3. Use a scholarly approach for evidence-based practice.
4. Utilize informatics and technology to facilitate safe, quality care delivery.
5. Demonstrate knowledge of policy, finance and regulatory environments as influences on the healthcare system.
6. Demonstrate effective communication in professional practice.
7. Apply clinical prevention and population-level intervention to optimize health status.
8. Adhere to professional values and standards for ethical practice.
9. Apply critical thinking skills in decision making and clinical judgment for optimal care outcomes in generalist nursing practice.

Program Accreditation and Regulation

The baccalaureate degree in nursing program at Elmhurst College is accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>). The program is approved by the Illinois Board of Nursing through the Illinois Department of Financial and Professional Regulation. The Department of Nursing holds membership in the American Association of Colleges of Nursing (AACN) and the National League for Nursing (NLN).

II. Professional Standards and Essential Qualifications

Elmhurst College Standards

The Department of Nursing follows the policies printed in the [Elmhurst College Catalog and E-Book](#). Nursing students are subject to the responsibilities for behavior outlined in the College's Code of Conduct and will be subject to the disciplinary procedures and consequences for violation of its rules, including dismissal from Elmhurst College, as outlined in the [College E-Book](#). Both documents can be found on the Elmhurst College website.

Academic Integrity

Refer to the Elmhurst College [E-book](#)

Code of Conduct

Refer to the Elmhurst College [E-book](#)

Non-Discrimination/Non-Harassment Policy

Refer to the Elmhurst College [E-book](#)

Illinois Nurse Practice Act

Elmhurst College abides by the Rules and Regulations for the operation of schools of nursing as specified by the Illinois Department of Financial and Professional Regulation.

A copy of the Illinois Nurse Practice Act is on file in the Department of Nursing and is available online at the Illinois Department of Financial and Professional Regulation Division of Professional Regulation [website](#).

The Department of Nursing subscribes to the standards set by the Illinois Nurse Practice Act and other published professional nursing standards. Pre-licensure baccalaureate nursing students are accountable for all standards and policies outlined in this Student Handbook. Nursing students who fail to comply with these professional behavioral standards may be subject to dismissal from the nursing program.

Dismissal from the RN Baccalaureate Degree Completion Program for Failure to Meet Professional Standards:

If a student is not able to meet the RN Baccalaureate Degree Completion Program's Professional Standards or Essential Qualifications, the nursing student may be dismissed from the program. A student may be dismissed from the program without an opportunity to

remediate the area of concern if the student's failure to meet the expectations of the Department of Nursing and RN Baccalaureate Degree Completion Program's Professional Standards or Essential Qualifications jeopardizes the safety or wellbeing of the student or others, including another student, faculty member, patient(s), or the clinical agency.

Essential Qualifications for Nursing Students in Elmhurst College in Baccalaureate, Nursing Master's Entry and Master of Science in Nursing Programs:

Adapted with permission from:

University of Washington (2014) Essential behaviors for BSN and ABSN students.

Retrieved from <http://nursing.uw.edu/student-resources/essential-qualifications-bsn-and-absn-students>

Standards of behavior and academic conduct for all Elmhurst college students are set forth in the [Elmhurst College E-Book](#). Students in the Elmhurst College Nursing Programs are also required to satisfactorily engage in diverse, complex and specific experiences essential to the acquisition and practice of nursing at the baccalaureate and master's levels.

Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. These qualifications are essential to successful admission to programs, progression in programs, and graduation from programs. In addition, these functions are necessary to ensure the health and safety of patients, fellow students, faculty and other healthcare providers.

Not all forms of inappropriate behavior that would raise serious questions concerning a student status as a professional nurse can be listed. However, students are expected to display respect, trust, and integrity in the classroom, clinical and social environments. Essential qualifications for the nursing programs at Elmhurst College include, but are not limited to:

Sensory/Observation

- Students must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences.
- Students must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications.
- Students must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds).

Motor Skills

- Students should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings.
 - Examples include, but are not limited to, basic life support, including CPR, and to function in an emergency situation or safely assist in moving patients.

Communication

- Students must communicate effectively and sensitively with other students, faculty, staff, patients, families, and other professionals.
- Students must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback.
- Students must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment.
- Students must be able to communicate effectively in oral and written forms.
- Students must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive

- Students must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of their curriculum.
- Students must be able to quickly read and comprehend extensive written material.
- Students must also be able to evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

Behavioral/Emotional

- Students must possess the emotional health required for the full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, families and populations.
- Students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations.
- Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Students must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy.
- Students must know that their values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
- Students must be able and willing to examine and change their behavior when it interferes with productive individual or team relationships.
- Students must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

Professional Conduct

- Students must possess the ability to reason morally and practice nursing in an ethical manner
- Students must be willing to learn and abide by professional standards of nursing practice.
- Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
- Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents,

adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

Statement of Reasonable Accommodations for Persons with Disabilities

A candidate or nursing student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature of requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation.

Access and Disability Services

Elmhurst College will make reasonable accommodations for students with disabilities based on the presentation of appropriate documentation. If you believe that you have a disability that may impact your work in this program, contact Dr. Corinne Smith, Disabilities Services Coordinator at corinne.smith@elmhurst.edu, 630-617-6448. The Disabilities Services Coordinator's office is in the Learning Center located in the Frick Center Room 229.

III. RN Baccalaureate Degree Completion Curriculum

Curricular Standards

Nursing faculty in the Department of Nursing are committed to using professional nursing standards in the development, implementation, and evaluation of curricula. Professional standards are also used by nursing faculty to promote and evaluate student learning.

In the Baccalaureate Program, these professional standards include

- *The Essentials of Baccalaureate Education* (AACN, 2008)
 - The Essentials of Baccalaureate Education which subsumes the Code of Ethics for Nurses (ANA, 2015)
- *Nursing: Scope and Standards of Practice*, 3rd Edition (ANA, 2015)

The RN Baccalaureate degree completion program provides a Bachelor of Science in Nursing (BSN) degree.

Program Requirements

The nursing major includes prerequisite and required support courses. Eight courses (32 semester hours) must be taken from Elmhurst College.

- The nursing sequence for students admitted before the Fall of 2017 consists of 6 required NRS courses that incorporate didactic and/or clinical practice.
- The nursing sequence for students admitted beginning the Fall of 2017 consists of 8 required NRS courses (34 semester hours) that incorporate didactic and/or clinical practice.

Recommended Curriculum Design

The RN Baccalaureate Degree Completion nursing course of study is taken in a sequential manner. Courses are offered once a year. The recommended curriculum design/course of study appear in [Appendix A](#).

IV. Admission, Progression, Dismissal and Formal Complaint

Admission Policies

The admission requirements for RN Baccalaureate students are established by the Department of Nursing. Admission decisions are made by the Baccalaureate Admission, Progression, and Retention Committee. Review of the candidates is based on published admission requirements. The requirements are found in [Appendix B](#)

Cohorts will be formed when there are sufficient number of fully admitted applicants at a location and a contract has been signed between that institution and Elmhurst College.

Progression

Posting credit for Previous Nursing Coursework

Upon successful completion of NRS 320, credit for 8.0 course units (32 semester hours) will be posted to the student's transcript to reflect completion of equivalent content for NRS 300, NRS 308, NRS 309, NRS 315, NRS 316, NRS 323, NRS 408, NRS 409, and NRS 419 in their pre-licensure nursing program.

Clinical Nursing Courses

To enroll in NRS 411/416 and NRS 412/413, students must achieve a grade of "C" or better in all previous nursing and support courses. In addition, students must continue to meet the requirements related to health and CPR certification.

Academic Advising

The student will be assigned to a Department of Nursing faculty advisor upon admission to the program. It is the responsibility of the student to meet with their advisor to develop their plan of study and monitor their progression in the program. Advisement may include group and/or individual sessions. Each faculty member has a voice mail, email, and mailbox in the Department of Nursing office. Contact information is posted on the Elmhurst College website.

Transfer credit

Refer to the current [Elmhurst College Catalog](#)

Progression

Failure to meet the progression standards will result in dismissal from the Department of Nursing. All of the following are required to progress in the ~~traditional pre-licensure~~ RN Baccalaureate degree completion program:

- Meeting the Essential Qualifications for Nursing Students in Elmhurst College in Baccalaureate Program.
- A minimum **cumulative GPA of 2.75**
- A minimum grade of "C" in all nursing theory and clinical nursing courses (78%)
- An evaluation of pass (P) in all clinical sections of nursing courses

- Resolution of an incomplete grade (I) per Department of Nursing and Elmhurst College policy

Learning Center: Academic Support

Elmhurst College has a network of additional academic support. All students are encouraged to take advantage of these services that are free to all Elmhurst Students. The Learning Center's offerings are described in the [Elmhurst E-Book](#).

Academic Standing

Students are expected to comply with the progression policies. In the event that a student's progression is in jeopardy, the student will receive written notification from the faculty. Notification may be provided by an Academic Progress Report or other written means.

The Admission, Progression, and Retention Committee will review all RN baccalaureate degree completion students each term to determine their academic standing.

Decisions regarding dismissal and readmission are made by the Admission, Progression, and Retention Committee. Students will be notified in writing by the Chair of the Admission, Progression, and Retention Committee of the Committee's decision.

Withdrawal

The student should consult the [Elmhurst College E-Book](#) for policy and procedures for course or college withdrawal.

Leave of Absence

The student should consult the [Elmhurst College E-Book](#) for policy and procedures if considering a leave of absence.

Dismissal

If a student receives a grade of D or F, or withdraws (W) from a clinical or non-clinical nursing course, the student is dismissed from the nursing program. The student should refer to the [Elmhurst College E book](#) for appeal processes/procedures for Elmhurst College students.

Reinstatement following Dismissal

The student who has been dismissed from the Department of Nursing has an opportunity to apply for readmission within one calendar year after dismissal.

The student is required to meet with his/her Department of Nursing Advisor. The student will submit a letter of intent to petition for readmission to the program. The student will submit the necessary information to the Chair of the Baccalaureate Admission, Progression, and Retention (APR) Committee. The student may request to attend the APR Committee meeting to present his/her readmission application. No one other than the student may attend the APR committee meeting when presenting his/her request.

Within 72 hours of the meeting, the chair of the APR committee will inform the student of the APR committee's decision regarding his/her request for readmission. The decision of the APR committee regarding readmission is final and may not be appealed.

The Admission, Progression, and Retention Committee makes readmission decisions based upon (a) the student's clear potential for future academic success in their course work; (b) a consistent record of professionalism, ethical practice, and leadership in the classroom, in the clinical setting, and in interactions with faculty, staff, and peers; (c) the individual student's ability to meet the professional standards for behavior, and the academic standards outlined in this Handbook; and (d) space availability.

If a student is readmitted to the nursing program and receives another grade of D or F, or withdraws from a clinical or non-clinical nursing course, the student is dismissed from the program and does not have the right to petition for re-admission.

Appeal Process

Students are encouraged to discuss grievances concerning grades with the faculty member involved. Students may petition in writing the Executive Director of the Department of Nursing if their grievance is not settled through previous action. Further appeal outside the Department of Nursing using the process for 'Establishing a Claim for Disputed Final Grade Grievance' and is outlined in the [Elmhurst College E-Book](#).

Formal Complaint

A formal complaint is defined as that part of the Establishing a Claim for a Disputed Grade Grievance and Organization of the Board – Undergraduate process, as outlined in the [Elmhurst College E-Book](#).

V. Academic Rules, Policies and Procedures

Student Information

It is the responsibility of the student to have accurate information on file at Elmhurst College and in the Department of Nursing. This includes legal name, mailing address, and phone number.

Class and Clinical Attendance

Students are expected to attend all classes and scheduled clinical experiences. It is a professional expectation that students will notify the faculty (and if appropriate, the clinical site coordinator) prior to any absence. Excused absences will be granted for illness, family emergencies or college-sponsored activities at the discretion of the faculty. Students are expected to contact faculty concerning alternative or make-up schedules. Unexcused absences, persistent absences and/or tardiness may result in failure to meet the objectives, an unsatisfactory course evaluation and/or dismissal from the nursing program. This behavior may be reflected in references for employment or graduate education.

Accidents, Illnesses or Health Changes

The student is required to provide a statement from a health-care provider for the following situations:

- Health changes that require an extended period of time away from clinical or class (such as accidents, illness or any alteration in previous health status such as pregnancy). The documentation must confirm the ability to meet, or offer a request for, a reasonable limitation during the clinical experience. Some health situations may involve a withdrawal or leave of absence.
- Following a temporary health situation, the student is required to provide documentation from their health provider that they may return to the clinical area without restriction.

- The Department of Nursing complies with specific agency policies related to temporary health changes or and holds responsibility for ensuring patient and student safety in the clinical area.

Grading Scale

The faculty in the Department of Nursing adopted a revised grading scale on October 9, 2015. The new scale is effective beginning the 2016-2017 academic year. For the 2017-2018 academic year, the revised grading scale will be in effect for all courses.

Grading Scale The following grading scale applies to all nursing courses

A	=	93-100
B	=	85-92
C	=	78-84
D	=	71-77
F	=	70 or below

A decimal grade of 0.5 or more will be rounded up to the next whole number (77.5 =78). A decimal grade of 0.49 or less will be dropped (77.49 = 77). Course grades will be expressed to the nearest whole number

To receive a passing grade in a clinical course, students must receive a 78% course grade AND a grade of “satisfactory” or “pass” in the clinical portion of the class. Students unable to demonstrate a satisfactory clinical performance and/or an average of 78% in the course will not pass the course. Dependent on the performance of other course work in the didactic section of the course, students earn a grade of “D” or “F”.

Final grades

Faculty grades issued to students are final. Students cannot re-do assignments, re-write papers, re-take examinations, or do extra credit activities in an effort to improve their grades.

The student may dispute a grade by utilizing the process outlined in the [Elmhurst College EBook](#).

Written Assignments

Written papers should follow the writing format of the *Manual of the American Psychological Association* (6th Ed.). Students are accountable for submitting assignments on time. Criteria for submission of assignments, including late assignments, are determined by individual course faculty, and are included in relevant course documents. Students are responsible for notifying faculty when exceptional circumstances pose a barrier to timely submission of assignments.

Course assignments submitted by students will be available for program development, analysis, and evaluation. An additional value of course assignments is for potential educational research. In any use of data, students will remain anonymous and confidentiality will be protected. Individual student work may also be used as exemplars of excellent achievement of course assignments.

Examinations

Students are required to complete all course examinations as scheduled. Faculty must be notified in advance if the student will miss or be late to an exam. Missed exams are at the discretion of the faculty and must be taken as close to the original date missed. Faculty reserve the right to administer an alternative exam form. It is the student's responsibility to reschedule the exam at the convenience of the faculty. Failure to do so will result in a grade of 0 (zero).

Test Administration Policy

1. The duration of the testing period is established prior to the exam, with a defined start and stop time. If the student arrives late, the student still must complete the exam by the announced ending time.
2. Latecomers can expect to sit in alternative seating arrangements designated by faculty.
3. If a student is given an excused absence for an exam, he/she may be given an alternative test.
4. All cell phones and digital devices are to be OFF and placed in a purse or backpack.
5. All purses/backpacks are to be placed away from the desks.
6. No questions during the exam about exam content will be allowed.
7. Students may write concerns about a question in a manner decided by course faculty.

Confidentiality

The RN Baccalaureate Degree Completion Program policies and procedures regarding patient confidentiality reflect the core concepts and requirements of the Health Insurance Portability and Accountability Act (HIPAA). Standards of nursing practice require that all information about a patient acquired by a student must be held in strictest confidence. Only that information pertinent to a patient's treatment and welfare is disclosed, and then only to agency staff or faculty members directly concerned with the patient's care. Patient information is not to be discussed outside of the clinical agency unless a faculty member is present, the setting is confidential and the purpose educational. Any documents which include patient identifiers may not be removed from the clinical site. Patient confidentiality is of such importance that students may be asked to sign a confidentiality agreement in a clinical setting. In addition to patient confidentiality, confidential data related to clinical outcomes in the institution where the student completes clinical courses is treated with the same level of privacy and may not be removed from the clinical area.

Class and seminar discussions where clinical information is shared are also considered privileged. Respect for confidentiality related to these discussions is another requirement of professional behavior.

Any student who fails to comply with confidentiality guidelines related to clients or institutions will be reviewed by the Admission, Progression, and Retention Committee for possible dismissal.

The RN Baccalaureate Degree Completion Program's policies and procedures also reflect the core concepts and requirements of Family Education Rights and Privacy Act (FERPA) as stated in the [Elmhurst College E book](#)

Photography and Electronic Recording Devices

Students may not photograph or record classes without specific permission of the faculty.

Appearance/Dress Code

Students enrolled in the RN Baccalaureate Degree Completion Program must adhere to appearance guidelines whenever participating in activities or completing assignments which requires interactions with clients/patients, clinical agencies, and other service providers. The Nursing faculty reserve the right to ensure student compliance with the Appearance/Dress Code and to bar from participation any student judged to be noncompliant with this code. Appearance/ Dress Code is found in [Appendix C](#).

Student Expectations and Improvement Policy (SEIP)

The Student Expectations and Improvement Plan form ([Appendix D](#)) will be used to document student behaviors which are not in compliance with any of the Essential Qualifications or Pre-licensure Baccalaureate Program Standards. If a faculty member determines that a student is not adhering to these expected behaviors, the following will occur:

- The faculty member will notify the student of the performance issue.
- The student will be informed that subsequent behavior or skill needs to be corrected.
- If behavior related to a patient or student safety issue, the Program Director will also be notified
- If the student does not correct the behavior or skill set identified in the verbal or written warning, or if the same behavior or skill set issue is identified by another faculty, an improvement plan will be developed.
- The Student Expectations and Improvement Plan form will be completed by the faculty who identified the issue for the student. The form to be completed is found in [Appendix D](#). A signed copy of the completed form will be issued to the student and placed in the student's academic advisement file.
- If the student fails to achieve the expectation of the improvement plan, the student will be informed and further action will be taken by the faculty member and Admission, Progression, and Retention_Program Committee, in collaboration with the Director of the Pre-licensure Baccalaureate Nursing Program.
- The Admission, Progression, and Retention Committee will make a determination regarding the student's retention and progression, up to and including dismissal from the Pre-licensure Baccalaureate Program.

VI. COMMUNICATION

Email

Students are expected to demonstrate professional communication at all times. The student's Elmhurst College email account is the official means for electronic communication. Students are expected to communicate via this account and are expected to check their email on a regular basis. Use of text as a form of communication is at the discretion of the faculty and preceptor.

Electronic Learning Platform

Materials relevant to courses will be posted on the Blackboard. Students are responsible for monitoring Blackboard regularly to keep informed of course postings.

Social Media Policy

The faculty in the Department of Nursing have identified the importance of a clear policy of Social Media for nursing students. This policy is found in [Appendix E](#).

Inclement Weather Policy

In the event of cancelled classes due to inclement weather, information will be available at Elmhurst College website or EC Emergency Closings at 630-617-3777. If a student is unable to attend or will be late due to inclement weather, faculty, and preceptor (if it is a clinical day), must be notified prior to the beginning of the scheduled clinical experience. Personal safety is priority in decision making.

VII. Health and Clinical Requirements

Preparation for Clinical Experience

The Department of Nursing is committed to fostering a safe learning environment for our students and protecting the health and well-being of others including students, faculty, patients, families and health care staff. Clinical agencies require verification that the student has met all health and pre-clinical screening requirements. These requirements include a satisfactory drug screen, criminal background check, and health screening and immunizations as defined by the Elmhurst College Department of Nursing and Health Sciences and clinical agencies.

The student is required to submit documentation of compliance with clinical requirements prior to the start of clinical experiences, by the specified deadline. The process and materials for documentation will be distributed by the Elmhurst College Department of Nursing following admission to the program. Students will be informed and required to comply if clinical agencies announce additional expectations following initial documentation.

It is an expectation that all Elmhurst College nursing students remain compliant and current in respect to health, safety, professional and legal expectations. If an Elmhurst College nursing student incurs any violation of a local, state or federal law or regulation, the student must report the matter to the Executive Director of the Department of Nursing prior to the next nursing class or clinical day. The Executive Director of the Department of Nursing will review and act at her/his discretion in accordance with the Department of Nursing, Elmhurst College and/or professional standards.

Dress Code and Professional Appearance in Clinical Settings (see [Appendix C](#))

Students must comply with the student uniform in clinical and simulation experiences. Students must wear closed toe shoes that meet the OSHA requirements. Students are always expected to demonstrate professionalism with a neat, well-groomed appearance and to wear their Elmhurst I.D. Students who do not comply will be asked to leave the clinical/simulation area.

Clinical Performance Evaluations

Students receive an evaluation of their clinical performance by their faculty at midpoint and end of each clinical nursing course. At the close of each clinical experience the student and faculty will review the student's clinical experience. The student is expected to identify their own strengths and areas of improvement. Faculty are responsible for the determination of the student's final grade.

Clinical experiences are graded as follows:

S = Meets the clinical objective at a satisfactory level

U = Does not meet the clinical objective

A student who receives a U in any objective has not shown satisfactory clinical performance and will not pass the course. The following are examples of behaviors which may constitute an unsatisfactory clinical performance:

- Demonstrates unsafe clinical performance
- Unable to practice without continuous specific supervision
- Falsifies clinical hours
- Fails to submit required clinical logs and assignments
- Lacks insight and/or adaptability related to own verbal/ nonverbal behavior
- Violation of Department of Nursing and/or Pre-licensure Baccalaureate Nursing Program's Essential Standards

A copy of each clinical evaluation will be placed in the student's file. Clinical evaluations of the student will be shared with subsequent clinical faculty. Students may request a copy of their evaluations.

Health Requirements for Clinical Practice

The Department of Nursing updates immunization requirements as indicated by the Center for Disease Control (CDC) and our affiliating agencies. The student will be informed of any changes during their program.

The student must be in compliance with all health requirements for the entirety of their academic experience. The student must have adequate physical and mental health to participate in clinical. Whenever a student requires health accommodations, a letter from the student's healthcare provider will be required in order to assure that the student can participate in clinical without limitations. A statement from the provider is required when the student is returning from a medical absence or leave

The health requirements must be met by students prior to the beginning of the first clinical course. Students will be given the appropriate forms to complete. All of these services and tests can be obtained through Student Health Services. Students unable to complete these requirements will not be allowed to continue in the nursing program. Health requirements appear in [Appendix F](#), a checklist of health and clinical requirements appears in [Appendix G](#).

The student who has an international background may be required to complete additional testing in order to meet health requirements.

Clinical Policies

Students must meet all requirements set by the clinical agencies. During the clinical nursing sequence, the student must assume financial responsibility for the health requirements and immunizations, uniform, clinical and laboratory equipment, CPR certification, health insurance, criminal background checks, drug screenings, and transportation to and from clinical agencies.

Health Insurance

The student must have documentation of a current private health insurance plan (copy of both sides of the health insurance card). If health insurance information changes at any time, the student must submit a new insurance card to the office within two weeks of the change. **The student is responsible for fees associated with the provision of health care that may arise during academic courses or clinical experiences.**

CPR Certification

Students are required to provide documentation of current certification in CPR for adults and children prior to the beginning of the first clinical course. Certification must be maintained throughout clinical courses. The approved CPR course is that offered by the American Heart Association/CPR for the Healthcare Provider.

Policy on Drug Screen and Criminal Background Check

The Department of Nursing is a drug-free environment. A positive drug screening result is considered evidence of an actual or potential inability to practice nursing with reasonable skill and safety. Students with a positive drug screening result will not be allowed in the clinical setting while being investigated. Positive drug screening results will be evaluated by the Admission, Progression, and Retention Committee may result in disciplinary action, up to and including dismissal.

If a conviction report is received on the criminal background check, the student's continued progression in the nursing program will be evaluated by the Admission, Progression, and Retention Committee. Permission to remain in the program will be based on the following criteria:

- a) Severity of the offence
- b) Recency of the offence
- c) Relevance to the position as a direct caregiver
 1. sexual abuse,
 2. substance abuse or sales,
 3. violence against a person,
 4. abuse of a child or older person, and/or other.

Liability Insurance

At Elmhurst College, students in the clinical nursing sequence are covered by professional liability insurance through Elmhurst College. This liability insurance is required. The College will purchase such insurance for all licensed students in clinical courses, and the student will be billed by the Office of Student Accounts. The exact cost will be determined by the business office once the premium has been charged to the College. The cost may appear on the tuition bill or as an additional charge if the tuition bill has been sent before the cost is known. The insurance covers students during Elmhurst College clinical hours only. It does not cover work at a healthcare facility after scheduled clinical hours.

Clinical Transportation

The student is responsible for their own transportation to clinical facilities. The *Nursing Student Information & Statement of Understanding Domestic Curricular Travel* form is found in [Appendix H](#).

Latex Policy

While it is not possible to maintain a latex free environment, vinyl gloves will be provided in the campus lab and clinical areas to decrease exposure to natural rubber latex. Any student who believes latex sensitivity may be a problem will be asked to complete appropriate testing at the student's expense. Documentation of the student's sensitivity status will be entered on the student's health record at that time.

Injury and Accidental Exposure in Clinical Experiences

Any injury that occurs within the clinical area requiring medical attention requires documentation on the Department of Nursing Reportable Event Form by the clinical faculty member and is submitted to the Executive Department of Nursing director. This form is found in [Appendix I](#)

In the event that a student is exposed to a blood-borne or other infectious agent, the student is required to report the exposure to the nursing faculty member immediately and comply with the clinical agency's policies and procedures for exposure to blood-borne or other infectious agents. A report of the exposure will also be made to the Executive Director of the Department of Nursing.

VIII. Student Resources and Opportunities

Information Literacy

Basic computer literacy (MS WORD, email, and the use of the Internet) is a program requirement. Tutorials to support computer literacy are available on the Elmhurst College A.C. Buehler Library website. In addition, the library has a variety of electronic resources available to students. The liaison librarian will participate in several core courses to assist in the further development of informatics competencies for the RN Degree Completion students.

Learning Center

Each student must demonstrate competence in oral and written communication, and test taking. For students having difficulty meeting course objective related to deficiencies in these areas, they may be referred to the on-campus Learning Center.

Department of Nursing Opportunities:

Faculty Committee Representation

Students from the RN Degree Completion Program are elected annually to serve on the Department of Nursing Faculty Committee, which meets monthly during the academic year. Student representatives are asked to present issues and concerns from their peers as well as transmit information from the meetings to the members of their class. Student participation in this committee is valued by the faculty.

Student Organizations

Refer to Elmhurst College *E-Book* for the variety of student clubs and organizations on campus. The Department of Nursing has a nursing specific organization for the RN Degree Completion students

- Sigma Theta Tau – Zeta Beta Chapter

This is the international nursing honor society Zeta Beta chapter of Sigma Theta Tau, the international honor society for nursing, is located at Elmhurst College. Outstanding graduate and undergraduate students are elected by faculty to participate in this honor society. Election is based on academic achievement as well as potential for leadership and scholarship in nursing.

APPENDIX A – Curriculum map/course of study
RN Degree Completion Program
Students starting the nursing courses in Fall 2016

Term	First Year:	Second Year:	Third Year:
Fall	<p>NRS 320 Concepts of Professional Nursing Practice (<i>Oral communication tag</i>)</p> <p>NRS 420 Evidence-based Practice and Informatics (<i>Information Literacy tag</i>)</p>	<p>NRS 412 Synthesis: Community & Public Health Nursing (<i>Social and Political Analysis AoK/Social Responsibility tag</i>)</p> <p>PHL 316 Ethical Aspects of Health Care) <i>Inquiry into Ethics and Justice AoK</i></p>	
J-Term			
Spring	BIO 449) Pathophysiology	NRS 411(1.25) Synthesis: Professional Nursing Practice in Complex Systems (<i>Writing at 300/400 level</i>)	

	NRS 403 Leadership and Management in Healthcare Organizations	NRS 421 Policy, Finance and Management Aspects of Clinical Nursing	
	4 Courses	4 Courses	
Summer			

NOTE: The following ECIC Requirements are NOT met by nursing prerequisites, nursing support courses, or nursing courses and **must be met to graduate:**

AOK: Religious Studies _____ Historical Analysis _____ Literature _____ Fine Arts _____	Proficiencies: Computer _____ Health Assessment _____	Values: Intercultural Global Engagement _____ Intercultural Domestic Engagement _____
---	---	---

Prerequisites: ENG 105 Composition I * _____ ENG 106 Composition II _____ BIO 107 Human A&P I _____ BIO 108 Human A & P II _____ BIO 221 Microbiology _____ CHM 101 General Chemistry _____ PSY 210 Introduction to Psychological Science _____ PSY315 Lifespan Development (or 317, 319) * _____	Required support courses: BIO 449 Pathophysiology <u>X</u> <u>Provided on-site</u> MTH 345 Elementary Statistics _____ Mathematics * _____
---	---

*CLEP option available

**Curriculum map/course of study
RN Degree Completion Program
Students starting the nursing courses in Fall 2017**

Term	First Year:	Second Year:
Fall	NRS 320 Concepts of Professional Nursing Practice (<i>Oral Communication tag</i>) NRS 420 Evidence- based Practice and Informatics (<i>Information Literacy tag</i>)	NRS 413 (1.25 credit) Synthesis: Community & Public Health Nursing (<i>Social and Political Analysis AoK; Intercultural Global and Domestic Engagement tags</i>) NRS 415 Ethical and Legal Dimensions of Professional Nursing Practice (<i>Inquiry into Ethics and Justice AoK</i>)
J-Term		
Spring	NRS 323 Pathophysiology – Pharmacology for RNs NRS 406 Leadership and Management in Healthcare Organizations for RNs	NRS 416 (1.25 credits) Synthesis: Professional Nursing Practice in Complex Systems (<i>Writing at 300/400 level</i>) NRS 421 Policy, Finance and Management Aspects of Clinical Nursing (<i>Social Responsibility tag</i>)

	4 Courses/4 credits		4 Courses/4.5 credits	
Summer				

NOTE: The following ECIC Requirements are NOT met by nursing prerequisites, nursing support courses, or nursing courses and must be met to graduate:

AOK: Religious Studies _____ Historical Analysis _____ Literature _____ Fine Arts _____ Physical Science _____	Proficiencies: Computer _____	
---	--------------------------------------	--

Prerequisites: ENG 105 Composition I * _____ ENG 106 Composition II _____ BIO 107 Human A&P I _____ BIO 108 Human A & P II _____ BIO 221 Microbiology _____ PSY 210 Introduction to Psychological Science _____ PSY315 Lifespan Development (or 317, 319) * _____	Required support courses: MTH 345 Elementary Statistics _____ Mathematics * _____
--	---

*CLEP option available

APPENDIX B - Admission requirements

Elmhurst College
Department of Nursing
Admission Requirements for Registered Nurses

The RN/BS student must meet the following criteria for admission to the nursing program:

- Official transcripts from all undergraduate institutions attended.
- A minimum of 12 course units (48 hours) completed, including a minimum of three areas of knowledge, with a transfer GPA of 2.75 or above. Students may submit as many as 16 course credits (64 semester hours) of transfer credits.
- A current, unencumbered license as a registered professional nurse in the State of Illinois.
- Completion of a course equivalent to: ENG 105 Composition I, PSY 210 General Psychology, PSY 315 Lifespan Development, BIO 107 and BIO 108 Human Anatomy and Physiology I and II, and BIO 221 Microbiology. All course must

have a grade of C or better. These courses must be recognized by Elmhurst College for transfer credit.

APPENDIX C Appearance/Dress Code

General Clinical Requirements:

Students will conform to appearance and dress code policies established by Elmhurst College RN Degree Completion Program as well as the facility in which they have clinical practicum.

- The student ID badge is to have the first and last names only.
- Business casual will consist of tailored pants with tailored shirt/blouse as stated in the course syllabus.
- No jeans, yoga pants, casual pants/slacks are acceptable.
- At no time during a practicum should the student display any insignia of another institution (e.g. nametag or institution patch on a lab coat). No students should wear an Elmhurst College/Department of Nursing ID badge or uniform when not in an assigned student practicum experience
- Closed toes shoes and hosiery/socks are required.

Students are expected to be well groomed and in neat, clean attire at all times

- Clothes should fit properly so as to be professional and appropriate.
- Jewelry should be limited to a wedding band; one stud earring per ear
- Visible tattoos are to be covered.

- No perfumes; neutral scents only
 - Hair color and style should reflect a professional appearance. Long hair should be off the collar and facial hair should be neatly trimmed.
 - Fingernails should be short, no nail polish permitted. Acrylic nails are prohibited
- **General Classroom Requirements**
 Student classroom attire should be the type and fit of clothing which respects the community of peers, faculty and guest speakers. The specific classroom dress code is at the discretion of the individual faculty in creating a professional environment.

APPENDIX D Student Expectations and Improvement Plan

Elmhurst College Student Expectations and Improvement Plan

(Adapted with permission from University of San Diego Hahn School of Nursing)

Student: _____

Faculty: _____

Date: _____

Beginning Date of Plan: _____ **Ending Date of Plan:** _____

Nature of the problem:

_____ Removal from clinical area by Agency

_____ Disrespectful or unprofessional classroom or clinical behaviors as reflected in the *Professional Behaviors (Student Policies/ Student Handbook)*

- _____ Deficiencies in *Professional Nursing Standards (Student Policies/ Student Handbook)*
- _____ Unprepared for clinical (e.g., lack of preparation, dress code violations, etc.)
- _____ Unsafe clinical practice (e.g., medication errors, inability to perform skills, practice outside scope as a nurse or a student, patient safety violations, etc.)
- _____ Inability to communicate effectively or appropriately with patients/clients, families, or staff
- _____ Repeated Absenteeism (Class/Clinical)
- _____ Repeated Tardiness (Class/Clinical)
- _____ Repeated deficiencies in written work (class/clinical)
- _____ Lack of follow up or completion of remediation plan
- _____ Other: (please identify)

Expanded description of the problem(s):

Requirements for overcoming the problem(s): What must student do (e.g., skills lab remediation, writing skills development, cease and desist tardiness/absenteeism/unprofessional/etc. activities, etc.)

Students Comments:

Signatures: By signing below, you are stating that you understand the nature of the problem or behavior and agree with the remediation to correct this problem

Student _____ **Date** _____

Faculty _____ **Date** _____

Lead Faculty Coordinator _____ **Date** _____

Faculty notes on progress: When an Improvement Plan is instituted, the student and faculty should meet again as needed to evaluate progress. Record faculty notes regarding meetings below:

Outcome of Improvement Plan: (e.g., satisfactory completion of Plan, continuation of Plan and why; initiation of new Plan and why; unsatisfactory completion of Plan and why, with referral to **appropriate office/committee**).

APPENDIX E Social Media Policy

(Adapted with permission of Purdue University School of Nursing)

Purpose:

The Department of Nursing supports the use of social media to reach audiences important to the College such as students, prospective students, faculty, and staff. The participation on social media sites is guided by policy. This policy applies to nursing students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

General Information:

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and Facebook.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media

often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional and university reputations.

As students you will want to represent the college in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

Policy:

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and the university. For guidance, visit the site or seek consultation through the Department of Nursing.
- Do not use marks, such as logos and graphics, on personal social media sites. Do not use name to promote a product, cause or political party or candidate.
- Use of the logos and graphics for college sanctioned events must be approved (posters, fliers, postings) by administration.
- It is expected that during clinical use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (PDAs, notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of other patient/client and of the facility.
- Be aware of your association with online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point you should neither claim nor imply you are speaking on the college behalf unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, others' privacy and confidential information.

Procedures/Considerations:

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a student through postings and personal web pages, you are connected to your colleagues, clinical agencies and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable college privacy and confidential policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches of job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences:

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.)

APPENDIX F Health Requirements

Students must have adequate physical and mental health to participate in clinical. At the discretion of the Department of Nursing Director, before a student can participate in clinical, documentation from a healthcare provider approved by the Director of the Department of Nursing may be required for assurance the student can participate in clinical without restrictions. Additionally, it is the student's responsibility to inform clinical faculty of any change in health status during a clinical course.

The following requirements must be met by all students prior to the beginning of the first clinical course. Students will be given the appropriate forms to complete. All of these services and tests can be obtained through Student Health Services. Students unable to complete these requirements will not be allowed to continue in the undergraduate nursing program. (See [Appendix G](#) for Checklist)

1. Health Record including immunization dates on file in Student Health Services.
2. Hepatitis B Vaccination (3 doses)
 - 1st Dose – Now
 - 2nd Dose – 1 month
 - 3rd Dose – 6 months
3. Hepatitis B Surface Antibody (anti-HBs) results, 1-2 months after series is completed.
 - If anti-HBs is at least 10 mIU/mL (positive), the person is immune. No further serologic testing or vaccination is recommended.
 - If anti-HBs is less than 10 mIU/mL (negative), the person is unprotected from hepatitis B virus (HBV) infection and must be revaccinate with a 3-dose series. Retest anti-HBs 1–2 months after dose #3.
4. Immunity Titers documenting immunity for measles, mumps, rubella and varicella zoster (measles IgG, mumps IgG, rubella IgG, and varicella zoster IgG). Students who do not test positive for antibodies for any of these diseases are required to obtain a booster vaccination for that disease. No re-titer will be necessary
5. Tetanus/Diphtheria (Tdap) booster vaccination within the past 10 years.
6. Negative TB test (Mantoux 2 step), results (or chest x-ray for positive responders). The TB test must be repeated annually. 1 step is acceptable after the first year.

OR

1 step is acceptable when the student can provide documentation of history of negative annual results for the previous three years.
7. Annual flu vaccine, on the schedule required by clinical agency (usually September 4th thru October 24th)
8. Additional health requirements that are specified by a clinical agency where the student will be completing clinical.

APPENDIX G Checklist of health and clinical requirements

ELMHURST COLLEGE

Department of Nursing

This form is a guideline only to be used as a checklist.

Submit to Nursing Department, Memorial Hall (Room 105) by August 1st

Vaccinations and Laboratory Tests Needed:

- _____ Health Record including immunization dates from Student Health Services
- _____ **Flu Vaccine** (anytime from September 1st thru October 1st)
- _____ **Hepatitis B (Recombinant Adult) three dose series vaccination dates**
1. _____ 2. _____ 3. _____
- _____ **Anti Hepatitis B Surface Antibody (Quantitative) Titer** (at least 1-2 months after Hep B Series is completed)
- _____ **Immunity Titers (measles IgG, mumps IgG, and rubella IgG, varicella zoster IgG)**
- _____ **Tetanus/Diphtheria/Pertussis (Tdap) booster** must be within the last 10 years
- _____ **Tuberculin Skin Test (PPD)**
Two step TB's) #1 _____ #2 _____
(TB tests placed 1-3 weeks apart and read within 48-72 hours after each TB test)
- _____ **OR**
TB test (within past yr) _____ AND documentation of one negative results for past 1 year.
- _____ **Urine Drug Screen (10-panel): Panel (Amphetamines, Barbiturate, Benzodiazepine, Cocaine, Ecstasy, Marijuana, Methadone, Opiates, Oxycodone Phencyclidine (PCP), Propoxyphene**
- _____ **Flu vaccine – anytime from September 4th thru October 26th**

Other Clinical Requirements:

- _____ **Copy of current CPR**
American Heart Association/CPR for the Healthcare Provider
- _____ **Copy of current Medical Insurance Card.**
- _____ **OSHA Training for Transmission of Blood Borne Pathogens and Other Infectious Agents**
- _____ **Criminal Background Check**

THE WELLNESS CENTER FEES (630-617-3565) Method of Payment: Cash, check, credit card or student account.

Department of Nursing

Phone: 630-617-3345

FAX: 630-617-3237



**APPENDIX H Domestic Travel
NURSING STUDENT INFORMATION &
STATEMENT OF UNDERSTANDING
DOMESTIC CURRICULAR TRAVEL**

Student Name _____ Travel Location: Various clinical agencies

Reason for Travel: Clinical component of a nursing course

STUDENT DATA

Home Address

City _____ State _____ Zip _____ Phone

Date of Birth ____/____/____

Emergency

Contact _____ Relationship

Emergency Phone # _____ (day) _____ (evening)

If my emergency contact cannot be contacted, I authorize Elmhurst College to take such emergency action as deemed necessary.

GENERAL RELEASE

I acknowledge that I am voluntarily participating and am aware of the conditions and responsibilities of the above mentioned activity/event. I recognize and acknowledge that there are certain risks of physical injury and I agree to assume that full risk of any injuries, including death, damage or loss which I may sustain as a result of participation in such activity/event. I hereby waive, release and relinquish any and all rights, claims, demands, causes of action, present or future, whether known, unknown, anticipated or unanticipated I may have against Elmhurst College, its employees, agents, trustees, and officers arising from my participation in the activity/event. I further agree to indemnify and hold harmless and defend Elmhurst College and its officers, agents, trustees, and employees from any and all claims resulting from injuries, including death, damages, and losses sustained by me and arising out of, in connection with, or in any way associated with the activities of the activity/event that are beyond the control of the College, its agents or employees.

HEALTH INSURANCE INFORMATION

I have sufficient health, accident, disability and hospitalization insurance to cover me during my activities; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that Elmhurst College does not have an obligation to provide me with such insurance. I acknowledge that all costs resulting from injury will be borne by me and my family and not the College or clinical agency.

Name of Insurance Carrier

Insurance Policy # _____ Carrier Phone # _____

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of any form of student involvement requires a standard of professional decorum. Therefore, I indicate my willingness to understand and adhere to values of Elmhurst College, to conduct myself with *integrity, fairness, respect, and responsibility*, and adhere to the expectations conveyed in the E-Book Student Handbook and the Student Handbook for the Master of Science in Nursing Program. I agree that should any College official, professor, employee of the clinical agency, or other students participating in the event/activity deem my conduct inappropriate, my future participation in off campus events/activities is jeopardized and I will immediately cease my involvement with the said activity and be returned to campus at my own expense.

UNDERSTANDING

I certify that the above information is correct and that I agree to comply with these policies in all current and future nursing courses in which I am enrolled.

(Student Signature)

Signed Copy to Student File

_____/_____/_____
(Date)



APPENDIX I: Reportable Event Form Elmhurst College Department of Nursing

Instructor Name: _____

Date: _____ Course number: _____ Time of Reportable Event: _____

Place of Reportable Event: _____

Reportable Event: Who was involved? Place an X by as many individuals or groups indicated)

Student(s)	_____
Faculty	_____
Healthcare Staff	_____
Patient(s)	_____
Other (identify by role)	_____

If Exposure to Blood borne products, were Agency and DCN policies followed?

Yes _____ No _____

Explain: _____

If an error occurred in nursing care (med error, treatment error, patient fall, etc), were the Agency policies followed?

Yes _____ No _____ Comment _____

Explain: _____

Briefly described the nature of the Reportable Event:

If yes to either question above, how could this event have been prevented?

Check these following contacts as applies to this event:

Met with student(s) (identify by name) _____
Notified Course Director (identify by name) _____
Notified Program Director _____
Notified Student(s) of Referral _____
Other: (identify) _____

Instructor Summary of Reportable Event:
.

Instructor Name: _____ Date _____ Time _____

*Examples of Reportable Events include, but are not exclusive to, medication errors, student illness or fainting / impairment / injury / allergic response or professional concerns.

*PLEASE RETURN COMPLETED REPORTABLE EVENT FORM IN A SEALED CONFIDENTIAL ENVELOPE TO:
Program Director: RN-BSN Baccalaureate Degree Completion Nursing Program*