Welcome from the Director

Congratulations on being accepted into the nursing major at Elmhurst College. The faculty and I are so glad you will be joining us. You will find a very supportive and collegial environment as you learn, grow and prepare to join us in the profession of nursing!

As a nurse you will have the opportunity to use your knowledge and compassion as you serve others. By serving in your role of professional nurse, you will have the ability to impact the health of patients, families and communities. The path to professional nurse will require hard work, dedication, and application of the concepts from the liberal arts and science studies you have just completed. Your education is preparing you to be a leader in the health care arena, and a partner with other health care professions in providing care and improving health. 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 program. The handbook will give you information on our student organizations, academic support and international experiences. 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 to professional nursing demands and offers so much for you and your future. Take advantage of every opportunity to develop your sense of inquiry about the profession and the health care system you will soon enter. The faculty and I are here to work together with you on this exciting journey towards professional nursing practice.

Best wishes for a successful and blessed academic year.

Sincerely yours,

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

Baccalaureate Nursing Options
There are two options for Baccalaureate Nursing: The traditional Pre-licensure Baccalaureate Nursing and the RN-BS option. This Student Handbook is for the traditional Pre-licensure Baccalaureate Nursing students who matriculate into Elmhurst College as either freshman with a pre-nursing major, or transfer students who apply for admission after pre-requisite courses have been met.

Mission of the Department of Nursing and Health Sciences
The Department of Nursing and Health Sciences prepares nurses for professional practice and leadership to meet the needs of a diverse society.

Goals of the Department of Nursing and Health Sciences
• 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 and Health Sciences
The Elmhurst College Department of Nursing and Health Sciences 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 program in nursing at Elmhurst College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791 (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.

II. Professional Standards and Essential Qualifications

Elmhurst College Standards
The Department of Nursing and Health Sciences follows the policies printed in the Elmhurst College Catalog and Elmhurst College Handbook. 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 Elmhurst College Handbook.

Academic Integrity
Refer to the Elmhurst College Handbook

Code of Conduct
Refer to the Elmhurst College Handbook

Non-Discrimination/Non-Harassment Policy
Refer to the Elmhurst College Handbook

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 Health Sciences and is available online at the Illinois Department of Financial and Professional Regulation Division of Professional Regulation website.

The Department of Nursing and Health Sciences 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 Pre-licensure Baccalaureate Program for Failure to Meet Professional Standards:
If a student is not able to meet the Pre-licensure Baccalaureate 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 Health Sciences and Pre-licensure Baccalaureate 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:

Standards of behavior and academic conduct for all Elmhurst college students are set forth in the *Elmhurst College Handbook*. 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.

Learning Center: Academic Support
The Learning Center offers services to support the academic performance of all Elmhurst College students. Sessions are structured to promote principles of self-regulated learning and academic management. Areas of peer tutoring include math, statistics, writing, biology, kinesiology, psychology, and political science. Additionally, assistance with special test preparation (e.g., ACT, SAT, GRE, and TAP), academic reading/study strategies, and academic coaching is available.

For more information, contact Emmi McAdams, Tutoring Coordinator, at emmim@elmhurst.edu, 630-617-5376, or Susan Roach, Learning Center Director, at susan.roach@elmhurst.edu, 630-617-3155. The Learning Center is located on the main floor of the A.C. Buehler Library.

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 course, contact Linda Harrell, ADS Coordinator, at disability.services@elmhurst.edu or 630-617-6448. The ADS office is located on the main floor of the A.C. Buehler Library. Classroom accommodations must be renewed each term.

III. Pre-licensure Baccalaureate Curriculum
Curricular Standards
Nursing faculty in the Department of Nursing and Health Sciences 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 Pre-licensure Baccalaureate Program, these professional standards include The Essentials of Baccalaureate Education (AACN, 2008); the Code of Ethics for Nurses (ANA, 2015) and Nursing: Scope and Standards of Practice, 2nd Edition (ANA, 2015). The pre-licensure program provides a Bachelor of Science degree with a major in Nursing.

Program Requirements
The nursing sequence consists of 17 required NRS courses for a total 59 semester hours that incorporate didactic and clinical practice.

Recommended Curriculum Design
The Pre-licensure Baccalaureate nursing course of study is taken in a sequential manner. Courses are offered once a year. The recommended curriculum designs/courses of study appear in Appendix A.
Elective Courses
A variety of elective courses are available to meet the needs and interests of nursing majors. Nursing majors are encouraged to elect courses in other divisions of the College or to complete a second major or minor in a related or complementary field.

IV. Admission, Progression and Appeal Policies

Admission Policies
The admission requirements for pre-licensure baccalaureate students are established by the Department of Nursing and Health Sciences. Admission to Elmhurst College does not guarantee admission to the nursing program. 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. Admission to the upper division nursing program is competitive.

Students may enter the nursing program as freshman admissions or transfer students.

- Students admitted to Elmhurst College as first-year students, i.e. freshmen, are automatically admitted to the nursing program if they meet all admission criteria.
- Transfer students apply separately to the nursing program.

Pre-Nursing Majors: Candidates interested in nursing are admitted to Elmhurst College as pre-nursing majors. Acceptance into the Department of Nursing and Health Sciences as a nursing major is based on successful achievement of prerequisites. A complete listing of the prerequisites is found in Appendix B. Enrollment in classes is on a space-available basis.

Transfer Students: Transfer students must meet the same admission requirements for the nursing major (see above and Appendix B).

Department of Nursing and Health Sciences Advising
Freshmen pre-nursing students will be assigned to a Department of Nursing and Health Sciences faculty advisor at the start of the sophomore year. Transfer pre-nursing students will be assigned to a Department of Nursing and Health Sciences faculty advisor at admission to the college. The advisor also serves as a mentor for professional career planning.

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 and Health Sciences. All of the following are required to progress in the traditional pre-licensure baccalaureate program:
Meeting the Essential Qualifications for Nursing Students in Elmhurst College in Baccalaureate Program.

A minimum **cumulative GPA of 2.8**

A minimum grade of “C” in all nursing theory and clinical nursing courses (78%)

A minimum exam average of 78% in all clinical courses

An evaluation of pass (P) in all clinical sections of nursing courses

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

**NCLEX- RN® Preparation Policy**

As part of the preparation for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®), students are required to complete standardized examinations in the four semesters of the nursing program. The purpose of this requirement is to assist students to become successful first time candidates on the licensing exam. The policy promotes assessment and possible remediation of the student’s nursing knowledge prior to NCLEX-RN® testing after graduation.

During the junior/senior fall semester, the required Elsevier HESI Specialty examinations will be completed (seniors: Pediatrics for NRS 316, Maternal for NRS 409; juniors: Fundamentals for NRS 309) and scores will be calculated for 10% of each of the final course grades.

During the junior/senior spring semester, the required Elsevier HESI Specialty examinations will be completed (seniors: HESI Exit 2 for NRS 414; juniors: Med/Surg for NRS 315 and Psychology/Mental Health for NRS 408,) and scores will be calculated for 10% of each of the final course grades.

The HESI score breakdown is as follows:

<table>
<thead>
<tr>
<th>HESI score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 900</td>
<td>100</td>
</tr>
<tr>
<td>850 – 899</td>
<td>90</td>
</tr>
<tr>
<td>800- 849</td>
<td>80</td>
</tr>
<tr>
<td>750-799</td>
<td>70</td>
</tr>
<tr>
<td>700-749</td>
<td>60</td>
</tr>
<tr>
<td>650-699</td>
<td>50</td>
</tr>
<tr>
<td>600-649</td>
<td>40</td>
</tr>
<tr>
<td>550-599</td>
<td>30</td>
</tr>
<tr>
<td>&lt;= 549</td>
<td>20</td>
</tr>
</tbody>
</table>
**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 College Handbook.

**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 pre-licensure baccalaureate 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 director pre-licensure program of the Committee’s decision.

**Withdrawal**
The student should consult the Elmhurst College Handbook for policy and procedures, and their nursing advisor, for course or college withdrawal.

**Leave of Absence**
The student should consult the Elmhurst College Handbook for policy and procedures, and their nursing advisor 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 Handbook for appeal processes/procedures for Elmhurst College students.

**Reinstatement following Dismissal**
The student who has been dismissed from the Department of Nursing and Health Sciences has an opportunity to apply for admission once within one calendar year after dismissal.

The student is required to meet with his/her Department of Nursing and Health Sciences Advisor. The student will submit a letter of intent to petition for readmission. 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 he APR committee meeting to present his/her readmission application. No one other than the student may attend the APR committee meeting.

The Admission, Progression and Retention Committee makes readmission decision based upon (a) the student’s clear potential for future academic success in the student’s course work; (b) a consistent record of professionalism, ethical practice and leadership in the classroom, in the clinical setting and in interaction with faculty, staff, and peer; (c) the individual student’s ability to meet the professionals standards for behavior, and the academic standards outline in this handbook; and (d) space availability.

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.
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.

**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 Handbook](#).
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 and Health Sciences. This includes legal name, mailing address, and phone number.

Class and Clinical Attendance

Students are expected to attend all classes, campus labs, and scheduled clinical/simulation experiences. It is a professional expectation that students will notify the faculty (and if appropriate, preceptor) 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.

Attendance at all clinical practicum and simulation days is a course expectation. Absence(s) from scheduled clinical experiences will require make-up clinical day(s). Make-up days will need to be scheduled outside of regular clinical hours and will require an additional student fee. Date(s) and cost of the make-up clinical will be announced when available.

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 and Health Sciences 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 following grading scale applies to all nursing courses

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
</tr>
<tr>
<td>C</td>
<td>78-84</td>
</tr>
<tr>
<td>D</td>
<td>71-77</td>
</tr>
<tr>
<td>F</td>
<td>70 or below</td>
</tr>
</tbody>
</table>
Only the final course grade is subject to rounding to the nearest whole number. A score of 77.5=78; a score of 77.49=77. Individual graded items will not be rounded.

To receive a passing grade in a clinical course, students must receive a mathematical average of 78.0% on course examinations AND a grade of “satisfactory” or “pass” in the clinical portion of the class. Students unable to demonstrate a satisfactory clinical performance and/or a mathematical average of 78.0% on course examinations will not pass the course. Dependent on the performance of other course work, 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 Handbook](#).

**Written Assignments**

Written papers should follow the writing format of the *Manual of the American Psychological Association* ((6th ed., 2nd printing)). 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 including smart watches 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 Pre-licensure Baccalaureate 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, post-conference, lab, simulation, 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. See Appendix C for the Confidentiality of Information in Simulation Center.

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 Pre-licensure Baccalaureate 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 Handbook.
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 Pre-licensure Baccalaureate 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 D.

Student Expectations and Improvement Policy (SEIP)
The Student Expectations and Improvement Plan form (Appendix E) 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 E. 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 checking Blackboard regularly to keep informed of course postings.

Social Media Policy
The faculty in the Department of Nursing and Health Sciences have identified the importance of a clear policy of Social Media for nursing students. This policy is found in Appendix F.
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
Clinical Performance Evaluations
At mid-point and the close of each clinical experience the student and faculty will review the student’s clinical experience. The student is expected to come prepared for the evaluations and identify individual strengths and areas for improvement.

Clinical experiences are graded as follows:
- 3  Meets objective independently
- 2  Meets objective with minimal supervision
- 1  Meets objective only with continual assistance
- 0  Unable to meet objective
- OU Opportunity to meet objective unavailable

◇ Action plan
A student who receives a 0 in any objective (during any clinical rotation) or a 1 during the senior semesters 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 Health Sciences and/or Pre-licensure Baccalaureate Nursing Program’s Essential Standards

A copy of each clinical evaluation tool 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 and Health Sciences 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 in the fall of the junior year, and may be required to meet the health requirements for their senior year. 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 G, a checklist of health and clinical requirements appears in Appendix H. The student who has an international background may be required to complete additional testing in order to meet health requirements.

Clinical Policies

During the clinical nursing sequence, the student must assume financial responsibility for the health requirements and immunizations, health insurance, drug screenings, and transportation to and from clinical agencies. Student fees will cover CPR certification held on campus, criminal background checks, laboratory equipment and uniforms. Students must also meet all requirements set by the clinical agencies.

Costs

Students are responsible for health requirements and immunizations, health insurance, and transportation to most clinical sites.

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 junior and senior years. 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 and Health Sciences 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. 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. Student fees assessed for each semester will be used by the College to purchase such insurance. 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 to obtain transportation to and from clinical sites. The Nursing Student Information & Statement of Understanding Domestic Curricular Travel form is found in Appendix I.

**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**

Elmhurst College Department of Nursing and Health Sciences is participating in a national research project sponsored by the National Council of State Boards of Nursing. The title of the study is “Descriptive Study of Safe Student Reports (SSR) of Student Nurse Practice Errors and Near Misses in Prelicensure Nursing Programs”. The objective of the study is to obtain baseline information from prelicensure nursing programs on the extent and types of student nurse practice errors and near misses in order to develop methods to reduce or prevent them.
Should a student commit an error or near miss during a clinical experience, the data related to that error will be recorded on the SSR worksheet, found in Appendix J, and submitted national repository, maintaining anonymity and confidentiality.

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 Director of the Department of Nursing and Health Sciences.

**VIII  Student Resources and Opportunities**

**Faculty Committee Representation**
Student representation on the Nursing Faculty Committee is encouraged and supported by the faculty. Two students from the junior and senior classes are elected annually to serve on the 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.

**Sigma Theta Tau International Honor Society of Nursing**
The Zeta Beta chapter of Sigma Theta Tau International Honor Society of Nursing is located at Elmhurst College. The society has set criteria for membership for undergraduate nursing and can be found in Appendix K.

**Student Organizations**
Refer to Elmhurst College Handbook for the variety of student clubs and organizations on campus. The Department of Nursing and Health Sciences has one nursing specific organization: The Student Nurses Association (SNA). Any pre-nursing or nursing student is eligible to join. Meetings are held bi-monthly with many opportunities for networking and exposure to speakers on current topics in nursing. Students will receive notifications of meetings via email and are urged to participate.

**Study Abroad**
The Department of Nursing and Health Sciences supports the Elmhurst College study away program. Each year, nursing students participate in J term and/or summer travel opportunities. There are also semester-based study abroad opportunities for pre nursing students. Seniors can complete their fall semester at the University College Dublin in Dublin Ireland, taking the same nursing courses as senior nursing students on campus at Elmhurst College. Consult a Department of Nursing and Health Sciences advisor for more information on these study plans and attend the Study Away Fair, held in the fall term.

**Service**
Through the Student Nurse Association (SNA), many service opportunities are available. Students are urged to participate in the SNA to learn more about these activities.
## APPENDIX A – Curriculum map/course of study

Curriculum Map Pre licensure Nursing course of Study

<table>
<thead>
<tr>
<th>Term</th>
<th>First Year:</th>
<th>Second Year:</th>
<th>Third Year:</th>
<th>Fourth Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>FYS (1st Year Seminar)(1) (Developmental) ENG 105 (1)* Composition I (Writing proficiency) BIO 107 (1)* Human Anatomy and Physiology I CHM 101(1)* General Chemistry (Physical Sciences) Students may take Advanced Chemistry (CHM 123) instead of CHM 101/CHM 103. See below for requirements (4 Credits)/16 semester hours</td>
<td>PSY 315(1)* Lifespan Development BIO 221 (1)* Microbiology for Health Professionals (Life Science) MTH (any college level math) (1) ** (ECIC)(1) (4 Credits)/16 sem hrs</td>
<td>NRS 321 (.75) Pathophysiology - Pharmacology I NRS 308 (1) Foundations NRS 309 (1) Adult Health I (Experiential learning) NRS 300 (.75) Health Assessment NRS 303 (.5) Conceptual Basis of Professional Nursing Practice (4 Credits)/16 sem hrs</td>
<td>NRS 403 (1) Leadership &amp; Management in Complex Health Systems NRS 316 (1) Family Health: Childrearing NRS 409 (1) Family Health: Childbearing NRS 407 (.5) Policy/Finance/Legislation (Social Responsibility Tag) (3.5)/(14 sem hrs) (ECIC option) (1 Credit)</td>
</tr>
<tr>
<td>J-Term</td>
<td>ENG 106 (1) * Composition II (Developmental) PSY 210 (1)* Introduction to Psychological Science (Cognitive and Behavioral Sciences) BIO 108 (1)* Human Anatomy and Physiology II CHM 103(1)* Elementary Organic and Biochemistry OR Advanced Chemistry option: CHM 123* Gen/Organic/Biochem (1.25) (Physical Sciences) (4 credits)/16 sem hrs</td>
<td>MTH 345 or PSY 355 (1) ** Statistics (Quantitative Reasoning Tag) PSY 327(1)** Abnormal Psychology (ECIC) (1) (ECIC) (1) (4 credits)/16 sem hrs</td>
<td>NRS 322 (.75) Pathophysiology - Pharmacology II NRS 315 (1) Adult Health II NRS 408 (1) Mental Health (Oral Communication Tag) NRS 410 (1) Research and Evidence-based Practice (Information Literacy Tag) (3.75)/(15 sem hrs) (ECIC option) (1 credit)</td>
<td>NRS 411(1.25) Synthesis: Adult Health III Complex Care (Writing at 300/400 level Tag; Senior Capstone) NRS 412 (1.25) Synthesis: Community &amp; Public Health Nursing (Social and Political Analysis/Intercultural Global and Domestic Engagement Tag) NRS 414 (1) Synthesis: Ethical and Legal Practice (Inquiry into Ethics and Justice) (ECIC option) (1)/(4 sem hrs)-</td>
</tr>
<tr>
<td>Spring</td>
<td>ENG 106 (1) * Composition II (Developmental) PSY 210 (1)* Introduction to Psychological Science (Cognitive and Behavioral Sciences) BIO 108 (1)* Human Anatomy and Physiology II CHM 103(1)* Elementary Organic and Biochemistry OR Advanced Chemistry option: CHM 123* Gen/Organic/Biochem (1.25) (Physical Sciences) (4 credits)/16 sem hrs</td>
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</tr>
<tr>
<td>Summer</td>
<td>8 credits (32 semester hrs)</td>
<td>8 credits (32 semester hrs)</td>
<td>7.75 credits (31 semester hrs) (+ 1 ECIC =8.75 (35 semester hrs))</td>
<td>7 Nursing credit hours (28 semester hrs) + 1 ECIC = 8 credits (32 semester hrs)</td>
</tr>
</tbody>
</table>

*Prerequisite courses to the NRS non-clinical and clinical sequence

**Required support course for nursing major

Microbiology (BIO 221) chemistry prerequisite options:

- Students may take either CHM 101/CHM 103 or MTH121/CHM 123. MTH121/CHM 123 option requires ACT =/>23 and math placement into College Algebra (MTH 121)
NOTE: The following ECIC Requirements are NOT met by nursing prerequisites, nursing support courses, or nursing courses:

<table>
<thead>
<tr>
<th>AOK:</th>
<th>Proficiencies:</th>
<th>Placement tests (if needed)</th>
<th>Nursing Electives Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Studies</td>
<td></td>
<td>Math</td>
<td>Testing Taking</td>
</tr>
<tr>
<td>Historical Analysis</td>
<td></td>
<td>Foreign Lang</td>
<td>Peri-operative</td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td>Other</td>
<td>Semester in Ireland</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
<td>Travel abroad</td>
</tr>
</tbody>
</table>

(2 yrs HS or 102)
APPENDIX B - Admission requirements

Admission to the nursing program is competitive. Admission to the College does not guarantee admission to the nursing program. To be admitted to the nursing program, students must be able to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions; and have the unique combinations of cognitive, affective, psychomotor, physical and social abilities required to satisfactorily perform these skills and functions.

1. A completed application form. Students starting at Elmhurst College as freshmen do not have to submit an application. They do, however, have to sign the forms described in # 2 and # 3 below and pass the Admission Assessment (A2) exam described in # 4 below. Transfer students will submit the application by following this link.

2. A signed form, verifying the applicant is aware of the health requirements, functional abilities, and essential qualifications required for admission to the nursing program

3. Completion of the Verification of Truthfulness in Application to the Nursing Program form.

4. Take, and pass with a cumulative score of 70% on the A2 exam. The students will take the reading, math and Anatomy and Physiology exams. Only one attempt to pass the exam is allowed. For more information re: the A2, follow this link.

5. Two writing samples.
   a. The first is a one-page written personal statement. This is a word-processed personal statement answering the following questions in 250 words or less. When writing your answers, keep in mind that nursing is more than just “helping people.” It is a science-based, professional practice discipline. For further information on nursing as a professional practice discipline, see The Essentials of Baccalaureate Education for Professional Nursing Practice, available at http://www.aacn.nche.edu/Education/pdf/BaccEssentials08.pdf

      In your personal statement, address
      • In what ways is nursing a science-based, professional practice discipline?
      • What makes you interested in a science-based, professional nursing career?
   b. The second sample will be a one paragraph written response to a selected topic that is given to the applicant at the time of the A2 test. This will be completed, on campus, during the A2 testing time. The topic will be given during the testing time. Both samples will be evaluated on the applicant’s ability to compose written communication at the college level.

6. Two professor recommendations, using the Letter of Recommendation form. Each letter of recommendation must be submitted in a sealed envelope that has been signed across the flap by the recommender. Forms are included with the application packet. Complete the top section of the form before giving it to a recommender.

7. Copies of every college transcript from every college attended (if other than Elmhurst College), including current transcript. To be considered for admission to the nursing program, every student must meet the following requirements.
   a. Twelve courses completed,
   b. A minimum 2.8 overall cumulative grade-point average,
   c. A grade of C or better in every natural science and non-science prerequisite course completed.
   d. A 2.8 or greater science combined grade-point average in the first four prerequisite science courses to be eligible for admission and maintain at least a 2.75 science combined grade-point average with the fifth required science course to continue in the nursing major. Students may repeat one of these courses to remove a W or improve a grade.
   e. Completion of (or enrollment in) non-science prerequisite courses. These courses are: ENG 105(Composition 1), ENG 106 (Composition 2); PSY 210 (Intro to Psych), PSY 315 (Lifespan Development), PSY 327 (Abnormal Psych); one college-level mathematics course, on statistics course. Students may repeat only one of these courses to remove a W or improve a grade less than C.

8. A copy of your registration for all courses in progress. For further information, please see the Elmhurst College Cata
APPENDIX C - Confidentiality of Information in Simulation Center

CONFIDENTIALITY OF INFORMATION

As a nursing student enrolled in the Nursing Program at Elmhurst College, I will be actively participating in simulated clinical experiences [SCE's]. I understand that the content of these simulations need to be kept confidential in order to maintain the integrity of the learning experience for me and my fellow students. It would be unethical for me to share any information regarding simulation scenarios with my fellow students.

I will be observing fellow students within the simulation center, and I will not discuss their performance with anyone outside the simulation laboratory. I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information related to the simulation environment is prohibited. I will exemplify the Nursing Department's values of integrity, ethical practice, and respect for human dignity.

Signing below acknowledges understanding of these statements and agreement to maintain the strictest of confidentiality regarding observation and performance within the provided simulation experiences. This authorization is valid for four (4) years from the date that it is signed.

AUDIOVISUAL DIGITAL RECORDING

I am hereby informed that the Elmhurst College Simulation Center at Elmhurst Memorial Hospital utilizes digital and audio recordings. I understand that, unless authorized by me, I will not be specifically identified, and that the recordings will be shown only for educational, research, or administration purposes. No commercial use of the audiovisual recordings will be made without my written permission.

RELEASE FOR STILL PHOTOGRAPHS

I authorize faculty and administrators of the Department of Nursing and Health Sciences to publicly show still photographs depicting me during the course of training. I understand that, unless otherwise approved by me, I will not be specifically identified, and that the photographs will be shown only for educational, research or administration purposes. No commercial use of the photographs will be made without my written permission.

________________________________________________________________________
Participant Signature                                      Date
________________________________________________________________________
Printed Name

________________________________________________________________________
Director of Elmhurst College Simulation Center

Department of Nursing and Health Sciences
190 Prospect Avenue
Elmhurst, Illinois 60126-3196
(630) 617-3345 phone  (630) 617-3233 fax
www.elmhurst.edu/nursing
APPENDIX D  Appearance/Dress Code

General Clinical Requirements:
Students will conform to appearance and dress code policies established by Elmhurst College Pre-licensure Baccalaureate Program as well as the facility in which they have clinical practicum.

- The student ID badge is to have the first names-only.
- The uniform for clinical sites will be the Department of Nursing and Health Sciences scrub top and pants, clean shoes with non-skid soles, socks covering the ankles. Socks are to be black, navy or white socks.
- Business casual will consist of tailored pants with either the Department of Nursing and Health Sciences polo or tailored shirt/blouse as stated in the course syllabus.
- No jeans, yoga pants, casual pants/slacks are acceptable. The optional Department of Nursing and Health Sciences fleece jacket is not acceptable in the clinical area, but may be worn in lab or simulation.
- Only the student uniform or business casual is to be worn in clinical.
- 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 and Health Sciences 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 at to be professional and appropriate.
- Jewelry should be limited to a wedding band; one stud earing per ear
- Visible tattoos are to be covered.
- No visible cartilage or body piercings
- 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 E  Student Expectations and Improvement Plan

Elmhurst College
Student Expectations and Improvement Plan (SEIP)
(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:
APPENDIX F: Social Media Policy
(Adapted with permission of Purdue University School of Nursing)

Purpose:

The Department of Nursing and Health Sciences 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 MySpace.

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 and Health Sciences.
- 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 G: Health Requirements

Students must have adequate physical and mental health to participate in clinical. At the discretion of the Department of Nursing and Health Sciences Director, before a student can participate in clinical, documentation from a healthcare provider approved by the Director of the Department of Nursing and Health Sciences 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 H 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/Diptheria** (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 H: Checklist of health and clinical requirements

ELMHURST COLLEGE
Department of Nursing and Health Sciences
This form is a guideline only to be used as a checklist.

You receive specific instructions on the process for submitting required health records when you are admitted into the BSN program.

**Tests Needed:**

- **Drug Screen** (urine) – 10 Panel (Amphetamines, Barbiturate, Benzodiazepine, Cocaine, Ecstasy, Marijuana, Methadone, Opiates, Oxycodone Phencyclidine (PCP), Propoxyphene
- **Flu Vaccine** (anytime from September 1st thru October 1st)
- **Tuberculosis Test(s) (TB)** #1_________ #2_________
  
  TB tests placed 1–3 weeks apart and read within 48-72 hours after each TB test OR one TB test (within past year) AND documentation of one negative result in the past year.
- **Hepatitis B (Recombinant Adult)** 3 dose series vaccination dates
  
  #1___________#2__________#3__________

  Hepatitis B Surface Antibody (Quantitative) blood test at least 1-2 months after Hepatitis B Series is completed
- **Immunity Titers** (blood test) showing proof of immunity to
  Measles (Rubeola), Mumps, Rubella (German Measles) and Chicken Pox (Varicella)
- **Tetanus, Diphtheria, Pertussis (Tdap)** booster within the last 10 years
- **Physical Health Exam**

**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 and Health Sciences Phone: 630-617-3345 FAX: 630-617-3237*
APPENDIX I: 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 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) __ /__ /____
# APPENDIX J: Safe Student Reports New Occurrence Worksheet

## New Occurrence Worksheet

Use this worksheet to assist in gathering details of the new occurrence prior to entering the data on [www.safestudentreports.org](http://www.safestudentreports.org).

### Recipient of unsafe occurrence

1. Who received injury? *(select one)*
   - Patient
   - Visitor
   - Student
   - Faculty
   - Staff
   - Other

2. Gender *(select one)*:
   - Male
   - Female
   - Unknown

3. English is predominant language *(select one)*:
   - Yes
   - No
   - Unknown

4. Status of patient/individual *(select one)*:
   - Harm
   - No harm
   - Death
   - Other

5. Age *(select one)*:
   - £ <15
   - £ 15-20
   - £ 21-25
   - £ 26-30
   - £ 31-35
   - £ 36-40
   - £ 41-45
   - £ 46-50
   - £ 51-55
   - £ 56+  
   - £ Unknown

### Occurrence information

6. Date *(enter date of occurrence using the following format)*: mm/dd/yyyy

7. Time *(enter time of occurrence)*:_________

8. Category of occurrence *(select one)*:
   - Error [Defined as: Incident or occurrence that had the potential to place a patient at risk for harm or resulted in actual harm]
   - Near miss [Defined as: An event or situation that could have resulted in an accident, injury, or illness, but did not, whether by chance or through timely intervention. (Ebright et al., 2004)]

9. Type of occurrence *(select one)*:
   - Medication Error
   - Needle stick
   - Inadequate preparation for providing patient care
   - Blood/pathogen exposure
   - Fall event
   - Outside scope of practice
   - Injury to body
   - Change in patient condition
   - Deviation in protocols
   - Equipment or medical device malfunction
   - Environmental safety – for self, patient or others
   - Inappropriate or inadequate communication by: Faculty, preceptor, other student, health care team, patient or visitor
   - Breach of confidentiality
   - Other

10. Occurrence description *(optional: enter additional details about the unsafe occurrence)*:
11. Location of occurrence (select one):
   - Classroom
   - Clinical Setting
   - Simulation Lab
   - Learning Lab
   - Other

12. Who is completing the report (select one):
   - Faculty
   - Student/Faculty Dyad
   - Other (preceptor, etc.)

Follow up action

13. Who is alerted (select one):
   - Faculty
   - School of Nursing (SON) Administration
   - Patient/Family
   - Other
   - Unknown

14. Inform clinical agency (select one):
   - Yes
   - No
   - Unknown
   - N/A

15. Agency occurrence report completed (select one):
   - Yes
   - No
   - Unknown
   - N/A

16. Changes occurring as a result of occurrence (select one):
   - System Changes
   - Policy Changes
   - Practice Changes
   - Curriculum Changes
   - Nothing at Present

17. Follow up actions (optional: enter additional details about any follow up action)

Student information

18. Current semester or quarter number (enter number between 1-16): ________

19. Total number of semesters or quarters in program (enter number between 1-16): ________

20. Student age (select one):
   - 15-20
   - 21-25
   - 26-30
   - 31-35
   - 36-40
   - 41-45
   - 46-50
   - 51-55
   - 56+
   - Unknown

21. Type of program (select one):
   - LPN
   - Associate
   - Diploma
   - BSN
   - 2nd Degree BSN
   - Masters – Non-APRN
   - Masters – APRN

Final Remarks

22. Do you wish to share anything else relevant to this report? (optional: enter any additional comments)

References
APPENDIX K: Endorsement for Membership for Sigma Theta Tau International Honor Society of Nursing.

**The purposes of Sigma Theta Tau International are:**
1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideals and purposes of the profession.

**Endorsement for Membership**

**Definition:** An endorsement is a letter or statement supporting an individual for membership in the chapter. Individuals are encouraged to submit two endorsements in order for an application to be considered by the Chapter Eligibility Committee. Nursing students should include one letter or statement of support from a nursing faculty member. At least one of the two endorsements is to be from an active member of Sigma Theta Tau International.

This endorsement enables the candidate to be considered for membership. The Eligibility Committee of the chapter invites your letter or statement of endorsement supporting the following individual for membership:

_________________________ is applying for membership in the ________________________ Chapter

(Name)

On the basis of this individual’s achievement and my knowledge of the purposes of Sigma Theta Tau International, I hereby endorse this individual for membership in the chapter.

This candidate exhibits the following characteristics.

☐ Potential for leadership
☐ Superior achievement
☐ Academic and/or professional integrity

Signature __________________ Date ____________

Chapter Membership ____________________________

Position ____________________________

Relationship to Applicant ____________________________

Comments (if desired):

__________________________

__________________________

__________________________

*UNDERGRADUATE CRITERIA:* Each undergraduate candidate for membership is required to meet the criteria for the undergraduate category of membership. Undergraduate students are required to have completed 3/4 of the nursing curriculum, have at least a 3.0 GPA on a 4.0 grading scale, rank in the upper 35% of the graduating class, and meet the expectation of academic integrity.

*GRADUATE CRITERIA:* Each graduate (master’s or doctoral) candidate for membership is required to meet the criteria for the graduate category of membership. Graduate students are required to have completed 3/4 of the required graduate curriculum, have at least a 3.5 GPA on a 4.0 grading scale or its equivalent, and meet the expectation of academic integrity.

*NURSE LEADER CRITERIA:* A nurse leader is eligible for membership if the leader is a registered nurse legally recognized to practice in his/her country with a minimum of a baccalaureate degree or the equivalent in any field, and has demonstrated achievement in nursing.
Handbook Review Policy

The Department of Nursing and Health Sciences Student Handbook for the Pre-licensure Baccalaureate 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 and Health Sciences follows the policies printed in the Elmhurst College Handbook. 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 know where to access the Student Handbook Pre-licensure Baccalaureate 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 nursing program at Elmhurst College.
- I understand that these policies and procedures have been approved by the Department of Nursing and Health Sciences Faculty Committee and will be the basis for decision making with regard to student matters covered by the Student Handbook.
- I understand that the Undergraduate 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