



Elmhurst University

DEPARTMENT OF
Nursing and Health Sciences

**Baccalaureate Program
Pre-licensure Student Handbook**

2020-2021



DEPARTMENT OF
Nursing and Health Sciences

Welcome from the Director,

Congratulations on being accepted into the nursing major at Elmhurst University. 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 University 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,

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

Diane Salvador, PhD, RN Professor, Executive Director
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-BSN option. This Student Handbook is for the traditional Pre-licensure Baccalaureate Nursing students who matriculate into Elmhurst University 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 University 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 University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. 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 University Standards

The Department of Nursing and Health Sciences follows the policies printed in the [Elmhurst University Catalog](#) and [Elmhurst University Handbook](#). Nursing students are subject to the responsibilities for behavior outlined in the University's Code of Conduct and will be subject to the disciplinary procedures and consequences for violation of its rules, including dismissal from Elmhurst University, as outlined in the [Elmhurst University Handbook](#).

Academic Integrity

Refer to the [Elmhurst University Handbook](#)

Code of Conduct

Refer to the [Elmhurst University Handbook](#)

Non-Discrimination/Non-Harassment Policy

Refer to the [Elmhurst University Handbook](#)

Illinois Nurse Practice Act

Elmhurst University 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 University 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 <https://students.nursing.uw.edu/policies/son-memoranda/memo-27-essential-qualifications-for-bsn-and-absn-students/>)

Standards of behavior and academic conduct for all Elmhurst University students are set forth in the Elmhurst University Handbook. Students in the Elmhurst University 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 University 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 responsibility's 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 University 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 University. 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 University 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 University is committed to creating an inclusive learning environment for its diverse student population. If you experience or anticipate any barriers to learning, please notify the instructor as soon as possible. If you are a student with a documented disability and would like accommodations in order to participate fully in this class, contact Dr. Linda Harrell, ADS Coordinator, at disability.services@elmhurst.edu. For more information, visit elmhurst.edu/ADS. If you previously received accommodations, please remember that they 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)
- Code of Ethics for Nurses (ANA, 2015)
- 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 plan of study is taken in a sequential manner. Courses are offered once a year. The recommended plan of study is found 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 University 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 University 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 University 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 University 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 University. The advisor also serves as a mentor for professional career planning.

Transfer Credit

Refer to the current [Elmhurst University 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 University 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 University 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:

<u>HESI Score</u>	<u>Points</u>
> 900	100
850-899	90
800-849	80
750-799	70
700-749	60
650-699	50
600-649	40
550-599	30
</= 549	20

Academic Support

Elmhurst University 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 University 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 University Handbook](#) for policy and procedures, and their nursing advisor, for course or University withdrawal.

Leave of Absence

The student should consult the [Elmhurst University 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 University Handbook](#) for appeal processes/procedures for Elmhurst University 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 the 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.

Grievance Process for Disputed Final Grade

Refer to the [Elmhurst University Student Handbook](#).

Grievance/Complaint Process

Refer to Elmhurst University complaint policy

<https://www.elmhurst.edu/about/policies-consumer-information/complaint-policy/>

V. Academic Rules, Policies and Procedures

Student Information

It is the responsibility of the student to have accurate information on file at Elmhurst University 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 University-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:

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

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 University Handbook](#).

Written Assignments

Written papers should follow the writing format of the *Manual of the American Psychological Association 7th* edition. 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 University 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 University 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 University website](#) or EU 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

Students receive an evaluation of their clinical performance by their faculty at the end of each clinical nursing course. At mid-point of the clinical experience, the student will receive an evaluation for formative purposes if expectations are not being met. 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:

- 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 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 University, students in the clinical nursing sequence are covered by professional liability insurance through Elmhurst University. Student fees assessed for each semester will be used by the University to purchase such insurance. The insurance covers students during Elmhurst University 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 University 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 to the 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 University. The society has set criteria for membership for undergraduate nursing and can be found in [Appendix L](#).

Student Organizations

Refer to Elmhurst University 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 University 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 Dublin in Dublin Ireland, taking the same nursing courses as senior nursing students on campus at Elmhurst University. 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.

Appendices

APPENDIX A: Pre-licensure Plan of Study

Term	First Year:	Second Year:	Third Year:	Fourth Year:
Fall	FYS (1 st Year Seminar)(1) (<i>Developmental</i>) ENG 105 (1)* Composition I (<i>Writing proficiency</i>) BIO 107 (1)* Human Anatomy and Physiology I CHM 101(1)* General Chemistry (<i>Physical Sciences</i>) <i>Students may take Advanced Chemistry (CHM 123) instead of CHM 101/CHM 103. See below for requirements</i> (4 Credits)/16 semester hours	PSY 315(1)* Lifespan Development BIO 221 (1)* Microbiology for Health Professionals (<i>Life Science</i>) MTH (any university level math) (1) ** (EIC)(1)	NRS 321 (.75) Pathophysiology - Pharmacology I NRS 308 (1) Foundations NRS 309 (1) Adult Health I (<i>Experiential learning</i>) NRS 300 (.75) Health Assessment NRS 303 (.5) Conceptual Basis of Professional Nursing Practice	NRS 403 (1) Leadership & Management in Complex Health Systems NRS 316 (1) Family Health: Childrearing NRS 409 (1) Family Health: Childbearing NRS 407 (.5) Policy/Finance/Legislation (<i>Social Responsibility Tag</i>) (EIC option) (1 credit) (3.5 Credits)/14 semester hours
J-Term				
Spring	ENG 106 (1))* Composition II (<i>Developmental</i>) PSY 210 (1)* Introduction to Psychological Science (<i>Cognitive and Behavioral Sciences</i>) BIO 108 (1)* Human Anatomy and Physiology II CHM 103(1)* Elementary Organic and Biochemistry <i>OR Advanced Chemistry option:</i> CHM 123* Gen/Organic/Biochem (1.25) (Physical Sciences) (4 Credits)/16 semester hours	MTH 345 or PSY 355 (1) ** Statistics (<i>Quantitative Reasoning Tag</i>) PSY 327(1)** Abnormal Psychology (EIC) (1) (EIC) (1)	NRS 322 (.75) Pathophysiology - Pharmacology II NRS 315 (1) Adult Health II NRS 408 (1) Mental Health (<i>Oral Communication Tag</i>) NRS 410 (1) Research and Evidence-based Practice (<i>Information Literacy Tag</i>) (EIC option) (1 credit) (3.75 Credits)/15 semester hours (+1 EIC = 4.75 Credits / 19 semester hours)	NRS 411(1.25) Synthesis: Adult Health III Complex Care (<i>Writing at 300/400 level Tag; Senior Capstone</i>) NRS 412 (1.25) Synthesis: Community & Public Health Nursing (<i>Social and Political Analysis/Intercultural Global and Domestic Engagement Tag</i>) NRS 414 (1) Synthesis: Ethical and Legal Practice (<i>Inquiry into Ethics and Justice</i>) (EIC option) (1 credit) (3.5 Credits)/14 semester hours (+1 EIC = 4.5 Credits / 19 semester hours)
Summer				
	8 credits (32 semester hrs)	8 credits (32 semester hrs)	7.75 credits (31 semester hrs) (+ 1 EIC =8.75 (35 semester hrs))	7 Nursing credit hours (28 semester hrs) (+ 1 EIC = 8 credits (32 semester hrs))

*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 University Algebra (MTH 121)

NOTE: The following ECIC Requirements are NOT met by nursing prerequisites, nursing support courses, or nursing courses:

<u>AOK:</u>	<u>Proficiencies:</u>	<u>Placement tests (if needed)</u>	<u>Nursing Electives Options</u>
Religious Studies _____	Computer _____	Math _____	• Testing Taking
Historical Analysis _____	Foreign Language _____	Foreign Lang _____	• Peri-operative
Literature _____	(2 years HS or 102)	Other _____	• Semester in Ireland
Fine Arts _____			• Travel abroad

APPENDIX B: Admission Requirements

Admission to the nursing program is competitive. Admission to the University 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 University 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. A passing score on the A2 nursing admission exams – a 70% must be achieved on each of the 3 parts of the exam. 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 University 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 University transcript from every University attended (if other than Elmhurst University), 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 2.8 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 of C or lower.
 - 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 university-level mathematics course, and one 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 University Catalog](#).



DEPARTMENT OF
Nursing and Health Sciences

APPENDIX C: EU-DNHS Simulation Center Agreement

CONFIDENTIALITY OF INFORMATION

As a nursing student enrolled in the Nursing Program at Elmhurst University, 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 University 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 STILL PHOTOGRAPHS

I authorize faculty and administrators of the Department of Nursing & 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 Name

Date

Printed Name

Director of Elmhurst University Simulation Center

APPENDIX D: Appearance/Dress Code

General Clinical Requirements:

Students will conform to appearance and dress code policies established by Elmhurst University 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 University/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 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 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.



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 University 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.

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 University 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 University sanctioned events must be approved (posters, fliers, postings) by administration.

- 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 and electronic devices 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 University 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 University 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 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 or your private provider. Students unable to complete these requirements will not be allowed to continue in the undergraduate nursing program. (See Appendix H for Checklist)

Health Record	These records, including immunization dates, will be on file in Student Health Services.
Hepatitis B Vaccination	If you have not been vaccinated, you will need to complete the following schedule of 3 doses: 1 st Dose – Now 2 nd Dose – 1 Month Later 3 rd Dose – 6 Months Later
Hepatitis B Surface Antibody (anti-HBs) Test/Results	When? 1-2 months after the series is completed. -If anti-HBs is positive, the person is immune. No further serologic testing or vaccination is recommended. -If anti-HBs is negative, the person is unprotected from Hepatitis B Virus (HBV) infection and must receive a booster or be revaccinated with a 3-dose series. Retest anti-HBs 1-2 months after dose #3.
Immunity Titers	Documentation of 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.
Tetanus/Diphtheria (Tdap)	Documentation should show Tdap booster vaccination within the past 10 years.
Negative TB Test	QuantiFERON Gold blood test
Flu Vaccine	The flu vaccine is required annually on the schedule required by clinical agency (usually September through October).
Additional Requirements	Additional health requirements that are specified by the clinical agency where the student will be completing clinical.



DEPARTMENT OF
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APPENDIX H: Checklist of Health and Clinical Requirements

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

You will 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 through end of October)

Tuberculosis Test(s) (TB)

Hepatitis B Vaccinations (Recombinant Adult) 3 dose series vaccination dates
#1 _____ 2 _____ #3 _____

Hepatitis B Surface Antibody (Quantitative)

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 Card** (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

APPENDIX I: NURSING STUDENT INFORMATION & STATEMENT OF UNDERSTANDING DOMESTIC CURRICULAR TRAVEL (copy)

Student Name _____ Travel Location: Various clinical agencies
Reason for Travel: Clinical component of a nursing course

STUDENT DATA

Home Street Address _____ City _____ State _____ Zip _____

Cell Phone # _____ Date of Birth ____/____/____

Emergency Contact _____ Relationship _____

Emergency Phone # _____ (day) _____ (evening)

If my emergency contact cannot be contacted, I authorize Elmhurst University 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 University, 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 University 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 University, 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 University 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 University 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 University, 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 University 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)

_____/_____/_____
(Date)

Signed Copy to Student File

APPENDIX J: Safe Student Reports New Occurrence Worksheet

SSR

New Occurrence Worksheet

Safe Student Reports

Use this worksheet to assist in gathering details of the new occurrence prior to entering the data on 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
- 2ndDegreeBSN
- 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

Ebright, P.R., Urden, L., Patterson, E., & Chalko, B. (2004). Themes surrounding novice nurse near-miss and adverse-event situations. *JONA*, 34(11), 531-538.

APPENDIX K: Clinical Acknowledgement

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and has been the subject of national, state, and local emergency orders. It is widely known that COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Since the spring of 2020, Federal, state and local health agencies and authorities have issued evolving mandates and recommendations related to the virus.

Due to the fluid nature of public health and the healthcare system, your signature is required to acknowledge the potential risks, opportunities and experiences you may encounter. Please initial each item, and sign the document to participate in clinical activities.

_____ If you are exposed to COVID-19, you must adhere to current protocols and health agency recommendations and requirements, which may include an extended quarantine. If this happens, we will count the clinical hours completed and you will complete your rotation later than expected. You must contact the clinical faculty and course coordinator immediately if this occurs. This may affect your ability to complete the course, which may delay your graduation. You must practice caution in your setting, following all protocols, and the use of protective personal equipment is required. You agree to follow the health and safety guidelines established by Elmhurst, and you understand that these guidelines may evolve over time. You agree you have viewed, understand and have access to the University's messages on the website (link).

_____ If your site experiences an increase in COVID exposure/patients and you feel uncomfortable or at risk, you can reach out to the course coordinator and clinical faculty and request cessation of the rotation. You may end your rotation at any time. Since clinical is part of the course, you will not be able to complete the course without making up clinical hours. Elmhurst University will attempt to arrange make up clinical hours, but this may delay your course completion and potentially your ability to graduate on time.

Acknowledgement

I acknowledge that there may be disruptions to my clinical program because of future public health recommendations related to COVID-19, and I may be required to complete my clinical rotation using alternative clinical activities.

I acknowledge that I am entering clinical experiences that may involve exposure to COVID-19 or post COVID-19 patients, as well as patients with other communicable diseases. Due to the emergency nature of this virus, we do not know yet the long-term impacts of the virus and /or recovery.

By signing this agreement, I acknowledge that there are risks, known and unknown, related to COVID-19 involved with my participation in this clinical program, and I voluntarily assume the risk that I will be exposed to or infected by COVID-19. It is not possible for the University to ensure prevention of the spread of COVID-19, and I acknowledge that I may be infected with COVID-19 despite or regardless of any University efforts to mitigate the risk of community spread. I understand that infection by COVID-19 may be serious with the potential for significant negative health effects, to me or others, including hospitalization, long-term complications or death.

I accept sole responsibility for any injury to myself that I may experience or incur related to COVID-19 in connection with my participation in clinical programs through the University.

By signing this document, I expressly state that I have had sufficient opportunity to read this entire Agreement. I further certify that I have read and understand it, and I agree to be bound by its terms.

Student Signature

Date

Print Name

Signed Copy to Student File

APPENDIX L: 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.



Sigma Theta Tau International
Honor Society of Nursing

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 heartily 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 1/2 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 1/4 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.

APPENDIX M: Handbook Review Policy



DEPARTMENT OF
Nursing and Health Sciences

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 University 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 University.
- 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 University 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 University website

Student Signature

Date

Student Name - Printed

Signed Copy to Student File

APPENDIX N – Preparation for Other State Licensure

Pursuant to Federal Regulation 34 CFR 668.43 (a) (5) (v), following is a list of all states and whether Elmhurst University Department of Nursing and Health Sciences curriculum meets educational requirements necessary for graduates of the prelicensure programs to be eligible for licensure in that state.

State	Status
Alabama	Meets
Alaska	Meets
American Samoa	Unable to determine
Arizona	Meets
Arkansas	Meets
California	Meets
Colorado	Meets
Connecticut	Meets
Delaware	Meets
District of Columbia	Meets
Florida	Meets
Georgia	Meets
Guam	Meets
Hawaii	Meets
Idaho	Meets
Illinois	Meets
Indiana	Meets
Iowa	Meets
Kansas	Meets
Kentucky	Meets
Louisiana	Meets
Maine	Meets
Maryland	Meets
Massachusetts	Meets
Michigan	Meets
Minnesota	Meets
Mississippi	Meets
Missouri	Meets

State	Status
Montana	Meets
Nebraska	Meets
Nevada	Meets
New Hampshire	Meets
New Jersey	Meets
New Mexico	Meets
New York	Meets
North Carolina	Meets
North Dakota	Meets
Northern Mariana Islands	Meets
Ohio	Meets
Oklahoma	Meets
Oregon	Meets
Pennsylvania	Meets
Rhode Island	Meets
South Carolina	Meets
South Dakota	Meets
Tennessee	Meets
Texas	Meets
Utah	Meets
Vermont	Meets
Virgin Islands	Meets
Virginia	Meets
Washington	Meets
West Virginia	Meets
Wisconsin	Meets
Wyoming	Meets