UNIVERSITY OF MARY
School of Health Sciences

Undergraduate Nursing Student Handbook

The undergraduate nursing program is approved by the North Dakota Board of Nursing and accredited by the Commission on Collegiate Nursing Education.

Division of Nursing, 7500 University Drive, Bismarck, ND 58504
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Welcome

Dear Students;

Congratulations on your acceptance into the nursing program at the University of Mary! You are to be commended for seeking a baccalaureate degree in nursing, as this prepares you for future leadership roles within the profession.

Your successful progression within this program will require considerable effort; however, it is the faculty’s wish that your learning will be stimulating and enjoyable as you embark on this important venture. Please dedicate yourself to putting forth the effort required to accomplish the goal of becoming a registered nurse.

This Baccalaureate Nursing Student Handbook is intended to be used as a guide related to the expectations required by the faculty in the Division of Nursing and includes those areas of concern specific to nursing and which are not included in the Undergraduate Bulletin of the University of Mary or in the general student handbook.

Please understand that no document ever contains all the answers. The Student Development Committee would welcome your comments and suggestions for this handbook. Furthermore, we do appreciate that each of you has individual needs and questions. Toward that end we have assigned you an advisor, who, along with your faculty are good listeners and available to respond to your concerns.

Best wishes as you set out on this most important journey.

Sincerely,

Glenda Reemts, PhD, RN
Chair, Division of Nursing
Division of Nursing

Every Profession operates out of a set of beliefs and values. The nursing division has developed this mission, vision, and philosophy as our guide.

MISSION

The Nursing Division prepares nurses to provide safe, quality, patient-centered healthcare to the people in the region and beyond without regard to race, religion, cultural background, or gender. By fostering a Christian, Catholic, and Benedictine learning environment, the Division supports the University mission to prepare leaders in the service of truth and to be competent in spirituality and ethics, communication, critical thinking, and global stewardship. Academic preparation and nursing practice opportunities in a variety of health-care settings along the continuum of care will prepare students to achieve competence in the areas of professionalism, environmental contexts, valuing, and scholarship.  

Mar '13

VISION

The undergraduate nursing faculty maintains that the baccalaureate degree (BSN) is the essential entry level of education for professional nursing practice. The BSN degree prepares professional nurses in the generalist role. Concurrent with professional nursing standards and the mission, vision, and philosophy of the University of Mary, faculty believe that nursing practice is built on knowledge, theory, and research.

Faculty believe graduate nursing education builds upon the knowledge and skills defined by the Baccalaureate Essentials document and prepares one for nursing practice at an advanced level. The faculty’s goal is that nurses of graduate programs acquire depth and breadth of advanced nursing knowledge for expert practice.

Graduates of the Nursing Division will be successful leaders, effective collaborators, and sophisticated consumers of research. These graduates will be socially accountable, culturally sensitive, and responsive to the changing healthcare environment.

Mar '13

Philosophy

The Nursing Division prepares nurse leaders to meet the healthcare needs of persons throughout the lifespan in an ever changing and complex healthcare environment to promote safe, ethical, transparent, and equitable care to diverse populations in various settings. We believe the essence of nursing is caring. Nurses are in the privileged position of witnessing life’s most intimate events when patients and families are most vulnerable and, therefore, are charged to utilize the art and science of nursing to create an atmosphere of mutual respect and trust. Fundamental beliefs concerning Teaching and Learning, Critical Thinking, Diversity, and the Nursing Metaparadigm (Nursing, Health, Person, and Environment) and the Rule of Saint Benedict guide the endeavors of the faculty.

TEACHING AND LEARNING

The creation of an active learning environment encourages students to achieve their highest levels of personal and professional growth. Faculty facilitate the acquisition of knowledge, skills, and attitudes which are integral components of the teaching learning environment leading to changes in behavior. We believe nursing knowledge, as well as relevant knowledge from the arts and sciences is foundational to encourage lifelong learning essential for the professional nurse.
CRITICAL THINKING
Faculty encourage students to engage in effective clinical reasoning and critical analysis of information and actions to improve patient care and advance the scholarship of the profession of nursing. We believe students who engage in critical thinking use concepts, ideas, and theories to interpret multiple sources of data and experiences to answer questions, solve problems, prioritize, and resolve issues. Students develop intellectual curiosity, rational thought processes, self-awareness, open-mindedness to diversity, and reflective decision making practices.

DIVERSITY
We believe diversity among faculty, students, and members of society enriches the educational experience; the curriculum is designed to meet diverse learning needs. Cultural competence is grounded in an appreciation of the profound influence of culture in people’s lives, and the commitment to encourage positive responses of healthcare providers to these differences. Graduating nursing professionals are prepared to respond with sensitivity to multicultural/ethnic populations’ varying healthcare needs in relation to human values including life, justice, personal freedom, health, and well being.

RULE OF ST. BENEDICT
St. Benedict mandated, “Care of the sick must rank above and before all else.”(RB 35:1). The Rule of St. Benedict encompasses values foundational in the development of ethical decision making and integrity essential to the nursing profession. These values permeate the nursing curriculum at the University of Mary with emphasis of the Benedictine values: hospitality, respect for person, prayer, service, moderation, and community. These values guide students to integrate spiritual, emotional, physical and intellectual characteristics into their personal and professional lives.

Mar ‘13
NURSING
Nursing practice, guided by professional standards is characterized by caring, accountability, critical thinking, and the integration of evidence-based findings. Through the application of the art and science of nursing, professional nurses empower individuals, families, and communities to promote healthful living, enhance well being, prevent or minimize negative effects of injury or disease and their treatments, or ensure a dignified peaceful death. As a member of the collaborative healthcare team, nurses deliver safe and effective patient-centered care through utilization of research, evidence-based practice, and informatics; knowledge of quality improvement processes; provision of patient teaching; advocacy; and service to others.

PERSON
Persons are holistic individuals who evolve through the influence of culture and environment. All persons, comprised of body, mind, and spirit possess inherent dignity and worth. Professional nurses recognize and incorporate unique differences, values, preferences, and expressed needs to provide person/family/community centered care.

HEALTH
Health is not merely the absence of disease; it is an optimal adaptation achieved through a balance of physical, psychological, social, cultural, developmental, and spiritual components. Perceptions of health are individually determined within socio-cultural contexts that are influenced by knowledge, experiences, and values. Within a collaborative environment, nurses promote, maintain, and restore optimum health in individuals, families, groups, and communities throughout the lifespan.

ENVIRONMENT
Persons are continually adapting to their environments in order to meet biological, psychological, social, and spiritual needs. Nurses promote safe healthy environments through practice, education, and inter/intraprofessional collaboration. Nursing practice at the individual, organizational, community, and population based levels, supports optimal health and quality healthcare in an ever-changing global environment committed to the just allocation of resources.

Mar '13

UNDERGRADUATE BSN PROGRAM OUTCOMES
At the end of the program, the graduate of the University of Mary, Division of Nursing will be able to:

1. Create healing environments by developing and maintaining respectful, caring, professional relationships based upon an understanding of person-environment interactions and the individual human experience of health, illness, and healing.
2. Provide safe, quality, cost-effective care to patients, families, and populations.
3. Collaborate with patients, families, and communities as part of nursing and inter/intraprofessional healthcare teams.
4. Integrate informatics and communication systems to improve patient care outcomes.
5. Engage in lifelong learning through the application of evidence-based knowledge from nursing and the arts and sciences as the basis for nursing practice.
6. Integrate professional nursing standards, the code of ethics, principles of servant-leadership, Benedictine values, and a liberal arts education into practice to advance the nursing profession.

Rev. 03/13
NURSING PROGRAM PORTFOLIO

Students at the University of Mary develop leadership through three key areas: The Competence Experience, The Benedictine Experience, and the Servant Leader Experience. These three areas of experience are synthesized into a nursing student portfolio that is introduced during NUR 434 seminar in the sophomore year and continues throughout the program. This portfolio provides students with an opportunity to discuss and reflect on their academic experiences, highlighting their accomplishments and learning. This portfolio is useful as an initial professional portfolio helping prepare the student for interviews.

NURSING TOEFL POLICY

WHO IS REQUIRED TO TAKE THE TOEFL?
Student applicants from countries in which English is not the native language are required to submit test scores verifying their proficiency of the English language.

WHAT ARE THE REQUIRED TOEFL SCORES?
Documentation of TOEFL scores must be submitted along with the necessary application materials when the student is applying for admission to the Division of Nursing at the University of Mary prior to the application deadline. The following are the TOEFL requirements required for as part of the application process:

TOEFL® Score Requirements:
- TOEFL iBT® minimum of 80 and 26 in speaking
- TOEFL PBT® minimum of 550 total score and a score of 5.0 the TWE (Test of written English)
  - Students completing the TOEFL PBT must also complete the Test of Spoken English (TSE ®) and receive a score of 50 or higher
IELTS band score of 6.5 may be taken in place of the TOEFL

TOEFL results must be sent directly from ETS—photocopies are not acceptable. Scores for any applicant that are more than two years old are not valid and will not be considered.

Official results must be sent directly to:
University of Mary
Division of Nursing
5500 University Drive
Bismarck, ND 58504

FOREIGN TRANSCRIPTS
All foreign transcripts for all undergraduate and graduate coursework must be translated by an official transcript evaluation service. Applicants to the University of Mary: Division of Nursing are required to provide a course by course evaluation which shows the course name, grade received using US grading scale, cumulative grade point average (GPA) and degree earned. The World Education Services (WSE) at www.wes.org, Educational Credential Evaluators at www.ece.org, and International Education Research Foundation at www.iwerf.org can be used for this service. The applicant is responsible for all charges incurred for these services.

11/5/14
# Baccalaureate Nursing Curriculum

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<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tr>
<td>POL101</td>
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<tr>
<td>*ANT171</td>
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<tr>
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<tr>
<td>PHI108</td>
<td>3</td>
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<td>THE</td>
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<tr>
<td>ART</td>
<td>3</td>
</tr>
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<td><strong>17 Credits</strong></td>
<td><strong>17 Credits</strong></td>
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<tr>
<td><strong>Sophomore Year</strong></td>
<td><strong>Summer Term Recommended:</strong> <em>NUR317 Pharmacology or <em>NUR319 Pathophysiology</em></em></td>
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<tr>
<td>*BIO207</td>
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<td>PHI108</td>
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<td>THE</td>
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<tr>
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<td><strong>15 Credits</strong></td>
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<tr>
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<td>*NUR342</td>
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<td>3</td>
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<td>*NUR319</td>
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<td><strong>OR</strong></td>
<td><strong>OR</strong></td>
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<td>*NUR443</td>
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<td>*NUR424</td>
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<td>1</td>
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<tr>
<td>PHI THE</td>
<td>3</td>
</tr>
<tr>
<td><strong>12-15 Credits</strong></td>
<td><strong>13-16 Credits</strong></td>
</tr>
</tbody>
</table>

124 Total Credit Hour minimum required for Graduation

+Information technology placement test requirement. May take CIS 101 to meet requirements.  
* A grade of at least a C is required. For admission into the program, a minimum GPA of 3.0 is required.  
++Minimum ACT of 21 in Math or Science required.  
Enrollment in all NUR courses (except NUR240, NUR 216, NUR317, NUR319) is restricted to students who have been accepted by the Division of Nursing.

Feb'15
Admission to the Traditional On Campus Program

Application into the Division of Nursing begins during the fall semester of the sophomore year. Requirements for acceptance are:

- Completed Application form.
- Two completed recommendation and appraisal forms.
- Cumulative GPA of 3.0 or higher on UMary and transferred courses.
- Grade of “C” or higher in each of the following nursing prerequisite courses and official transcript for transferred credits.

ANT 171 Anthropology or Soc. Substitute      CHE 110 Intro to Org. & Biochemistry      *NUR 216 Nutrition
BIO 207 Anatomy & Physiology I               MAT 180 Elementary Statistics              *NUR 240 Introduction to Nursing as a Profession
BIO 208 Anatomy & Physiology II              PSY 201 Intro to Psychology                Profession (current CNA license required)
BIO 209 Microbiology                         PSY 207 Lifespan Psychology                ENG 121 College Composition II

*Enrollment in NUR 240 (Introduction to Nursing as a Profession) is restricted to students who have declared nursing as a major and hold a current CNA license.

All other nursing courses are restricted to students who have been accepted into the Division of Nursing.

- No nursing/nursing prerequisite course (above listed courses) may be repeated more than once. The grade received during the student’s second attempt will be used. The total number of nursing/nursing prerequisite courses which may be repeated is limited to two. Repeated classes will include those from which a student has withdrawn (W, WP, WF). Students who withdraw due to nonacademic reasons may request consideration for admission.
- A student who has not successfully completed all attempted pre-requisite courses cannot be accepted into the Nursing Division.
- If a student is admitted December of their sophomore year, they must enroll in NUR 242, Nursing Fundamentals, and NUR 248, Health Assessment, in the spring semester. Exceptions granted with nursing advisor approval.
- American Heart Association Basic Life Support for Health Care Providers Certification © is required (two year certification).
- Signed Professional Behavior contract.
- Criminal background checks and signed disclosure form.
- TB testing and flu vaccinations are required upon acceptance into the program and annually thereafter.

An individual with a disability is considered for admission based on his/her ability to meet the curriculum requirements. No otherwise qualified person shall be, solely by reason of a disability, excluded from participation in the program (American Disabilities Act of 1990). Students must verify that they meet the Physical & Mental Requirements to Provide Safe Patient Care for Students, Faculty, and Preceptors.

Applicants are considered primarily on the basis of academic achievement as evidenced by a minimum cumulative GPA of 3.0. This GPA must be maintained through the sophomore year to progress into the junior year. Preferential consideration is given to applicants who have taken all prerequisite coursework at the University of Mary, and have demonstrated participation in volunteer activities. Entry into the nursing major is competitive and class size is limited.

**EARLY ADMISSION:**

A select group of high school seniors may apply for early enrollment into the nursing program. The number is determined on a yearly basis. Applicants for early enrollment must be outstanding in their own high schools; having at least a score of 24 on the ACT or a cumulative GPA of 3.5. A member of the nursing faculty interviews these students prior to their early acceptance. Students accepted for this program sign an agreement detailing specific requirements.

**ROLLING ADMISSION:**

If the class number doesn’t reach full capacity, rolling admissions comes into effect. Qualified applicants on Nursing CAS will be considered for admission. Students must have an overall undergraduate GPA of 3.25 or higher and a GPA of 3.4 or higher in required pre-requisite coursework.

**PROGRESSION:**

Once admitted, students must earn a grade of C or higher in nursing courses. The total number of nursing courses (NUR) which may be repeated is limited to one. This includes NUR 216 and NUR 240, which are taken prior to admission. Repeated classes will also include those from which a student has withdrawn (W, WP, WF). Students who withdraw due to nonacademic reasons may request consideration for readmission. Permission to continue will be granted or denied based on the circumstance related to the failure and space availability in the course.

Undergraduate nursing reserves the right to make program changes related to admission and curriculum. Changes may apply to prospective students, as well as students already enrolled, and changes will be shared with students in a timely manner. However, it is the responsibility of the student to periodically contact their advisor, the program’s website, or the Nursing Division Office to obtain current policies.
**PROGRESSION IN THE TRADITIONAL ON CAMPUS PROGRAM**

Students are advised to refer to each course syllabus for criteria for passing the course. Students must maintain a GPA of 2.75 through the sophomore year to progress into the junior year.

Once admitted, a student who:
1) receives less than a grade of a “C” in any prerequisite or nursing course,
2) fails nursing practice,
**OR** 3) receives a “W, W/F, WP” in any prerequisite or nursing course

must repeat that course prior to taking any other nursing courses. The total number of nursing courses (NUR) which may be repeated is limited to one (1). This includes NUR 216 and NUR 240, which are taken prior to admission. Repeated classes will also include those from which a student has withdrawn ("W," "W/P," or "W/F"). Students who withdraw due to nonacademic reasons may request consideration for readmission. Permission to continue will be granted or denied based on the circumstance related to the failure and space availability in the course.

All students, prior to participating in junior and/or senior level nursing practice, will complete a urine drug screen.

**DISMISSAL FROM THE TRADITIONAL ON CAMPUS PROGRAM**

The nursing Division retains in the major only those students who demonstrate personal and behavioral characteristics needed to assume the role of the professional nurse.

A student may be dismissed from the Nursing Program for any of the following reasons:
- Unsatisfactory completion of two nursing courses
- Unsatisfactory completion of a repeated nursing course
- Unsatisfactory completion of Medication Competency
- Unsatisfactory clinical performance
- Inability to participate in the nursing practice component of the program because of nursing practice site requirements
- Unsafe nursing practice performance
- Breach of Academic Honesty or Professional Behavior Policies (Nursing Student Handbook)
- Any health related problem that prevents the student from satisfactorily meeting the course objectives consistent with the Americans with Disabilities Act
- Positive result on drug screen
- Professional judgment of the faculty

Rev. 7/10
READMISSION TO THE TRADITIONAL ON CAMPUS PROGRAM

- If a student must repeat a nursing course, the student must request readmission to the program prior to taking any other nursing courses. This request must be submitted in writing to the Chair of the Nursing Division, to be brought forth to the Admissions Committee for consideration. Permission for readmission will be granted based on the circumstance related to the failure and space availability of the course.

- If, for various reasons, a student is unable or chooses not to enroll in courses for a year or more, the student must contact the Division Chair to schedule an advising conference. Students may be allowed to continue on a space available basis, or may be advised/required to meet additional criteria.

- A student who is granted provisional readmission to the division, must submit the following to the division secretary 6 weeks prior to the beginning of classes for full admission:
  - Background check
  - Current CPR certification valid through graduation (American Heart Association Health Care Provider)
  - Up to date immunizations. A student returning in the spring semester must also have current TB and influenza vaccination.
  - Signed Disclosure form and Physical & Mental Requirements form

Rev. 7/10, 4/11, 5/14
## LPN TO BSN CURRICULUM SEQUENCE OF NURSING COURSES

### SUMMER SEMESTER

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<tbody>
<tr>
<td>MAT 180.01</td>
<td>*Elementary Statistics (To be taken either the summer prior to or the summer during the Program)</td>
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### JUNIOR YEAR

#### FALL SEMESTER

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<td>*Intro Gen/Org/Bio Chemistry</td>
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<tr>
<td>NUR 341.03</td>
<td>Introduction to Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 248.03</td>
<td>*Health Assessment</td>
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#### SPRING SEMESTER

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<tr>
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<td>Nursing Care of the Older Adult</td>
<td>3</td>
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<tr>
<td>NUR 319.03</td>
<td>Pathophysiology</td>
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### SUMMER SEMESTER

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<tr>
<td>MAT 180.01</td>
<td>*Elementary Statistics</td>
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<tr>
<td>NUR 215.03</td>
<td>*Nutrition &amp; Diet Therapy</td>
<td>3</td>
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<tr>
<td>NUR 317.03</td>
<td>*Pharmacology</td>
<td>3</td>
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<tr>
<td>NUR 323.03</td>
<td>Concepts of IV Therapy</td>
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<tr>
<td>NUR 331.03</td>
<td>Maternal/Child Bridge</td>
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### SENIOR YEAR

#### FALL SEMESTER

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<tbody>
<tr>
<td>NUR 336.03</td>
<td>Ethics, Law and Policy</td>
<td>3</td>
</tr>
<tr>
<td>NUR 335.03</td>
<td>Research &amp; Evidence Based Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 438.03</td>
<td>Interdisciplinary Care</td>
<td>1</td>
</tr>
</tbody>
</table>

#### SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 446.03</td>
<td>Community Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 441.03</td>
<td>Medical Surgical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 436.03</td>
<td>Nurse as Leader</td>
<td>3</td>
</tr>
<tr>
<td>NUR 423.03</td>
<td>NCLEX I</td>
<td>1</td>
</tr>
</tbody>
</table>

#### SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 444.03</td>
<td>Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 443.03</td>
<td>Critical Care Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 450.03</td>
<td>Role of Professional Nurse</td>
<td>3</td>
</tr>
<tr>
<td>NUR 424.03</td>
<td>NCLEX II</td>
<td>1</td>
</tr>
<tr>
<td>ALU 499.08</td>
<td>Sr. Comp Assessment: Nursing</td>
<td>0</td>
</tr>
</tbody>
</table>

*Comparable Course may substitute*  

4/15/14
ADMISSION TO THE LPN TO BSN PROGRAM

LPN – BSN application packets are available September 1. Requirements for acceptance into the Program are:

- A current license in good standing as a certificate or associate degree LPN. Students must have had 1000 hours of direct patient care within the last two years OR have graduated in the last 6 months.
- Completed Application form.
- Two completed recommendation and appraisal forms.
- Cumulative GPA of 3.0 or higher on Umary and transfer courses (GPA is ranked for admission selection).
- Grade of “C” or higher in each of the following nursing prerequisite courses and official transcript for transferred credits. Classes older than 5 years will be evaluated on a case by case basis.
  
  Sociology or Anthropology  
  Intro to Psychology  
  Lifespan Psychology
  
  Elementary Statistics  
  Anatomy & Physiology I
  
  Microbiology  
  Intro to Organic & Biochemistry
  
  Intro to Psychology  
  Anatomy & Physiology II
  
  Anthropology  
  Intro to Organic & Biochemistry
  
  Microbiology  
  College Composition II

- No nursing/nursing prerequisite course (above listed courses) may be repeated more than once. The grade received during the student’s second attempt will be used. The total number of nursing/nursing prerequisite courses which may be repeated is limited to two. Repeated classes will include those from which a student has withdrawn (W, WP, WF). Students who withdraw due to nonacademic reasons, may request consideration for admission.
- A student who has not successfully completed all attempted prerequisite courses will not be accepted into the nursing division.
- Current Health Care Provider CPR.
- Criminal background checks.
- Signed disclosure form.
- Signed Professional Behavior contract.
- A passing grade on a LPN Comprehensive Predictor Exam (scores are ranked for admission selection).
- Applicant must meet all deadlines set by the University of Mary and be in good standing with prior institutions.

**Documentation of Health Requirements as Given Below:**

- Documentation of physical assessment, health history, current immunizations, and Hepatitis B Series must accompany the application to the Division.
- Documented proof of annual TB test.
- Annual flu vaccination required.

Once admitted, the total number of nursing courses (NUR) which may be repeated is limited to one. Repeated classes will also include those from which a student has withdrawn (W, WP, WF). Students who withdraw due to nonacademic reasons may request consideration for continuing.

An individual with a disability is considered for admission based on his/her ability to meet the curriculum requirements. No otherwise qualified person shall be, solely by reason of a disability, excluded from participation in the program (American Disabilities Act of 1990). Students must verify that they meet the Physical & Mental Requirements to Provide Safe Patient Care for Students, Faculty, and Preceptors (see appendix).

**University Requirements for Graduation:**

The student must meet the general bachelor requirements identified in the Undergraduate Programs Catalog.

*University Core required courses:*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>1 Credit</th>
<th>1 Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 101</td>
<td>Responsible Citizenship</td>
<td>1 Theology course</td>
<td>1 Theology course</td>
</tr>
<tr>
<td>ANT 171</td>
<td>Cultural Anthropology</td>
<td>1 Math course</td>
<td>1 Ethics course</td>
</tr>
<tr>
<td>ENG 121</td>
<td>College Composition II</td>
<td>1 Lab Science course</td>
<td>First Year Seminar</td>
</tr>
<tr>
<td>COM 110</td>
<td>Oral Communication</td>
<td>*CIS 101 Introduction to CIS</td>
<td></td>
</tr>
</tbody>
</table>

*University Core electives: 23-26 additional credits from three of the following areas – one must be from Philosophy/Theology:

<table>
<thead>
<tr>
<th>Area</th>
<th>1 Credit</th>
<th>1 Credit</th>
<th>1 Credit</th>
<th>1 Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philosophy/Theology</td>
<td>Math/Science</td>
<td>Humanities</td>
<td>Social &amp; Behavioral Sciences</td>
<td></td>
</tr>
</tbody>
</table>

*Information Technology Requirement:*

*Placement test with minimum competence of CIS 101 Introduction to CIS will count as a liberal arts elective.*

128 Semester credits are required for graduation (64 Semester credits minimum must be from a four year college/university)

Rev. 2/14
**PROGRESSION IN THE LPN TO BSN PROGRAM**

Students are advised to refer to each course syllabus for criteria for passing the course.

Once admitted, a student who:

1) receives less than a grade of a “C”,  
2) fails nursing practice,  

**OR**  
3) receives a “W/F” in a nursing course

must repeat that course prior to taking any other nursing courses. The total number of nursing courses (NUR) which may be repeated is limited to one (1). Repeated classes will also include those from which a student has withdrawn ("W," "W/P," or "W/F"). Students who withdraw due to nonacademic reasons may request consideration for readmission. Permission will be granted based on the circumstance related to the failure and space availability in the course.

**DISMISSAL FROM THE LPN TO BSN PROGRAM**

The nursing Division retains in the major only those students who demonstrate personal and behavioral characteristics needed to assume the role of the professional nurse.

A student may be dismissed from the Nursing Program for any of the following reasons:

- Unsatisfactory completion of two nursing courses  
- Unsatisfactory completion of a repeated nursing course  
- Unsatisfactory completion of Medication Competency  
- Unsatisfactory clinical performance  
- Inability to participate in the nursing practice component of the program because of nursing practice site requirements  
- Unsafe nursing practice performance  
- Breach of Academic Honesty or Professional Behavior Policies (Nursing Student Handbook)  
- Any health related problem that prevents the student from satisfactorily meeting the course objectives consistent with the Americans with Disabilities Act  
- Positive result on drug screen  
- Professional judgment of the faculty

**RE-ADMISSION TO THE LPN TO BSN PROGRAM**

- Students admitted to the LPN to BSN Completion Program are advised and encouraged to complete the Program as designed.  
- If, for various reasons, a student is unable or chooses not to enroll in courses for more than one year, the student must contact the Program Coordinator to schedule an advising conference. Students may be allowed to continue on a space available basis, or may be advised or required to meet additional criteria.  
- If the student is absent from the program for more than a seven year period of time (calculated from the date of original admission) the student must re-apply to the program. Upon admission, selected course work, completed with a passing grade prior to the absence, may be accepted. However, on advice from the Division’s Admissions Committee, the student may need to repeat clinical nursing courses or show competency and/or meet challenge criteria.  
- If a student has failed two nursing courses, the student is dismissed from the Program. If the student desires to seek re-admission, the student must completely re-apply and complete an entire admission packet . In addition, the student must arrange for an interview with the Division of Nursing Admissions Committee. Re-admission will be at the discretion of the Admissions Committee.
ADMISSION TO THE RN TO BSN PROGRAM

Students who apply to the RN to BSN program must have completed an Associate or Diploma Degree in Nursing at an institution that has national accreditation. Candidates must have passed NCLEX-RN® and submit proof of a current unencumbered RN license. Other requirements for acceptance into the program are:

- Apply for admission to the University of Mary
  - Complete University of Mary application
  - Pay application fee
- Cumulative GPA of 2.75 on a 4.0 scale for UMary and transfer courses
- Grade of “C” or higher in each of the courses that meet graduation requirements and official transcripts for transferred credits.
  - *Anthropology or Soc. Substitute
  - *English 121 Composition II
  - *Anatomy & Physiology I
  - *Intro to Psychology
  - ***A Statistics course
  - *Anatomy & Physiology II
  - *Lifespan Psychology
  - A Theology course
  - **An Ethics course
- Students may enroll in NUR 348 and NUR 352 while completing prerequisite coursework.
- Current Health Care Provider CPR.
- Criminal background check through certifiedbackground.com.
- Signed disclosure form.
- Signed Physical and Mental Requirements to Provide Safe Patient Care form.
- Signed Memorandum of Understanding
- Official transcripts from ALL colleges attended must be sent to University of Mary Admissions/Enrollment Services
- Applicant must meet all deadlines set by the University of Mary and be in good standing with prior institutions.

DOCUMENTATION OF HEALTH REQUIREMENTS AS GIVEN BELOW:

- Documentation of health history, current immunizations, and Hepatitis B Series must accompany the application to the Division.
- Documented proof of annual TB test.
- Annual flu vaccination is highly recommended and required by some clinical facilities.
- Additional immunizations/verifications may be required for clinical facilities.

INDIVIDUALS WITH DISABILITY

An individual with a disability is considered for admission based on his/her ability to meet the curriculum requirements. No otherwise qualified person shall be, solely by reason of a disability, excluded from participation in the program (American Disabilities Act of 1990). Students must verify that they meet the Physical & Mental Requirements to Provide Safe Patient Care for Students, Faculty, and Preceptors.

UNIVERSITY REQUIREMENTS FOR GRADUATION:

The student must meet the general bachelor requirements identified in the Undergraduate Programs Catalog. 124 Semester credits are required for graduation (64 Semester credits minimum must be from a four year college/university)

*Students may enroll in the following courses while completing NUR 348, NUR 352, NUR 4XX
**Must be taken prior to NUR 336
***Must be taken prior to NUR 368

Rev. 10/14
PROGRESSION IN THE RN TO BSN PROGRAM

Once admitted to the RN to BSN Program, students must earn a grade of C or higher in nursing courses. Students are advised to refer to each course syllabus for criteria for passing the course.

Once admitted, a student who:

1) receives less than a grade of a “C”,

OR

2) receives a “W/F” in a nursing course

must repeat that course prior to taking any other nursing courses. The total number of nursing courses (NUR) which may be repeated is limited to one (1). Repeated classes will also include those from which a student has withdrawn ("W," "W/P," or "W/F"). Students who withdraw due to nonacademic reasons may request consideration for readmission. Permission will be granted based on the circumstance related to the failure and space availability in the course.

All students, prior to participating in nursing practice, will complete a urine drug screen.

DISMISSAL FROM THE RN TO BSN PROGRAM

The nursing Division retains in the major only those students who demonstrate personal and behavioral characteristics needed to assume the role of the professional nurse.

A student may be dismissed from the Nursing Program for any of the following reasons:

- Unsatisfactory completion of two nursing courses
- Unsatisfactory completion of a repeated nursing course
- Inability to participate in the nursing practice component of the program because of nursing practice site requirements
- Unsafe nursing practice performance
- Breach of Academic Honesty or Professional Behavior Policies (Nursing Student Handbook)
- Any health related problem that prevents the student from satisfactorily meeting the course objectives consistent with the Americans with Disabilities Act
- Positive result on drug screen
- Professional judgment of the faculty
• Students admitted to the RN to BSN Completion Program are advised and encouraged to complete the Program as designed.

• If, for various reasons, a student is unable or chooses not to enroll in courses for more than one year, the student must contact the Program Coordinator to schedule an advising conference. Students may be allowed to continue on a space available basis, or may be advised or required to meet additional criteria.

• If the student is absent from the program for more than a seven year period of time (calculated from the date of original admission) the student must re-apply to the program. Upon admission, selected course work, completed with a passing grade prior to the absence, may be accepted. However, on advice from the Division’s Admissions Committee, the student may need to repeat clinical nursing courses or show competency and/or meet challenge criteria.

• If a student has failed two nursing courses, the student is dismissed from the Program. If the student desires to seek re-admission, the student must completely re-apply and complete an entire admission packet. In addition, the student must arrange for an interview with the Division of Nursing Admissions Committee. Re-admission will be at the discretion of the Admissions Committee.
**Academic Policies**

**MEDICATION COMPETENCY**

The Nursing Division requires that students pass medication competency exams throughout the nursing curriculum to progress to the next course. Students must pass the Drug Competency exam with a score of at least 90% in order to pass the course. If the student fails on the first competency exam, a second Drug Competency exam will be administered. A student who fails for the second time will be required to take and pass the Calculating Medication Dosages course the next time it is offered. If, in a subsequent course the student fails the Drug Competency exam, and fails the second competency exam, the student will be dismissed from the program.

*Developed 5/09*

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**GRADING SCALE**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Honor Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>92-93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>90-91</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>86-89</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>84-85</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>82-83</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>75-81</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>71-74</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>&lt;70</td>
</tr>
</tbody>
</table>

**ACADEMIC HONESTY: UNIVERSITY OF MARY HONOR CODE**

In its mission statement, the University of Mary proclaims that “All students are encouraged to seek the truth, to see themselves as whole and unique individuals responsible to God, and to become leaders in service to truth.” Students at the University of Mary are expected to act with integrity at all times. To have integrity is to be trustworthy—to be sound, reliable, and whole—and to live with the inner strength that comes from knowing that one actually is as one portrays oneself to be. The basis of all interaction in the academic community is the expectation that all students will behave in accordance with the values set forth in the University of Mary Academic Honor Code and Honor System. This University of Mary Academic Honor Code expects that individuals will act in a manner that is respectful of the rights and privileges of others. Responsibility for maintaining the integrity of the community rests with each individual member. Each person must examine and evaluate his/her own behavior and regulate that behavior to be consistent with the expectations of the university community. All students are bound by the University of Mary Honor Code and Honor System which can be located at the my.umary web site.

*Rev 4/1*

**FORMS OF ACADEMIC DISHONESTY**

**Plagiarism**

1. Giving or getting improper assistance on an assignment meant to be individual work. (Always ask the instructor if collaboration is acceptable).
2. Presenting the work of another person as his or her own.
3. Using the services of a commercial term paper company.
4. Submitting part or all of the work of another student as one’s own.

[17]
5. Using another writer’s words or ideas without proper citation (see APA manual for specific criteria for quotes, paraphrasing and citations).
6. Acting as a provider of paper(s) for a student or students.
7. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
8. Fabricating data for an experiment or research project.
9. Citing nonexistent sources.
10. Fabricating any written assignment.

Cheating on Exams
1. Copying from others.
2. Having or using notes, formulas or other information on a “cheat sheet” or in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits for such assistance.
6. Providing or receiving information about all or part of an exam, including answers (e.g. telling someone what was on an exam).
7. Altering a graded exam and resubmitting it for a better grade (e.g. changing a graded scantron during a test review and asking that the grade be increased).
8. Gaining or providing unauthorized access to examination materials.

Other
1. Submitting false records or information orally or in writing, including, but not limited to laboratory tests, academic records, references, credentials or accomplishments.
2. Forging a signature.
3. Removing library material without authorization and hoarding or damaging such materials.
4. Stealing or destroying the work of another student.
5. Deliberately deceiving a teacher regarding school work in order to receive special consideration or extension.
6. Failing to complete one’s part in a group project that has a group grade attached to it.
7. Falsifying attendance record, patient information, documentation or required paperwork during a lab or nursing practice experience.

PROCEDURES AND PENALTIES
1. Anyone can report an incident of academic dishonesty. The chain of communication of the Division of Nursing and the University of Mary should be followed for reporting.
   Instructor> Course Coordinator (if applicable)> Level Chairperson> Division Chair> Dean of Health Sciences> Assistant Vice President of Academic Affairs
2. When an incident of academic dishonesty is suspected or reported, the instructor will initiate action within seven days of discovery of the infraction by officially notifying the student and recording the incident in the student’s file. (From University of Mary Student Handbook.) Additionally, in the Division of Nursing, other faculty members involved in the course and the division chairperson will be notified. An investigation of the incident will follow. Instructor(s) and/or chairperson will meet with the student to discuss penalty/consequence.
3. Penalty or sanction will depend upon:
   a. The extent of the academic dishonesty.
   b. Whether or not the academic dishonesty was deliberate.
   c. The importance of the work in question as a component of the course or program.
   d. Whether the act in question is an isolated incident or a pattern of behavior.
   e. Whether there are any mitigating or aggravating circumstances.
4. According to the University of Mary Student Handbook Policy, any of the following penalties/sanctions may be applied to the student:
   a. The student may receive a zero for the work in question.
   b. The student may be given another opportunity to demonstrate knowledge of skills.
   c. The student may be expelled from class with a failing grade.
**ADDITIONALLY, THE DIVISION OF NURSING MAY CHOOSE TO APPLY ANY OF THE FOLLOWING:**

- **Disciplinary warning** — verbal or written communication of the offense and notification that repeated offense will result in more serious disciplinary action.
- **Restitution** — requirement that a student compensate involved persons for injuries, damages or losses.
- **Probation** — an academic contract will be instituted containing the requirements for continuation and success in the program.
- **Suspension** — a written statement notifying the student that enrollment has been suspended for a specific period of time for violating university or division policy. Conditions for re-admittance, if any, will be included.
- **Dismissal** — the student is dismissed from the nursing program.

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**PROFESSIONAL BEHAVIOR POLICY**

The following behaviors are expectations of a professional nurse and are necessary for your success in this program.

These behaviors reflect active practice of the Benedictine values of respect, community, hospitality, moderation and service which are integral to the practice of nursing. They are also integral to successful acquisition of the core competences of Spirituality and Ethics, Global Stewardship, Communication and Critical Thinking.

Continued commitment to and growth in these areas will be evaluated throughout the program through written and oral communication, classroom observation, nursing practice evaluation, and university sanctioned experiences and events.

**RESPONSIBILITY:**

- Timeliness and full participation for classes, nursing practice experiences, appointments and submission of assignments.
- Timely communication with appropriate faculty for unavoidable delays or absences and negotiation for make-up work.
- Accept responsibility for own actions.

**EXCELLENCE:**

- A commitment to self-directed learning (daily review of course material, reading of assignments).
- Providing the best possible effort and always striving for growth and improvement.

**ATTITUDE:**

- The Benedictine values of respect for persons, hospitality, moderation, community, prayer and service will guide all actions.
- Courtesy, positivity and flexibility.

**INTEGRITY:**

- Honesty, truthfulness, forthrightness and trustworthiness.
- Diligence and accountability.

**COMMUNICATION:**

- Confidentiality in all patient situations.
- Professional level written communication skills.
- Respectful, timely and courteous communication with appropriate persons regarding any issue involving the nursing program, making appointments as needed and following the chain of communication.
- Professional use of multimedia is expected (Facebook, Twitter, taping, etc.).

**RESPECT:**

- Acknowledge others
- Listen
- Speak kindly
- Respect personal physical space
- Respect other people’s time
- Display gratitude
Civility in Nursing Education:
University of Mary values the students’ right to learn and the faculty’s right to teach and believes in the freedom of expression. To foster teaching and learning, proper environments are necessary. As our learning community becomes increasingly diverse and global, it is important to establish a criterion that encourages openness to wide-ranging viewpoints.

Incivility of Nursing Education:
Examples of incivility include, but are not limited to the following:

- Challenging authority
- Demanding special treatment
- An “I paid for this” mentality
- Making offensive remarks
- Missing deadlines
- Reluctance in answering questions or participating in online discussion
- Challenging the instructor’s credibility & knowledge
- Taunting or belittling others
- Making physical threats to the instructor
- Engaging in academic dishonesty (cheating and/or plagiarism)
- Talking in class
- Arriving to class late and leaving early
- Using cell phones during class
- Coming to class unprepared
- Yelling at faculty
- Making harassing, hostile, or vulgar comments
- Sending the instructor inappropriate emails

Failure to exhibit expected professional behaviors will result in consequences appropriate to the level of the offense/infraction. Examples include, but are not limited to:

- Faculty conference (Initiate Unprofessional Behavior Form)
- Behavioral contract
- Dismissal

Students are required to sign a Professional Behavior Contract with their application for admission to the program and prior to their junior and senior year (see appendix)

Rev. 10/14
Professional Boundaries Policy

Professional boundaries are the spaces between the nurse’s power and the client’s vulnerability. Boundary violations can result when there is confusion between the needs of the nurse and those of the client. Examples of boundary violations include, but are not limited to, excessive personal disclosure by the nurse, secrecy between the client and nurse, favoritism of a client, flirtations, spending inappropriate amounts of time and visits to the client when off duty, gifts given or accepted from clients. Actions that overstep established boundaries to meet the needs of the nurse, not the client, are boundary violations. The nurse should avoid situations where the nurse has a personal or business relationship at the same time as a professional one.

Boundary violations are extremely complex. They are often ambiguous and difficult to evaluate. Any situation in which the nurse feels uncomfortable about the nurse/client relationship or maintains secrecy regarding the relationship may be a boundary violation. Boundary violations can cause distress for the client, which may not be recognized or felt by the client until harmful consequences occur. Professional sexual misconduct is an extremely serious violation of the nurse’s professional responsibility to the patient. It is a breach of trust.

It is the nurse’s responsibility to identify and maintain boundaries. The nurse should examine any boundary crossing, be aware of its potential implications and avoid repeated crossings. Nurses must be knowledgeable regarding professional boundaries and work to establish and maintain those boundaries. Nurses need to practice in a manner consistent with professional standards and always act in the best interest of the client.

If a student is suspected of being in violation of this professional boundary policy, the student will meet with the course and level coordinator and others as appropriate. Disciplinary action for violation of this policy may include a reprimand, a written contract, or dismissal from the program.

Adapted from the National Council of State Boards of Nursing. For more information refer to their website: https://www.ncsbn.org/2551.htm

Retirement of Division of Nursing Undergraduate Student Records

1. Division records remain intact for three years following student’s graduation.
2. Records on students who have been advised to discontinue the program, or have withdrawn for other reasons are retained for five years. Where there has been continued association with a student, the record is retained for five years and then fully evaluated as to further disposition.
3. Faculty will save course written assignments and exams a minimum of 14 days after final grades are posted each semester. It is faculty discretion whether to save them for a longer period of time.

May ’79; Revised, ’84, ’09, ’10; Reviewed ’06
Classroom Policies

**WRITTEN ASSIGNMENTS, EXAMINATIONS**

**GENERAL**
Course syllabi will delineate specific requirements concerning written assignments, written tests and clinical experiences.

**WRITTEN ASSIGNMENTS**
In the Division of Nursing, the *Publication Manual of the American Psychological Association* (APA), most current edition serves as the source book for documentation of references and footnotes. Specific questions regarding application of the APA guidelines should be discussed with the professor for whom the assignment is required.

The faculty consider plagiarism and cheating to be very serious offenses and students should be aware that expulsion from the University is an action that may be taken for this type of offense.

**EXAMINATIONS**
Examinations are to be taken at the time and place indicated in the course schedule.

- A student wishing to take a unit exam at a time other than the scheduled time for that exam for any reason other than an illness, serious family situation, or a college sponsored activity must submit a written request stating the circumstances to the Course Instructor for approval. Alternate test time is approved at course faculty discretion.

- The comprehensive final exam is taken at the time assigned by the Registrar's Office. Refer to University Bulletin. Any requests to take a final exam at an alternate time must be submitted in writing to the Chair of the Nursing Division.

- A student guilty of contributing to cheating on an examination or other assignment will be subject to serious academic penalty. (See Academic Honesty Policy)

- Competency exams and final exams may not be reviewed by students.

**LATE SUBMISSION OF ASSIGNMENTS**

- Any assignment submitted after the posted due date and time will have points deducted (see individual course syllabus for details).

- Assignments may include but are not limited to scheduled and posted course assignments.

- If a major assignment is not submitted within 7 days, no points will be given for that assignment, but the assignment must still be submitted to demonstrate competency.

If a student has experienced a personal crisis delaying the submission of an assignment by the posted due date, faculty will consider the situation and work with each student on an individual basis. It is the student’s responsibility to communicate with faculty if they are ill or experiencing a personal crisis and would like an extension for a scheduled assignment.

Developed 12/09
**CELL PHONES**

- Cell phones must be turned off and placed in a purse/backpack (not with the student) during class and tests. (Students may not use cell phones for calls, texting, web surfing or emailing during class).
- Students may check cell phones only during breaks from class.
- If a student is found to be using a cell phone during class, the phone may be confiscated for the duration of the class period.
- Students must abide by agency policy for cell phone use during nursing practice. Please refer to individual NP guidelines for specific policies regarding cell phone use at various agencies.

**Developed 5/09**

**USE OF MEDIA**

- Audio taping or videotaping classroom activities or anything in the clinical setting via the use of camera, cellphone, iPad, or other electronic devices, without prior approval from the faculty member involved and/or the nursing practice site administration is prohibited.
- Inappropriate use of social media (YouTube, Facebook, Twitter, etc.) such as posting audio tapes, videotapes, or photographs of classroom or clinical activities is prohibited; also commenting on other posts from nursing students, faculty, staff, clinical agencies, and patients/clients is prohibited.
- Permission to record a class applies exclusively to the student who received permission from the faculty member. The recording may not be accessed or utilized by any other individual. No replication of the recording may be made without the expressed permission of the faculty member. If audio taping is used for study group activities, faculty member permission must be obtained. Any tape of classroom activities must be erased by the end of the course.

**Mar’13**

**CLASS/CONFERENCE ATTENDANCE**

Within the Division of Nursing, participation in lectures, seminars, nursing practice experiences and Resource Center projects is viewed as a behavioral indication of the student's sense of responsibility and accountability; thus, participation and attendance are documented in student evaluations.

1. **CLASS**
   - For class attendance refer to the current University Bulletin. Individual course attendance policies may be established.

2. **CONFERENCES**
   - Students will be afforded the opportunity to attend conferences throughout the school year. Some of these conferences will be mandatory. Some of the conferences will also have a small monetary charge.

**Revised 98, Reviewed 10**

**LAB ATTENDANCE**

Lab attendance is mandatory. If a student is unable to attend lab due to an anticipated absence, such as school related activities, s/he must notify the instructor at least 24 hours prior to that absence. For unanticipated absences, the student must notify the instructor at least one hour prior to the start of lab. Students must negotiate a make-up time for the lab with the lab instructor. Students who do not notify the instructor prior to missing will receive an unsatisfactory in lab. Two unsatisfactory grades will result in failure of lab which means the student will fail the course. The following will result in an unsatisfactory grade in lab: more than five minutes late for lab twice in one semester, not notifying the instructor prior to missing a lab as mentioned above, joining another lab without prior approval of all instructors involved, not practicing two separate skills prior to competency, leaving lab early without prior approval, and talking while instructor is demonstrating skills.

**Developed 12/10**
**POLICY ON BREAST FEEDING INFANTS**

To promote and support breastfeeding, the Division of Nursing will allow breast feeding mothers to bring their babies up to six months of age to class. If the babies are disruptive or have a negative impact on the learning environment, the mother will be asked to take the baby out of the classroom immediately. No babies may be present during nursing labs, examinations, or guest lectures. Faculty/Staff will not assume responsibility for childcare, and there should be no requests for the provision of this service. The mother is responsible for bringing a person to provide this assistance (if needed) to the campus.

*Dev. 9/11*

**VERIFYING DISTANCE LEARNING STUDENT IDENTITY**

When administering proctored exams to students in the Nursing Division online courses, faculty will utilize the following steps to verify the student’s identity:

- Exams given via proctor should include instructions to the proctors that include a form(s) to sign indicating that the proctor checked a picture ID of the student, witnessed the student complete the exam, and that the exam was kept secure at all times.
- Exams given via the Internet require the student to log in using a secure password. In addition, students will find the following statement on their exam which serves to clarify the understanding of expectations and requirements of their exam:
  - I agree to complete this examination by myself.
  - I will not discuss the test questions with any person other than the instructor during or after this exam.
  - Only materials, if any, authorized by my instructor will be utilized.
  - I will not use books, notes, internet, texting, instant messaging, phone calls, or any other type of communication or resource during this exam. I acknowledge that communicating and/or using resources during this exam is considered cheating. I understand that if I am caught cheating on this exam, I may receive a grade of “0” on this exam, and will be subject to the procedures of the academic honest policy of the Division of Nursing.
  - If an instructor suspects cheating on an exam, s/he has the responsibility to question those involved.
  - By placing my initials in the answer section of this question, I am verifying my identity and that I will abide by the above statement.

*Developed 4/08, Revised 1/10, 1/11*

**REPRODUCTION OF CLASS HANDOUTS**

It is the Nursing Division policy that students will download, print, copy and/or reproduce their own handouts from the learning management system in preparation for class unless otherwise directed by faculty. The only exception would be a handout posted less than 48 hours before class time. In this case, faculty will provide “hard” copies for the students.

*Dev. Nov ’07*
REPRODUCING HANDOUTS FOR STUDENT
CLASS OR NURSING PRACTICE PRESENTATIONS

- **CLASS PRESENTATIONS**
  Students should email handouts for class presentations to the appropriate faculty member at least 48 hours prior to a class presentation. Faculty will then post it on the learning management system under handouts for students to download prior to the class presentation.

- **NURSING PRACTICE PRESENTATIONS**
  Faculty will reproduce handouts used for nursing practice presentations (teaching). Students are asked to use good stewardship principles to minimize the number of handouts to be reproduced. Only those necessary to the teaching effort should be reproduced. Students are responsible for submitting handouts to faculty at least 48 hours prior to the teaching effort. If this is not done, students are responsible for the reproduction of handouts.

  *Developed 3/09*

STUDENT PHOTOS

- **LEARNING MANAGEMENT SYSTEM**
  The University of Mary Division of Nursing prefers to have digital photos of students uploaded to the learning management system to facilitate student identification. The learning management system is only accessible to those enrolled in the course and is password protected. However, student privacy is respected in the division and the division recognizes that some students may not wish their photograph to be posted on the website.

  Students have a choice as to whether or not to allow a digital photograph to be placed on the website. Digital photographs will be taken for identification when submitting the admission form. This photograph will be used for student identification on the learning management system unless the student completes a “Picture identification Refusal Form”. This form will be available in the nursing division office. Students may also choose to upload their own photograph on the learning management system.

- **NAMETAGS**
  The photograph that is taken when the student submits their application to the Nursing Program will be used for the Division of Nursing clinical nametag. If an alternate photo is desired, please see the Nursing Division secretary on or before the 1st day of class each fall semester.

  *Rev. 5/10*

UNDERGRADUATE STUDENT STATUS

Licensed nurse student: A licensed nurse student is one who is licensed as a registered or practical nurse in any jurisdiction of the U.S. The student may be full or part-time and have regular or provisional status.

Special student: A special student is one who may not have met the necessary admission requirements but who wished to enroll in one or two nursing classes. Students must have met pre-requisites for each course. Permission to enroll in the course(s) must be given by the Division Chairperson and admission to each course must be by consent of the instructor.

*Reviewed '01, '05*

[25]
POLICY FOR IMPLEMENTATION OF A PLAN FOR SUCCESS

Students admitted to the Division of Nursing who are at risk for not meeting academic and/or professional standards will have a Plan for Success initiated. Students can be placed on a Plan for Success if they:

- Repeated two required nursing pre-requisite courses prior to admission to the program.
- Fail a NUR course (plan will be initiated by the level or program coordinator).
- Display unprofessional behavior.
- Receive an Unsatisfactory in a critical behavior identified on a nursing practice evaluation tool.

If a student is identified as needing a Plan for Success, they will be notified by the nursing faculty member directly involved. The students' academic advisor and the course/level coordinator will be notified and invited to all meetings. The student will be expected to develop an individualized Plan for Success in collaboration with the faculty member directly involved and one or two additional appropriate nursing faculty members (level coordinator, course coordinator, or advisor).

Developed Oct/10, Revised May/11

STUDENT RIGHTS

Please refer to the University of Mary Bulletin: Family Education and Rights and Privacy Act for information regarding student rights.

2/11

GRIEVANCE PROCEDURES AND RESPONSIBILITIES

Students with a grievance regarding academic, personal, or any school related matter should address it with the person(s) involved. If satisfaction is not obtained, the student should take the issue to the next level in the channel of communication:

1. Course Instructor
2. Course Coordinator (if applicable)
3. Level Coordinator
4. Division Chair
5. Dean of Health Sciences
6. Assistant Vice President for Academic Affairs

Please see channels of communication chart in the undergraduate nursing student handbook appendix and follow the Academic Appeals Process and Student Grievances and Appeals as identified in the University of Mary Undergraduate Programs Catalog and the University of Mary Student Handbook.

2/11

STUDENT LIFE

Students are eligible to enjoy the many privileges and benefits associated with being a part of the University of Mary community. Policies defining student responsibilities are published in the University of Mary Student Handbook. Copies of the handbook are made available at the beginning of each new academic year and are available at the service desk located at the entrance to the Casey Center. Copies are also available at the Student Development office located in the Benedictine Center. There is an electronic copy of the handbook accessible at www.umary.edu/UM/UniversityLife/StudentLife

2/11

NCLEX-RN

Undergraduate students must complete all University requirements within one year of completion of the nursing curriculum to be approved for NCLEX-RN.
Nursing Practice Policies

CRIMINAL BACKGROUND CHECK/DISCLOSURE FORM

ON APPLICATION TO THE DIVISION:
A signed disclosure form must be submitted with the application (See appendix for criminal background check instructions and disclosure form). The information will be used by the admissions committee to determine the suitability of the candidate for admission to the Division of Nursing.

Any arrests/convictions may disqualify an applicant and must be addressed in person to the Admissions Committee along with proof of significant progress in personal rehabilitation regarding the offense.

The following criminal background history may disqualify an individual for consideration to a nursing practice rotation and continuing in the program:

- Misdemeanor arrests or convictions
- Probated sentences
- Felony convictions for felony deferred adjudications involving crimes against persons – including physical or sexual assault/abuse
- Crimes of violence, abuse
- Class A and B misdemeanor theft
- Felony drug and alcohol offenses (without certification of rehabilitation)
- Murder

If your background check is returned with offenses that are greater than 5 years or of less than grave nature, the committee will notify you of what your next action will be.

The NDBON has criteria on positive background checks. All offenses must be reported to the BON when applying for licensure. It is the student’s responsibility to verify with the Board of Nursing eligibility to write the NCLEX.

A background check along with a signed disclosure form is required prior to the senior year and upon request. A signed disclosure form verifying no new offenses is required prior to the junior year.

5/06;1/10; Revised 5/10; 10/12; 1/15

DISCLOSURE OF CRIMINAL OFFENSES OCCURRING AFTER ADMISSION TO THE PROGRAM

All investigations, arrests, charges, or convictions must continue to be reported. This includes misdemeanors, felonies, DWI and DUI. Exceptions include minor traffic offenses not related to the use of drugs or alcohol. Crimes must be reported even if they result in a suspended or deferred imposition of sentence or if the charges were dismissed. All disciplinary action against another professional license must be reported whether it occurred in ND or in another state or country. These must be reported in writing to the division chair.

Students are expected to maintain behavior commensurate with that of a professional nurse.

5/08
URINE DRUG SCREENING FOR PROGRESSION IN THE NURSING PROGRAM

It is important to the Division of Nursing to protect the health and safety of its students as well as the patients’/families that students care for. To maintain behavior commensurate with that of a professional nurse, students are required to adhere to the following policy:

PROGRESSION IN THE PROGRAM
All students, prior to participating in junior level nursing practice, will complete a urine drug screen. All students in the senior level will be required to complete a random urine drug screen.

PROCEDURE
The student health clinic on the University of Mary campus, will conduct all requested urine drug screens for the Division. The student is responsible for any costs incurred for this drug screening. If the student has health insurance, it may be submitted by the clinic to cover the cost either partially or in full.

RANDOM SCREENING
If at any point the faculty suspect a student has violated the drug free policy of the University, the student will be required to complete another urine drug screen. Any unannounced urine drug screen can be requested up until the point of graduation.

If the required or requested urine drug screen is positive, the student will be dismissed from the program and referred to on-campus counseling.

URINE DRUG SCREENING FOR LPN TO BSN AND RN TO BSN STUDENTS

If a licensed LPN or RN works at an institution that conducts random urine drug screening, the professional will request their institution to submit a copy of the most recent results (results must be within the last calendar year) to the program director. If the licensed LPN or RN does not work at an institution that conducts random urine drug screening, the student must identify a licensed laboratory that will conduct random urine drug screening. The student will be notified when to report for a urine drug screen. The student is responsible for any costs incurred for a urine drug screening test.

NURSING PRACTICE EXPERIENCE

Nursing Practice experiences are referenced as Satisfactory or Unsatisfactory and graded Pass/Fail. Nursing practice is considered part of academic performance.

Since nursing is a practice discipline, all nursing practice experiences are mandatory. Any absence whether anticipated or unanticipated will be made-up. Please see course syllabi for individual course policies. Students who live out of town should make arrangements to stay in Bismarck for nursing practice days in order to assure attendance.

There will be:
   a. a written evaluation by the instructor and/or preceptor
   b. a written self-evaluation by the student
   c. conferences with instructors and/or preceptors at midterm and/or at the end of the semester or as determined necessary by faculty.

A student who merits a Fail for the nursing practice component of the course, fails the course irrespective of achievement in other areas. A pass for nursing practice performance is essential for a passing grade in the course.

All written assignments which are pertinent to the clinical rotation must be completed satisfactorily in order to pass the course.
**NURSING PRACTICE ABSENCE**

Nursing Practice hours are mandatory. Absences up to 20% of the total number of nursing practice hours will be rescheduled and completed. It is the student’s responsibility to negotiate rescheduling hours with the faculty member within the rotation the absence occurred. Absences of greater than 20% of the total number of nursing practice hours, regardless of the reason, will result in failure of the nursing practice portion of the course and subsequent failure of the course. Rescheduled hours do not negate the total number of hours missed.

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**HEALTH REQUIREMENTS FOR PARTICIPATION IN NURSING PRACTICE**

Participation in clinical experiences in a variety of agencies by nursing students necessitates that particular attention be given to protection of health of both the students and the public with whom they come in contact. Certain preventive measures on the part of nursing students are, therefore, necessary.

The Division of Nursing believes that each student should assume responsibility for meeting health requirements set up by the University and/or the various agencies, which are utilized.

1. All students must provide documentation of a physical assessment with the application to the Division of Nursing. The completed physical assessment form, health history, immunization and health history form (see appendix) and Hepatitis B vaccination policy (see appendix) form must accompany the application to the Division.

2. Students enrolling in any Clinical Nursing course must show yearly evidence of obtaining a TB Skin Test (having a history of a BCG vaccination is not a contraindication to receiving a PPD). A negative one-step TB Mantoux test is required prior to admission and annually between May 1st and September 1st for all students. Students who are positive reactors must have a report of one negative chest x-ray and a statement signed by self and a healthcare provider, assuring absence of the symptoms, on file prior to admission to the program. Those students will complete the Annual Questionnaire for Known Positive TB Reactions in the fall of their junior and senior years.

3. Annual flu vaccination is required. Students who are medically unable to receive the flu vaccination must provide documentation from their primary healthcare provider clearly indicating the medical contraindication. If for religious reasons the student cannot receive the flu vaccination, the student must complete the declination form.

4. **The student must disclose to faculty any considerations (physical or mental) that may affect their participation or progress during this course of study.**

4. Please see appendix for information regarding personal injury/hazards for nursing students.

*Revised 97, 98, 03, 10, 13, 14; Reviewed 01, 02, 12*
NEEDLE STICK INJURY

1. Students should take proper precautions to prevent needle stick injury. If one should occur, the student must contact their instructor immediately and follow the procedures of the agency in which they are practicing.

2. If students are not in an agency or there is no needlestick injury policy in the agency:
   a. Wash area of needle stick injury for 10 minutes with antibacterial soap, chlorhexidine or Betadine.
   b. Contact instructor.
   c. Obtain contact information (name, address, phone number) and permission to obtain blood specimen and medical information from person whose blood/body fluid contaminated the needle.
   d. Follow institution procedure for needle stick if applicable.
   e. Contact personal health care provider. (If student does not have a personal health care provider, they may obtain care in an emergency division or through the University of Mary Student Health Clinic, if open).

Note: The University of Mary is not responsible for any charges incurred as a result of care or follow-up from needle stick injury.

CARE OF CLIENTS WITH SUSPECTED ACTIVE TUBERCULOSIS

In compliance with CDC guidelines, anyone caring for a client with suspected tuberculosis should wear a properly fitting specialized mask (http://www.cdc.gov/tb/publications/factsheets/prevention/rphcs.htm). Students may not care for clients with suspected active tuberculosis unless they have been properly fit-tested for a specialized mask used for clients in airborne precautions.

AGENCY REQUIRED DRUG TESTING

If an agency requires drug testing, the student is responsible for any costs associated with this testing.

UNDERGRADUATE LIABILITY INSURANCE

A group policy of liability insurance is provided by the University of Mary. As a practice discipline, nursing deals with the public and may be subject to litigation. Therefore, liability insurance is mandatory for juniors and seniors. A separate fee will appear on the student’s financial billing statement.
CONFIDENTIALITY POLICY

HIPAA BUSINESS ASSOCIATE AGREEMENT
The University of Mary has students studying in fields such as social work, nursing, physical therapy and occupational therapy. As part of their education, a student may participate in a training program at a facility which is a health care provider. Health care providers are subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA establishes privacy standards for Protected Health Information (PHI), which is individually identifiable medical information maintained in any form or medium. Pursuant to HIPAA, many health care providers at which university students are trained have required the university to enter into a HIPAA Business Associate Agreement. These agreements limit the use and disclosure of PHI.

To ensure compliance with its Business Associate Agreements, this university policy is established:

1. This policy shall be distributed to all university divisions that require students to participate in training programs with health care providers.
2. All such students shall be provided a copy of this policy by their division.
3. Any student, faculty member or employee of the University of Mary that possesses tangible PHI in any form or medium shall promptly forward the same and all copies thereof to the University’s office of Human Resources.
4. Upon receipt, the University’s office of Human Resources shall document the receipt and destruction of the PHI and all copies thereof.
5. Students engaging in nursing practice may participate in case discussion. In all events, no individually identifying information (such as name, geographical location, dates, telephone or fax number, email address, social security number or any other unique identifying number, characteristic or code, biometric identifier, or photographic image) whatsoever shall be disclosed. All discussion shall be limited to the classroom/conference site. All information shall remain confidential and shall not be further disclosed (including social media).

All nursing students will sign a Confidentiality & Privacy Oath (see appendix). Additional confidentiality statements may be required for specific nursing practice sites.

Rev. Dec 2011

DRESS CODE

The purpose of a dress code is to assure a positive, professional image for nursing students. Clothing is a form of nonverbal communication that often makes a strong first impression. The type of clothing worn by the nursing student may impact the nurse-client relationship either positively or negatively, based on client’s initial perceptions.

TRAVEL POLICY

Students are responsible for their own transportation to all nursing practice experiences, internships, and preceptorships. Students are not allowed to transport clients, due to liability concerns.

It is an expectation that students may have to travel a considerable distance to complete clinical practice and ensure a quality nursing practice experience. It is the sole responsibility of the student to make travel arrangements and incur any costs associated with travel to nursing practice experiences.

Reviewed ’01;’05;Revised Jan ’10, Jan ’15

[31]
During student participation in simulation exercises at the University of Mary, they will be both an active participant in patient care scenarios and an observer of others involved in similar situations (either in real time or on videotape). Participants are required to maintain strict confidentiality regarding both their own performance and the performance of others, whether witnessed in real time or on videotape. It is unethical to share information regarding others’ performance outside the simulation setting.

While students are free to discuss in general terms, the technical and behavioral skills acquired and practiced during simulation, they are required to maintain strict confidentiality regarding the specific scenarios to which they are directly and indirectly exposed. The development of challenging scenarios is extremely labor intensive and any foreknowledge by participants of what is to be presented to them will defeat the purpose of this type of education.
NURSING SIMULATION LAB CONDUCT/BEHAVIOR GUIDELINES

1. All lab/simulation users must act in a manner that does not disturb the academic activities occurring in the lab.
2. No lab user shall infringe upon the privacy, rights, privileges, health, or safety of other lab users.
3. All faculty, staff, and students must complete an orientation to the lab and equipment prior to use.
4. Lab/simulation equipment shall not be used for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the lab/simulation.
5. Any equipment malfunction or abuse must be reported to the Simulation Coordinator/Technician immediately.
6. The mannequin will not be removed from the bed, unless instructed to do so.
7. All electronics including cell phones, PDAs, cameras, camera phones, and video recorders are prohibited during lab/simulations unless specified by the instructor.
8. No eating or drinking is allowed in the Simulation Lab or patient rooms.
9. Students and faculty should wash hands with soap and water prior to touching simulators/mannequins.
10. Students are responsible for leaving labs in the same condition they are found.
11. Students are responsible for putting equipment away in the same condition it is found.
12. Students are responsible for bringing their own lab supplies and assessment equipment.
13. If you open it, close it; if you raise it, lower it; if you turn it on, turn it off; etc....
14. Be a good steward, do not waste supplies.

STUDENT BEHAVIOR STANDARDS
1. The patient will be given the same consideration as any patient in the clinical setting. This includes the principles of patient privacy, confidentiality, and safety.
2. The scenarios are not to be discussed outside of simulation and debriefing sessions. This is to protect the value of the experience for those who will eventually take part in the clinical scenarios. If a student does so, it is considered cheating and the student will face disciplinary actions.
3. Students should approach the patient in the simulation setting using the same dress and behavior standards required for all inpatient clinical settings, consistent with the Nursing Student Handbook. This includes standards of dress, communication, and preparedness for clinical experiences.
4. Levels of student interaction are determined by the facilitator and the student’s level of progress in the nursing program. Students may be expected to perform some nursing activities in the simulation lab that they are unable to do in the clinical setting (ie. blood administration, physician communication, code situations, newborn resuscitation, etc.).
5. Students are expected to perform at their highest ability at all times, in all assigned roles.

May’13
Communication/Resources

STUDENTS’ NAMES/LAND ADDRESS AND EMAIL ADDRESS

A list of students’ names, land addresses, email addresses and telephone numbers will be obtained in classes and kept in the Nursing Office for faculty use. *It is a student’s responsibility to inform the Secretary, Division of Nursing, and course coordinators of any changes in name or address as soon as the change is made.* Many communications to students are sent by mail; it is important that data is accurate.

UMARY EMAIL/COURSE ANNOUNCEMENTS

Most course/division information will be posted on my.UMARY.edu website. Students must check UMARY email and course announcements on web daily for critical information. Students are responsible for all posted information.

STUDENT MAILBOXES

Sophomore, Junior and Senior students are assigned a mailbox in the Nursing Resource Center. Papers, newsletters and other forms of communication are placed there for students. Students must check their mailboxes frequently for timely information.

COMPUTER SERVICES

It is highly recommended that students have a laptop for integrated testing purposes. The laptop cannot be a Mac.

Students have access to University of Mary computer services. These sites include the North Campus Computer Center, (HMC 118) Welder Library Computer Lab, and Larsen and Bergum Computer Labs (Benedictine Center).

LIBRARY SERVICES

Access to current literature is central to professional nursing and successful graduate education. Upon presentation of proper credentials, students and faculty have access to the collections of Bismarck Public Library, Bismarck State College Library, Mandan Public Library, the North Dakota Library, St. Alexius Medical Center and Q&R Medcenter One Health Sciences Library.

Welder Library participates in local, regional, and national networks providing access to over 75 million volumes. Databases in nursing, medicine, and related fields provide full text for thousands of journals. Free electronic interlibrary loan service is available for all students.

Students can receive instructional or reference help in the library, via phone, or email.
Nursing Student Organization/Opportunities

ORGANIZATIONS

NURSING STUDENT ASSOCIATION (NSA)
Membership in the national and local NSA organization is required of all nursing students. The membership fees are included in the student fees. This organization is the only national organization for students of professional nursing programs.

The purpose of NSA is to aid in the development of the whole person, the nursing professional role and one's responsibility for the health care of people in all walks of life. One is able to achieve this growth through community projects such as blood pressure clinics, activity in the university's functions, and community service events such as collecting food for food pantries. NSA offers programs that provide further information concerning nursing care and also specific discussions pertinent to students pursuing the nursing profession. One of the highlights of NSA is the opportunity to meet nursing students of all ages with various outlooks on nursing and networking with student nurses throughout the state. NSA provides an opportunity for development of leadership.

NSA members are eligible for the Student Nurse of the Year (SNOY) Award. Three members are chosen as finalists with the winner announced at the Student Nurse of the Year Banquet held each spring. The student then represents the University of Mary in the State SNOY competition.

Rev 5/10

SERVANT LEADERSHIP EXPERIENCE
In conjunction with the students' membership in NSA, the University of Mary Division of nursing requires each student in the division to complete volunteer activities outside of the classroom every semester to grow in the area of servant leadership. These professionally related experiences are modeled in the University of Mary Benedictine spirit to serve others and are designated to foster professional and personal growth. The two components that comprise the Servant Leadership Experience are 1) volunteer involvement in community and/or health-related activities and 2) participation in leadership activities.

Dev 12/10

SIGMA THETA TAU - KAPPA UPSILON CHAPTER
In May 1988 a chartering ceremony was held on the University of Mary for approved membership in Sigma Theta Tau, the National Honor Society of Nursing. In 2004, the University of Mary and MedCenter One successfully petitioned to become Kappa Upsilon at Large. The purpose of the Society shall be to:

- Recognize superior achievement
- Recognize development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession
- Provide unity and fellowship through social, educational and service activities.
- Award scholarships

Eligibility requirements: Minimum GPA 3.0, rank in upper 35% of class, and demonstrate leadership potential.

Students are invited to join and are inducted into this organization in the fall of their senior year.

Revised 93, 98; Reviewed 94
**HONORS AND AWARDS**

**DIVISION OF NURSING AWARDS**

**STUDENT ACCOMPLISHMENT FORM**
The Student Development Committee distributes a student accomplishment form annually during the fall semester via file exchange. All students are required to complete and submit this form (see appendix) to the chair of the Student Development Committee. This information will be used to assist faculty and committees in choosing recipients for awards.

**WOLF MEMORIAL AWARD**
The Wolf Memorial Award is given annually by the Division of Nursing to a second semester junior nursing student who has demonstrated excellence both in the academic and in the clinical areas of the nursing program at the University of Mary.

Nominations will be made by junior level faculty who will then make a final selection on the basis of demonstrated excellence in clinical practice.

The name of the person selected will appear on the Wolf Scholarship Award Plaque in the Resource Center of the Casey Center for Nursing. A certificate will be presented to the recipient along with a monetary scholarship.

**HAZEL B. BERVE SCHOLARSHIP**
Given in memory of Hazel B. Berve who wanted to support men in nursing, this scholarship is awarded annually. The amount is variable from year to year. A letter asking for applications is sent annually by the Student Development Committee.

**Criteria** are as follows:
- Applicant must have a GPA of 3.0 or greater.
- Applicant must be a male and a junior in nursing.
- Applicant must write a letter to the Student Development Committee giving the following information:
  - Why the applicant believes he should be awarded the scholarship.
  - Applicant’s professional goals.
  - Applicant’s vision for the future of nursing.

**SENIOR NURSING LEADERSHIP AWARD**
In an effort to recognize senior nursing students who demonstrate considerable leadership potential for the future of nursing, the Division of Nursing, each year, makes an award at the annual spring All-University-Awards Dinner.

Those eligible for the nomination must be graduating at the commencement exercises that year and must have demonstrated significant academic achievement based on all college work completed by January 1 of the year of graduation. (Suggested GPA - 3.0 or higher)

Nominations may be made by peer, self or faculty in a written format (typed) and given to the chair of the student development committee. The written nomination must include data based on the criteria for selection.
Criteria for selecting the Nursing Leadership Award are as follows:

- Represents the philosophy and goals of the University and the Division of Nursing.
- Is recognized for professionalism, e.g., accountability, creative leadership, and effective collaboration with others. (E.g., active membership in NSA, member of student faculty committee, Nursing Division activities, etc.) This may also include involvement in campus activities other than those nursing related as well as activities in the larger community.
- Demonstrates significant academic achievement, attainment of the University-wide competencies and Division of Nursing Outcomes.

The Chairperson of the Student Development Committee will notify each nominee of nomination. Each nominee will submit a typed written self-assessment of his/her potential for leadership along with a copy of his/her unofficial transcript.

Final selection of the Senior Leadership Award will be made by the faculty members of the Student Development Committee.

The name of the person selected will appear on the Senior Nursing Leadership Award Plaque appropriately displayed in the Nursing Resource Center of the Casey Center for Nursing Education. A certificate will be presented to the recipient.

**LPN to BSN Degree Completion Academic & Practice Excellence Award**

This honor is given to one graduating LPN to BSN completion student each year to reward a candidate who has shown academic and practice excellence during their program of study. The recipient will be chosen by the LPN to BSN faculty with input from the LPN Completion Coordinator.

Criteria:

- GPA 3.0 or higher
- Excellent clinical evaluations or letters from preceptors

The recipient will be honored with an award certificate. The recipient’s name will be placed on a perpetual plaque located in the Casey Center for Nursing.

Dev. 3/09 revised 9/13

**University of Mary Awards**

**Student Leadership Awards**

Leadership Awards are given to fifteen students who demonstrate leadership and overall commitment in participation in activities and programs at the University of Mary.

Criteria for Selection:

- Sophomore status or above with a GPA of 2.75 or above
- Student’s involvement and responsibility in University of Mary organization and activities
- Student’s demonstration of leadership and initiative in getting others to participate
- Student’s mature desire to be involved in projects that will further his/her own educational goals
- Student’s basic dedication to the Benedictine values and mission of the University

**Who’s Who Among Students in American Universities and Colleges**

Awarded by the Student Life Division of the University, the Division of Nursing may nominate two candidates utilizing the following criteria:

- The student’s involvement and responsibility in overall University of Mary activities
• The student’s general ability to get along with peers
• The student’s mature desire to be involved in projects that will further his/her own educational goals as well as help those around him/her
• The student’s basic dedication or loyalty to his/her values as well as his/her respect for those who guide the growth process of the University

**OUTSTANDING SENIOR AWARD**
The University of Mary Alumni Council gives the outstanding senior award to a member of the graduating class. The Division of Nursing nominates one senior nursing student based on academic achievement, community service, and service to the University of Mary.

**UMTFO SCHOLARSHIP (AWARDED BY THE UNIVERSITY OF MARY TEACHING FACULTY ORGANIZATION)**
UMTFO will award a scholarship each spring to a junior student who exemplifies academic excellence. The UMTFO Scholarship Committee will determine the scholarship recipient based on:
• Grade point average (minimum GPA of 3.5)
• College/community activities
• Quality of student’s written reflection on academic excellence
• Statement from nominating faculty member

**SUPPORT STAFF SCHOLARSHIP (AWARDED BY THE UNIVERSITY OF MARY SUPPORT STAFF)**
The University of Mary Support Staff will award a scholarship each spring to a student who exemplifies academic excellence. The Support Staff Scholarship Committee will determine the scholarship recipient based on:
• Grade point average (minimum GPA of 2.75) with a minimum of 30 credits at the University of Mary
• College/community activities
• Quality of student’s written reflection on academic excellence
• Letters of recommendation

**ST. CATHERINE MEDAL**
The St. Catherine Medal is awarded to an undergraduate, graduate, or non-traditional student who represents the high ideals of a Catholic college education on the basis of leadership and service. Nursing faculty nominates one nursing student to complete an application for this award. The recipient is chosen by the Office of Academic Affairs.

**SCHOLARSHIP AND FINANCIAL AID FOR UNDERGRADUATE NURSING STUDENTS**

In addition to the sources of financial aid identified in the University Bulletin the following resources may be explored:

**GABRIEL J. BROWN TRUST LOAN FUND**
Low-interest loans are available for North Dakota students who demonstrate academic ability and financial need.
• **Criteria:** North Dakota resident. GPA of more than 2.5 and have attended the University of Mary for 2 semesters or have acquired 24 semester hours of credit; be in need of financial assistance to continue education.
• **Program:** Loans must be repaid in monthly installments commencing one year after the student graduates or discontinues education. Interest rate is 6%.

• **Deadline:** Applications are reviewed on or shortly after June 15.

Applications are available from Susan Lundberg, Gabriel J. Brown Trust, 112 Avenue E West, Bismarck, ND 58501 or from the Division of Nursing.

**Nursing Education Loan from the North Dakota Board of Nursing**

Students pursuing nursing education who demonstrate financial need are eligible for a loan program that does not require repayment if the student practices nursing in North Dakota.

• **Criteria:** Student must demonstrate financial need, be accepted into the nursing program, and is in the final two years of the nursing program.

• **Program:** Student pursuing a baccalaureate degree may receive a loan of more than $1000 a year for the last two years of the pursuing program. Notes will be cancelled after receiving verification of one hour of employment for each loan dollar received.

Applications are available from the North Dakota Board of Nursing, 919 S. Seventh Street, Suite 504, Bismarck, ND 58504. Telephone: (701) 328-9777 or on their website [www.ndbon.org](http://www.ndbon.org). Applications are due by July 1 of each year.

**Amvets Sadsacks**

A variable number of scholarships are given to nursing students.

• **Criteria:** Financial need. Professional and personal characteristics. Nursing ability.

• **Program:** Award is for $250 and is given in the summer.

Applications are available in the Resource Center.

**40 & 8 American Legion**

Scholarships are given to University of Mary nursing students each year.

• **Criteria:** Junior student. Financial need.

• **Program:** Completed written application and personal interview with Legion members. Award ($500) used for senior year.

• **Application:** Spring. Announcement will be made.

**American Legion Auxiliary-Division of North Dakota/Parley Nursing Scholarship**

Awarded to worthy applicants completing RN or LPN education.

• **Criteria:** Must be a daughter, son, granddaughter or grandson of an American Legion or American Legion Auxiliary member.

• **Program:** The amount of the scholarship is $350.00. Basis of judging: need 50%, scholarship 30%, and character 20%.

• **Deadline:** May 15 of each year.

Applications are available from the Division of Nursing and may be sent to American Legion Auxiliary, Department of North Dakota

Chair of Dept. Parley Scholarship Committee,

P.O. Box 250,

Beach, ND, 58621


**Indian Health Service Scholarship**

**Several Scholarships are Available. See the Website Below**

[http://www.ihs.gov/scholarship/ihs_scholarships.cfm](http://www.ihs.gov/scholarship/ihs_scholarships.cfm)
RESOURCES FOR UNDERGRADUATE NURSING STUDENTS

- Active Duty Health Professions Loan Repayment Program provides up to $27,998 to repay qualified educational loans in exchange for active duty service in the U.S. Army. [http://healthcare.goarmy.com/](http://healthcare.goarmy.com/)

- Chi Eta Phi Sorority Inc. awards $50,000 annually in scholarships at the national, regional, and local levels to minority nursing students. [http://www.chietaphi.com](http://www.chietaphi.com)


- The Indian Health Service (His) administers a program to help repay undergraduate and graduate loans of health professionals in return for full-time clinical service in Indian health programs. [http://www.ihs.gov/loanrepayment/](http://www.ihs.gov/loanrepayment/)

- The National Association of Hispanic Nurses (NAHN) awards $2,000 annually to students earning a master’s degree in a maternal-child nursing program and $1,000 to student members enrolled in any level nursing program, including baccalaureate. [http://www.thehispanicnurses.org](http://www.thehispanicnurses.org)

- The National Association of Neonatal Nurses (NANN) offers scholarships for members pursuing a BSN or graduate degree in neonatal nursing or nursing administration. [http://www.collegescholarships.org/scholarships/nursing/neonatal.htm](http://www.collegescholarships.org/scholarships/nursing/neonatal.htm)

- The National Black Nurses Association (NBNA) offers a Student Nurse of the Year award to an NBNA member in pursuit of a baccalaureate or other advanced nursing degree. [http://www.nbna.org/](http://www.nbna.org/)

- The National Student Nurses’ Association offers a scholarship program. [http://www.nsna.org](http://www.nsna.org)

- The Nurse Loan Repayment and Scholarship Program, administered by The Division of Nursing at HRSA, is available for registered nurses. Participants must serve at a health facility in an underserved area to receive loan repayments. [http://www.hrsa.gov/loanscholarships/repayment/nursing/](http://www.hrsa.gov/loanscholarships/repayment/nursing/)

- The Oncology Nursing Society Foundation awards academic scholarships specifically for students pursuing bachelor’s degrees. [http://www.ons.org](http://www.ons.org)
The Division of Nursing organizational chart (see appendix) provides the student with an overview of the structure of the division and how it fits within the larger university. Committees are a vital part of the division function. Students have the opportunity to serve on committees within the division as part of the servant-leader experience. The following committees have student representatives:

**Student Development Committee** monitors the quality of student life, receives and evaluates suggestions for non-curricular items, reviews student policies, encourages personal and academic growth of students, recognizes student achievement, recommends policies/procedures to faculty organization, participates in program evaluation and publishes the undergraduate student handbook. Members of the committee include three to five faculty members, a student representative elected by their peers from junior and senior levels (fall semester) and sophomore level (Spring only). A student representative from the LPN to BSN and RN to BSN programs will also be invited to participate. The committee meets each month of the academic year.

**Curriculum Committee** studies national curriculum trends, evaluates outcomes of the current curriculum, receives and evaluates suggestions for curricular modification, reviews curriculum content and course sequence, and recommends changes to the undergraduate faculty. Members of the committee include three to five faculty members, a student representative elected by their peers from junior and senior levels (fall semester) and sophomore level (Spring only). A student representative from the LPN to BSN and RN to BSN programs.

**Assessment Committee** is responsible for ongoing assessment and evaluation of the nursing program. Formative and Outcome Assessment plans are developed and implemented. This committee tracks overall University collected assessment data as it relates to the nursing division as well as internal assessment data, and is responsible for administering and evaluating the comprehensive level program assessments conducted each spring at the sophomore, junior, and senior levels. This committee organizes and conducts the division Assessment Days held each May. Student members are elected by their peers from junior and senior levels (fall semester) and sophomore level (Spring only). A student representative from the LPN to BSN and RN to BSN programs. Students report committee actions to their peers and provide input for revision of the program survey instrument. The committee meets monthly during the academic year.

**Simulation Committee**

The Simulation Committee oversees the use of simulation in the Division of Nursing at the University of Mary. The committee develops, reviews, and recommends simulation policies and procedures to Division of Nursing. The committee monitors trends in simulation, suggests strategies for incorporating best practices in simulation use for course/programs, and evaluates suggestions for simulation-based curricular items. Members of the committee include the simulation technician, a student representative from each undergraduate level (selected by their peers) and three to five faculty elected by faculty members. The committee meets monthly August through May, and at other times as needed.

Rev. 8/14
Appendices

- Organizational Chart
- Channels of Communication
- Physical & Mental Requirements to Provide Safe Patient Care for Students, Faculty, & Preceptors
- Statement Regarding Reasonable Accommodations
- Immunization & Health Record Form
- Hepatitis B Vaccination Policy
- Influenza Vaccination Declination
- Annual Questionnaire for Known Positive TB Reactions
- Dress Code for Clinical Practice
- Student Accomplishment Form
- Personal Injury Liability Waiver
- Information on Personal Protection from Injury
- Disclosure Form
- HIPAA Confidentiality & Privacy Oath
- Picture Identification Refusal Form
- Criminal Background Checks
- Professional Behavior Contract
- Simulation Confidentiality Agreement
- Sample Student Plan for Success (includes Kaplan Plan for Success)
CHANNELS OF COMMUNICATION
STUDENT/FACULTY

Vice President for Academic Affairs

Assistant Vice President for Academic Affairs

Vice President for Student Development

Dean of Health Sciences

Chairperson

Faculty

Nursing Division Student
PHYSICAL AND MENTAL REQUIREMENTS
TO PROVIDE SAFE PATIENT CARE

GROSS MOTOR SKILLS
- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

FINE MOTOR SKILLS
- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

PHYSICAL ENDURANCE
- Stand (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)
- Maintain physical tolerance without requiring prescribed narcotics
- Push and pull 25 pounds (e.g., position clients)
- Support 25 pounds of weight (e.g., ambulates client)
- Lift 25 pounds (e.g., pick up a child, transfer client)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client) Squeeze with hands (e.g., operate fire extinguisher)

MOBILITY
- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

HEARING
- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)

VISUAL
- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., client in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, and bed)
- Distinguish color intensity (e.g., flushed skin, and skin paleness)

TACTILE
- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

SMELL
- Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

READING
- Read and understand written documents (e.g., policies, protocols)
ARITHMETIC COMPETENCE
- Read and understand columns of writing (flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, and pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

EMOTIONAL STABILITY
- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing, environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

ANALYTICAL THINKING
- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term memory
- Use short term memory

CRITICAL THINKING
- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

INTERPERSONAL SKILLS
- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

COMMUNICATION SKILLS
- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client’s condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

Source: National Council of State Boards of Nursing Inc.

Random urine drug screening will be conducted annually and/or as per faculty request by a certified lab at the student's expense.

STATEMENT REGARDING REASONABLE ACCOMMODATIONS:
Students with disabilities who need accommodations should apply to the Office of Student Accessibility Services. Applications need not be in writing. For further information, contact Melissa Lafferty, Director of Student Accessibility Services in the Student Success Center, located in the lower level of Welder Library, at (701)355-8264 or malafferty@umary.edu; or log on to: http://www.umary.edu/umlife/student_services/accessibility/.

I verify I meet the above stated criteria for Physical and Mental Requirements to Provide Safe Patient Care for Students, Faculty & Preceptors. If, for any reason, I am unable to meet the above requirements, University of Mary Nursing Division Faculty will be notified to ensure appropriate referral.

____________________________________
Signature of Student/Faculty/Preceptor

_________________________________
Date

7/12
NOTE TO HEALTH CARE PROVIDER:
An official copy of immunizations/vaccinations is acceptable as long as actual dates are listed.

- All items listed, with the exception of Hepatitis B, are MANDATORY FOR ALL STUDENTS. Only persons born before Jan. 1, 1957, are exempt from having to submit this information.
- Persons born before Jan. 1, 1957, must submit a copy of a valid driver’s license, passport, or birth certificate as proof of age.

### IMMUNIZATIONS - Please attach copies of titters to this form.

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Date Given</th>
<th>Vaccination</th>
<th>Date Given</th>
<th>Vaccination</th>
<th>Date Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varicella Titer:</td>
<td></td>
<td>DPT Inoculation:</td>
<td></td>
<td>Tetanus/Diphtheria:</td>
<td>Booster:</td>
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<tr>
<td>Note: Upon agency request, a titer may be required at the student’s expense.</td>
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<tr>
<td>MMR Vaccine:</td>
<td></td>
<td></td>
<td></td>
<td>Influenza vaccination:</td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; dose:</td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; dose:</td>
<td>or/Titer:</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>MRV Vaccine:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; dose:</td>
<td></td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; dose:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; dose:</td>
<td></td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; dose:</td>
<td></td>
<td>or/See back of this sheet</td>
</tr>
</tbody>
</table>
*See Student handbook

Agency: ________________________________
Signed by: ____________________________ Date: ____________________________

### HEALTH HISTORY/PHYSICAL ASSESSMENT

**Past History:** (Comment on all that apply)

**Accident or Injuries:**

**Serious or Chronic Physical and Mental Illness:**

**Hospitalizations/Surgeries:**

**Allergies:** (Specify)

**Current Medications:**

Agency: ________________________________
Examiner signature: ____________________________ Date: ____________________________

**Physical Examination:**

Must be completed by a physician, nurse practitioner, or physician assistant within the last 12 months.

Height ________ Weight ________

Pulse ________ Resp. ________

Blood Pressure ________ Eyes ________

Ears ________ Nose ________ Throat ________

Teeth ________ Neck ________

Lymph ________ Lungs ________ Breasts ________

Heart ________ Abdomen ________

Spine & Back ________ Extremities ________

Skin ________

Genitalia ________ Hernia (Male) ________

Reflexes ________ Mental Status ________

Motor ________ Sensory ________

Agency: ________________________________
Examiner signature: ____________________________ Date: ____________________________

Rev. Aug’14
HEPATITIS B VACCINATION POLICY

Hepatitis B illness is a potentially fatal disease caused by a virus which can be transmitted through mucus membranes, sexually, perinatally and through non-intact skin. The highest concentration of the virus is in the blood; thus exposure to blood is the most dangerous and "needle sticks" constitute the highest occupational risk for health care workers. Because health care workers are at two to four times greater risk than the general public, The Center for Disease Control has recommended immunization for all health care workers in high risk areas.

Your clinical experience will be in a wide variety of health care settings. This may increase your risk for accidental exposure to Hepatitis B virus. It is therefore strongly recommended that you receive vaccination to protect yourself from this disease.

Vaccination requires three separate vaccines received over a period of six months. Complete immunity will not be established until the end of this time period. It is to your advantage, therefore, to initiate your vaccination early so that you will have complete immunity when you begin your major clinical experiences.

Complete one of the sections below and submit this form with your application to the Division of Nursing.

SECTION A
I have completed my hepatitis B vaccine:

1st dose_____________ 2nd dose_____________ 3rd dose_____________

__________________________   ______________________________ 
  (Signature)        (Date)

SECTION B
I have initiated my Hepatitis B vaccine, which will be completed by ___________________.

__________________________   ______________________________ 
  (Signature)        (Date)

SECTION C
I understand the risks, and I choose NOT to protect myself with Hepatitis B vaccination at this time.

__________________________   ______________________________ 
  (Signature)        (Date)

Rev. Aug’13
ANNUAL QUESTIONNAIRE FOR KNOWN POSITIVE TB REACTIONS

Please complete the following brief questionnaire and return to Sue Sande.

1. When was your last chest x-ray? ____________________________________________

2. Did you receive preventative medicine (such as INH) when you first became a positive reactor?
   Yes_____ No____
   a. If yes, when did you receive the treatment and how long did you take the treatment? _______
      __________________________________________
   b. If no, why not?___________________________________________________________

Have you experienced any of the following symptoms not associated with a specific illness (i.e. cold or flu) and lasting three weeks or longer?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Persistent cough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Coughing up blood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Persistent low grade fever</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Night sweats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Unexplained loss of appetite/weight loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Swollen glands, usually in the neck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Weakness/fatigue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please explain any “yes” answers to numbers 3-9 here:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

If you answered “yes” to any of the questions (#3-9), you must consult your primary health care provider to determine the need to TB treatment. You must provide documentation of treatment or a statement assuring absence of Active TB signed by a healthcare provider, before you can engage in nursing practice.

By signing my name I acknowledge that I have answered all of the questions on this page honestly and accurately.

Name:_________________________________________________ Date:___________________

Dev. Mar ’14
**PHILOSOPHY**

Appearance reflects pride in self, profession, and the University. Faculty reserves the right to require that students change clothing if judged inappropriate.

**ATTIRE**

1. **Nursing Student Assignment Attire**: Any time students enter the medical facility as a student, they are to wear blue scrubs or their community attire.

2. The standard attire for undergraduate University of Mary nursing students in the acute care nursing practice setting is a royal blue scrub/uniform pant and optional white lab coat, or royal blue cover-up jacket. Uniforms must be wrinkle free, smoke free, and must be at a length where they do not touch the floor. Requests for alternative attire will be handled on a case by case basis. Inquiries will be directed to the course coordinator.

3. The standard attire for undergraduate University of Mary nursing students in community practice sites will be khaki pants (no jeans) and a royal blue polo shirt with the University of Mary logo and “nursing division” in the upper left corner. Requests for alternative attire will be handled on a case by case basis. Inquiries will be directed to the course coordinator.

4. Clean shoes, including athletic shoes, are to be worn in all nursing practice areas. For safety reasons, shoes must be closed toe and enclosed heel in all practice settings. Shoes must have a professional look, be sturdy, and be neutral in color.

5. Specific sites may vary from this uniform for specific reasons, and will inform the student of this before the nursing practice experience.

6. Based on nursing practice facility policy or faculty judgment, students may be required to remove jewelry from multiple piercings and/or cover visible tattoos.

7. Guidelines for professional attire (non-uniform):

<table>
<thead>
<tr>
<th><strong>Appropriate</strong></th>
<th><strong>Inappropriate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress pants</td>
<td>Skirts, dresses or shorts shorter than knee length</td>
</tr>
<tr>
<td>Skirts or dresses (knee length or longer)</td>
<td>Leggings or tight fitting knit pants</td>
</tr>
<tr>
<td>Minimal jewelry</td>
<td>Sweat suits or pants</td>
</tr>
<tr>
<td></td>
<td>T-shirts or sweatshirts, midriff showing tops, NO LOGOS</td>
</tr>
<tr>
<td></td>
<td>Dangling earrings</td>
</tr>
<tr>
<td></td>
<td>Shorts, cropped or Capri pants</td>
</tr>
<tr>
<td></td>
<td>Bib pant</td>
</tr>
<tr>
<td></td>
<td>See-through pants or blouses</td>
</tr>
<tr>
<td></td>
<td>Colored underwear under white pants</td>
</tr>
<tr>
<td></td>
<td>Sleeveless, strapless, midriff, or low-cut tops</td>
</tr>
</tbody>
</table>

**NAME TAGS**

All students must wear the University of Mary Division of Nursing photo nametag or facility provided identification at all times in the practice setting (unless otherwise instructed). The nametag must be positioned within 18” of the face to ensure visibility. Nothing is to be appended to the nametag.

**JEWELRY/TATTOOS/PIERCINGS**

Wearing of jewelry must not interfere with patient or student safety. Minimal use of jewelry is recommended. No visible tattoos are allowed. Options for covering tattoos include clothing, makeup (such as Dermablend), or bandaids. Tattoo removal is also an option. Piercings are limited to ears only. Earrings limited to small posts or hoops. Rings are limited to wedding sets only.

**COLOGNE**

Wearing of cologne or perfume including, but not limited to lotions and creams, is not allowed.

**HYGIENE**

- Nails should be short enough to do a competent physical examination, clean and manicured.
- Hair should be neat and controlled.
- Good oral hygiene is necessary (no smoking) prior to clinical experience for patient comfort.
STUDENT ACCOMPLISHMENT FORM

Name _________________________________________Cell phone #_______________________

Academic Year of _________________________Class_________________________________

Please give as much information as possible to the following questions:

1. Please list and describe membership/involvement in any professional, social or service organizations at the University of Mary:

2. List and describe extra curricular activities you have participated in as a student at the University of Mary:

3. List and describe school or community awards you have received as a student at the University of Mary and year received:

4. List and describe community/volunteer service in which you have participated while a student at the University of Mary:

5. Please list and describe your future professional goals (What do you hope to be doing five years from now?)

6. Please add any other information you wish to share:

REV. OCT. 07; 5/10
The University of Mary Division of Nursing acknowledges nursing is a practice discipline with potential risks for personal injury. It is the responsibility of the nursing division to inform students of this and insure proper instruction in the performance of skills and nursing care so as to minimize such risk.

It is the responsibility of the student to be prepared to correctly perform patient care and procedures in the nursing practice setting, and to follow all agency policies in the performance of skills and procedures.

The University of Mary does not provide personal health insurance for students and is not responsible for any expenses incurred by students as a result of personal injury during nursing practice. This includes physician or emergency care charges, laboratory and diagnostic testing, medication or follow-up care.

Potential hazards/injuries in nursing practice include, but are not limited to:

- Exposure to infective material such as blood (needle stick injury) or body fluids (sputum, stool, urine, emesis)
- Falls
- Muscular injury, especially back injury
- Exposure to hazardous materials such as radiation (x-ray), radioactive dye, cleansers, latex, anesthetic gases
- Assault

If a student experiences a personal injury as a part of a nursing practice experience, the student is required to notify the instructor immediately after the injury, and follow all agency policies regarding the injury.

As a student in the University of Mary Nursing program, I am aware of potential injuries that may occur as a result of nursing practice experiences and I agree to participate in such experiences despite the risk of personal injury.

I also agree not to hold the University of Mary responsible for any injury incurred as a result of nursing practice experiences.

Student Signature: ______________________________ Date: ____________
Student name (printed): ______________________________
<table>
<thead>
<tr>
<th><strong>TOPIC</strong></th>
<th><strong>DISCUSSION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Handwash (Antibacterial hand cleanser may be used if there is no obvious soiling)</strong></td>
<td>To be performed before and after direct client contact and after touching contaminated articles, after glove removal for at least 10 seconds with soap.</td>
</tr>
</tbody>
</table>
| **Personal Protective Equipment** | • Goggles/face shield must be used whenever spraying of blood or body fluids is anticipated.  
• Gowns must be used if soiling to own clothing is anticipated. Gowns are to be discarded immediately after use in proper receptacle.  
• Masks are indicated for patient with respiratory illness. Special high filtration masks are indicated for patients with tuberculosis. |
| **Linen** | All used linen is placed in clear plastic laundry bags and secured by tying shut. |
| **Lab Specimens** | Must be placed in labeled container with lid securely closed, then place in clear plastic bag. Do not send specimen with needle attached. |
| **Universal or Standard Precautions** | Treat all blood and body fluids as if infectious |
| **Needles and Syringes** | Needles must not be bent, broken or recapped (unless a one-handed technique is used). Needles and syringes must be deposited in puncture resistant containers. Containers must not be over-filled. Use needleless systems whenever possible to avoid needlestick injuries. |
| **Food, Beverages, Application of Cosmetics** | Prohibited in work areas when there is potential for exposure to blood or body fluids. |
| **Blood Spills** | Must be cleaned with a 1:10 concentration of bleach and water or prepared disinfectant. A one minute contact time is sufficient to kill HIV. |
| **Broken Glassware** | Clean by using mechanical means such as brush and dust pan, tongs or forceps. |
| **Regulated waste** | Any liquid or semi-liquid blood or other potentially infectious materials need to be placed in a red bag, or double-bagged for disposal. |
| **Environmental Hazards** | Students must be aware of allergies and sensitivities and take the proper precautions to prevent exposure to them. Students also need to take proper action to prevent/minimize exposure to hazardous materials such as radiation (x-ray) by using proper shielding and limiting exposure time, radioactive dye, cleansers, latex, and anesthetic gases. Pregnant students need to avoid clients with infectious disease. |
| **Falls or muscle injury** | Proper body mechanics must be practiced at all times. Adequate personnel must be present for transport or ambulation of clients. |
| **Assault** | Adequate personnel must be present to control and care for combative clients. Students should not go into potentially dangerous situations alone. |
The University of Mary, Division of Nursing requires that all applicants provide information concerning any past felony or misdemeanor records.

While an investigation, arrest, charge or conviction would not necessarily prevent an applicant from being accepted or enrolled in the nursing program, failure to provide such information would warrant dismissal if the information were later revealed, thus indicating that the applicant had falsified the report.

As part of the application process, you must answer, sign and submit as part of your formal records the following questions. Thank you for compliance with this policy.

1. **Have you ever been investigated, arrested, charged, or convicted for a felony or misdemeanor/appeared in court for anything other than a traffic violation?**

   *All investigations, arrests, charges, or convictions must be reported. This includes misdemeanors, felonies, DWI and DUI. Exceptions include minor traffic offenses not related to the use of drugs or alcohol. Crimes must be reported even if they result in a suspended or deferred imposition of sentence or if the charges were dismissed. You do not need to report the arrest, charge or conviction if the crime occurred as a minor, has been expunged.

   Yes_________  No_________

   If you answered yes to the above question, please explain on separate sheet.

2. **Have you ever been investigated and/or disciplined by a Board of Nursing?**

   Yes_________  No_________

   If you answered yes to the above question, please explain on a separate sheet.

3. **Have you ever been investigated and/or disciplined as a CNA, CMA, or other health related position?**

   Yes_________  No_________

   If you answered yes to the above question, please explain on a separate sheet.

All prior or current disciplinary action against any certificate or professional license must be reported whether it occurred in North Dakota or in another state or country.

I hereby certify that the information above is true and complete. I understand that if the background check is found to be other than stated above, it is sufficient cause for rejection or dismissal of my application to the Division of Nursing. I give permission to release this information and information received on my background check to affiliated nursing practice agencies. I will inform the Chair of the Division of Nursing of any changes in the above reported information during the academic year.

Print Name: ____________________________________________

Signature: ____________________________________________ Date:__________________________

Rev. Oct. ’07, May ’08, Oct ’09
STUDENT INSTRUCTIONS FOR UNIVERSITY OF MARY
UNDERGRADUATE NURSING

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Order Summary

➢ Required Personal Information
  ◦ In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

➢ Payment Information
  ◦ At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code: **UE68**

You will then be directed to set up your CertifiedProfile account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact Student Support at 888-914-7279 or email studentservices@certifiedprofile.com
The following behaviors are expectations of a professional nurse and are necessary for your success in this program.

These behaviors reflect active practice of the Benedictine values of respect, community, hospitality, moderation and service which are integral to the practice of nursing. They are also integral to successful acquisition of the core competences of Spirituality and Ethics, Global Stewardship, Communication and Critical Thinking.

Continued commitment to and growth in these areas will be evaluated throughout the program through written and oral communication, classroom observation, nursing practice evaluation, and university sanctioned experiences and events.

**Responsibility:**
- Timeliness and full participation for classes, nursing practice experiences, appointments and submission of assignments.
- Timely communication with appropriate faculty for unavoidable delays or absences and negotiation for make-up work.
- Accept responsibility for own actions.

**Excellence:**
- A commitment to self-directed learning (daily review of course material, reading of assignments).
- Providing the best possible effort and always striving for growth and improvement.

**Attitude:**
- The Benedictine values of respect for persons, hospitality, moderation, community, prayer and service will guide all actions.
- Courtesy, positivity and flexibility.

**Integrity:**
- Honesty, truthfulness, forthrightness and trustworthiness.
- Diligence and accountability.

**Communication:**
- Confidentiality in all patient situations.
- Professional level written communication skills.
- Respectful, timely and courteous communication with appropriate persons regarding any issue involving the nursing program, making appointments as needed and following the chain of communication.
- Professional use of multimedia is expected (Facebook, Twitter, taping, etc.).

**Respect:**
- Acknowledge others
- Listen
- Speak kindly
- Respect personal physical space
- Respect other people’s time
- Display gratitude

**Civility in Nursing Education:**
University of Mary values the students’ right to learn and the faculty’s right to teach and believes in the freedom of expression. To foster teaching and learning, proper environments are necessary. As our learning community becomes increasingly diverse and global, it is important to establish a criterion that encourages openness to wide-ranging viewpoints.

**Incivility of Nursing Education:**
Examples of incivility include, but are not limited to the following:
- Challenging authority
- Demanding special treatment
- An “I paid for this” mentality
• Making offensive remarks
• Missing deadlines
• Reluctance in answering questions or participating in online discussion
• Challenging the instructor’s credibility & knowledge
• Taunting or belittling others
• Making physical threats to the instructor
• Engaging in academic dishonesty (cheating and/or plagiarism)
• Talking in class
• Arriving to class late and leaving early
• Using cell phones during class
• Coming to class unprepared
• Yelling at faculty
• Making harassing, hostile, or vulgar comments
• Sending the instructor inappropriate emails

Failure to exhibit expected professional behaviors will result in consequences appropriate to the level of the offense/infraction. Examples include, but are not limited to:
• Faculty conference (Initiate Unprofessional Behavior Form)
• Behavioral contract
• Dismissal

I have read and understand my responsibilities as a member of this learning program.

__________________________________________________________________________
Signature

__________________________________________________________________________
Date
10/14
HIPAA CONFIDENTIALITY & PRIVACY OATH

I, _________________________________ (print full name), promise to hold confidential, verbal and written information received through observations of, direct contact with, or written and verbal material about, individuals who are recipients of services from health care providers. I further promise to uphold, in good faith ethical obligations expected by the University of Mary and the Nursing Program concerning privacy, rights, and respect of individuals who are a part of my learning experience, directly or indirectly, including other professionals, families, student peers, and support staff.

I acknowledge a receipt of the University of Mary’s policy for HIPAA Business Associate Agreements. I further acknowledge that I have read and understand the policy and I agree to abide by its terms.

Student Signature: _________________________________

Student Name: (printed) _________________________________

Date: _________________________________

PICTURE IDENTIFICATION REFUSAL FORM

I, _________________________________ (print full name), decline to have my digital photograph placed on course websites in the Division of Nursing at the University of Mary. I may choose to have my picture uploaded in the future by informing the secretary for the Division of Nursing at any time. I understand that not having my picture on the website will have no effect on my academic or clinical progress at the university.

_____________________________________
Signature

_____________________________________
Date

Dev. 12/07
During your participation in simulation exercises at the University of Mary, you will be both an active participant in patient care scenarios and an observer of others involved in similar situations (either in real time or on videotape). Participants are required to maintain strict confidentiality regarding both their own performance and the performance of others, whether witnessed in real time or on videotape. It is unethical to share information regarding others’ performance outside the simulation setting.

While you are free to discuss in general terms the technical and behavioral skills acquired and practiced during simulation, you are required to maintain strict confidentiality regarding the specific scenarios to which you are both directly and indirectly exposed. The development of challenging scenarios is extremely labor intensive and any foreknowledge by participants of what is to be presented to them will defeat the purpose of this type of education.

I acknowledge I fully understand the sharing of confidential information is prohibited and I may receive an Unsatisfactory on my nursing practice evaluation tool if I violate this agreement. I will behave in a professional manner and demonstrate respect for the University of Mary’s value for confidentiality, integrity, and human dignity at all times.

By signing below, I acknowledge I have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the details of scenarios to which I am exposed.

Signature: ________________________________  Date ____________

Print name: ________________________________
PLAN FOR SUCCESS

Name: ________________________________ Date: ____________

What are your strengths related to your performance in your program of study?

What are your challenges related to your performance in your program of study?

In what ways do you need to improve your identified area of academic or professional behavior concern?

Goals: Please write specific, measurable professional goals for you to achieve success in your program of study. They must relate to the identified areas of concern that are hindering successful completion of your program of study.

Strategies for reaching goals:
1. Please describe in detail how you plan to address the areas of your identified goals. Be specific, including potential barriers to your success and your plan to overcome these barriers.
2. In addition to the above, the student will also complete the Kaplan Plan for Success (attached)

Resources: Identify any resources that would help you reach your goals.

- Goal #1 – Student Success Center
  o Make an appointment with the Student Success Center
  o Timeline: within one week of semester start
  o Contact: 355-8124, crtorske@umary.edu

- Goal #2
  o Strategies
  o Timeline
  o Resources

(Continue to add as many goals as needed to cover all areas of deficit)

Date to review plan/goals: __________________________
Student signature: ________________________________ Date: ____________
Faculty signature: ________________________________ Date: ____________
Faculty signature: ________________________________ Date: ____________
Faculty signature: ________________________________ Date: ____________
Kaplan Plan for Success

1. Login, then under Nursing School Success, view the 10 video topics on How to Study. If you are also struggling with calculations, view the Dosage and Calculation Workshop. The Dosage and Calculations Workshop is about 39 minutes in length, the others are much shorter.

### Nursing School Success

- **How to Study**
  - Orientation: Find out what study skills workshops are available to you.
  - Classes: Learn how to make the most of attending classes using techniques such as active listening.
  - Taking Notes: Find out how to take notes in the most effective manner possible.
  - Studying: Learn how to study in the manner that works best for you.
  - Remembering: Find out what you can do to improve your retention of information.
  - Reading Textbooks: Learn how to read your textbooks efficiently.
  - Time Management: Learn how to make the best use of your time.
  - Stress Reduction: Learn about ways you can work through stressful situations.
  - Preparing for the Exam: Learn ways to help you get ready for success on exams.
  - Bibliography: Find the sources for the study skills workshops.

- **Dosage & Calculation Workshop**

2. After viewing all of this information, write 2-3 new ideas that you think will help you to study.

3. Next go to the Focused Review Tests:
   - Take Available Tests
   - Search for Questions by Topic
   - Search for Remediation by Topic
   - Review Test Results

Click on “Search for Questions by Topic”, when you see the topic—such as “reproductive health”, highlight the areas on which you want questions. Choose between 30 and 50 questions. You can click and drag your cursor to add more. When you have chosen your topics, you will see the number of available questions, put that number in the box where indicated, now click “create” and your test will come up. Do it as a timed test, it will automatically be timed, so you don't have to do anything about that. Review the questions you had wrong, analyze your test and do the remediation. Do this for a minimum of one test. As the semester progresses, it will be helpful if you create your own Focused Review test for each upcoming exam.

This work will be completed within 3 weeks of beginning the semester.

This is in addition to any other mutually agreed upon goals.

Oct 10/Rev 10/13