



# Student Handbook

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# Specific Guidelines for Nursing Students

Additional policies and procedures of the Division of Nursing will apply to all nursing students. These policies do not supersede Ancilla College's general policies located in the Course Catalog, Student Handbook or other designated areas.

They may be above and beyond the College's general requirements, but in no case are ever less.

**While every effort is made to provide accurate and correct information in this handbook, Ancilla College reserves the right to revise any matter described herein without publishing a revised edition of the handbook. Actions by the federal and/or state government, the Board of Trustees of Ancilla College and the administration of Ancilla College may produce such changes.**

## *Mission*

The mission of Ancilla College Nursing is to educate the student to meet the holistic healthcare needs of a variety of individuals in settings consistent with the needs of the people in the communities they serve. Incorporating a conceptual framework of six core curricular components derived from elements of the arts, sciences, humanities and nursing, an associate degree registered nursing program is provided. Nursing program faculty and administration support and guide the professional development of students through example, participation, and commitment to life-long learning.

## *Philosophy*

Ancilla College nursing faculty strive to fulfill the College's basic philosophy while utilizing a nursing educational process originating from the nursing metaparadigm of individual, health, environment and nurse. Derived from this metaparadigm, Ancilla College nursing faculty utilize six core concepts throughout the nursing program. Ancilla College nursing program core concepts of nursing care, nursing knowledge, critical thinking, clinical competence, communication and professionalism are threaded throughout the curriculum.

### Individual

An individual is a holistic entity comprised of body, mind and spirit. Individuals and their families have human needs and responses that fluctuate during various states of health and development.

### Health

Health is defined by the individual and based on a continuum from illness to wellness.

### Environment

Environment includes external stimuli including physical, chemical, biologic, socioeconomic and cultural factors. Environmental conditions can positively or negatively affect the lives, health, and well-being of individuals, families, and communities.

### Nurse

The nurse is a provider of professional care that offers holistic assistance to individuals and families. A nurse meets needs of individuals and their families by employing the six core concepts of nursing care, nursing knowledge, critical thinking, clinical competence, communication and professionalism.

Nursing Education

Ancilla College Division of Nursing accepts the challenge to continually improve and modify the approach to nursing education as a result of advancing technology, increasing acuity levels of individuals served by the local health care community, decreasing length of stay, influence of managed care, changing community population and the diversity of the settings in which care is rendered. Nursing faculty educate students to develop critical thinking skills and values related to professional growth. Ancilla College Nursing faculty believe that students learn through active interaction and self-motivated study.

***Program Objectives*** (as they apply to nursing)

Ancilla College Core Value	ASN Program Objectives - Level I Ancilla College faculty believe a student completing the first two clinical NURS courses of Ancilla College Associate of Science in Nursing program will:	ASN Program Objectives - Level II Ancilla College faculty believe a graduate of Ancilla College Associate of Science in Nursing program will:
1. Think critically and communicate effectively in oral and written form	1. Develop critical thinking skills which promote health and communication in both verbal and written form to individuals and other healthcare professionals in the process of providing nursing care	1. Actively engage in critical thinking to promote health and communicate clearly and effectively with individuals and other healthcare professionals in the process of providing nursing care.
2. Recognize and apply significant historical, contemporary, political, and cultural concepts that shape society.	2. Recognize historical, contemporary, political, and cultural concepts which have shaped current professional nursing practice.	2. Explain the effects of significant historical, contemporary, political, and cultural concepts on current professional nursing practice.
3. Use appropriate mathematical reasoning and critical thinking techniques to solve quantitative problems.	3. Use appropriate mathematical reasoning and critical thinking techniques in the administration of medications, nutritional assessments, and fluid balance.	3. Demonstrate competency in the administration of medications, nutritional assessments, and fluid balance utilizing mathematical reasoning and critical thinking techniques.
4. Recognize how living organisms function in the natural world, recognize the role of humans within nature,	4. Recognize how current knowledge of individuals and their environment contribute to nursing knowledge and can be utilized to provide safe and effective nursing care which meets the holistic needs of individuals.	4. Apply current evidence based nursing knowledge to provide safe and effective nursing care which meets the holistic needs of individuals throughout the lifespan and accept the need for continuing nursing research

and/or describe how science acquires new knowledge.		to improve client outcomes.
5. Be knowledgeable and competent users of computer technology.	5. Identify and begin to utilize computer technology.	5. Demonstrate competent use of computer technology including nursing informatics currently used in healthcare.
6. Employ moral and ethical values in decision-making processes.	6. Promote a caring environment by employing moral and ethical values within the professional standards for nursing care.	6. Create a caring environment by employing moral and ethical values within the professional standards for nursing care.

## ***Division of Nursing Conceptual Framework***

The curriculum is solidified and harmonious by the integration of six curricular concepts. These six core concepts, and mastery of them, are essential to nursing and the learning process expected by the Ancilla College Nursing Program.

1. Nursing Care
  - a. Caring for one's self is emphasized to value and maintain the nurse's personal health.
  - b. Caring for the patient is emphasized to value, understand, and establish healthy patient outcomes based upon the nurse-patient interpersonal relationship.
  - c. Caring for the profession fosters a sense of personal investment and commitment to the advancement of the nursing profession.
2. Nursing Knowledge
  - a. Knowledge of self is emphasized so the impact of personal attributes, and values and beliefs of the nursing student is known and understood.
  - b. Knowledge of the patient is emphasized so nursing students understand the human experience, culture, and human needs and responses to varying states of health.
  - c. Knowledge of the profession is emphasized to delineate the issues, trends, and forces that shape and influence nursing practice.
3. Critical Thinking
  - a. Critical thinking for the self is emphasized so that logical, analytical, intuitive, evidence-based, and creative thinking are learned as personal critical thinking skills.
  - b. Critical thinking for the patient is emphasized to formulate sound clinical judgments in caring for individual patients.
  - c. Critical thinking for the profession is emphasized to encourage the student to advocate for, influence, and affect positive change for the nursing profession.
4. Clinical Competence
  - a. Clinical competence for the self, personal competence is emphasized so that student nurses develop cognitive, interpersonal and functional skills required to perform nursing interventions and nursing care.
  - b. Clinical competence in patient care is emphasized so that the student nurse meets professional associate degree standards of practice and can deliver safe, effective, skilled nursing care.
  - c. Clinical competence in the profession is emphasized so the nurse understands and abides by legal and ethical standards of practice set by professional organizations.

5. Communication
    - a. Communication of self, personal communication is emphasized to ensure student nurses self-expression is clear, concise, age appropriate and culturally appropriate.
    - b. Communication skills for the patient are emphasized so the student nurse will learn to effectively listen, interpret, and understand patient, their family, and other healthcare providers' communications.
    - c. Communication with the profession is emphasized so that the student nurse can effectively communicate with colleagues and peers in public forums.
  
  6. Professionalism
    - a. Professionalism of self, individual professionalism is emphasized to develop attributes and values required in a professional role.
    - b. Professionalism with patients is emphasized to encourage patient advocacy and development of behaviors that represent nursing in a positive, proactive manner.
    - c. Professional development is emphasized for life-long learning, growth, and change through continued self-evaluation and goal achievements.
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## ***American Nurses' Association Code of Ethics for Nurses***

Students who are preparing to enter the profession of nursing are expected to follow the American Nurses' Association Code of Ethics for Nurses. Each person, upon entering the profession, inherits a measure of responsibility and trust in the profession and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession. The code was adopted by the American Nurses' Association in 1950 and revised in 1960, 1968, 1976, 1985, and 2001.

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

## ***Tuition, Fees, Equipment Costs, and other Expenses***

You may visit the Ancilla College website at [www.ancilla.edu](http://www.ancilla.edu) for a current schedule of fees or contact the Nursing office at 574-936-8898 ext. 327 for further information. **Please note that all costs are subject to change without notice.**

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# *ASN Nursing - Sample Three Year Course Plan*

## **Prerequisite Year (Health Sciences)**

Fall Semester - Year 1

<b>Area</b>	<b>Cr. Hr.</b>	<b>Course No.</b>	<b>Course Title</b>
Prerequisite	5	BIOL 252	Human Anatomy and Physiology I
Prerequisite	5	CHEM 115	Introduction to Chemistry
Prerequisite	3	ENGL 110	Writing I
Gen. Ed.	1	HUM 101	Freshman Seminar
TOTAL	14		

Spring Semester - Year 1 (**Apply to Nursing Program during Spring semester**)

<b>Area</b>	<b>Cr. Hr.</b>	<b>Course No.</b>	<b>Course Title</b>
Prerequisite	5	BIOL 254	Human Anatomy and Physiology II
Gen. Ed.	5	BIOL 270	Microbiology
Prerequisite	3	SOC 140	Introduction to Sociology
TOTAL	13		

## **After Admission into Nursing Program:**

Fall Semester - Year 2

<b>Area</b>	<b>Cr. Hr.</b>	<b>Course No.</b>	<b>Course Title</b>
Major Requirement	6	NURS 110	Fundamentals of Nursing
Gen. Ed.	3	NUTR 110	Nutrition
Gen. Ed.	3	CS 135	Computer Literacy
TOTAL	12		

Spring Semester - Year 2

<b>Area</b>	<b>Cr. Hr.</b>	<b>Course No.</b>	<b>Course Title</b>
Major Requirement	7	NURS 210	Life Span Nursing I
Major Requirement	3	NURS 260	Pharmacology
Gen. Ed.	3	PSY 115	General Psychology
TOTAL	13		

Fall or Spring Semester - Year 3 (Class is split into 2 cohorts) (**LPN to RN Bridge students enter the ASN program here**)


<b>Area</b>	<b>Cr. Hr.</b>	<b>Course No.</b>	<b>Course Title</b>
Major Requirement	7	NURS 211	Life Span Nursing II
Major Requirement	3	NURS 240	Nursing Ethics, History, Issues, and Trends
TOTAL	10		


Spring or Fall Semester - Year 3 (Class is split into 2 cohorts) (**LPN to RN Bridge students enter the ASN program here**)

Area	Cr. Hr.	Course No.	Course Title
Major Requirement	5	NURS 250	Maternal Child Health Nursing
Major Requirement	5	NURS 255	Psychiatric Nursing
TOTAL	10		

**3:1 Clinical Time - 3 hr. clinical = 1 credit hr.**

**TOTAL CREDIT HOURS = 72**

 Nursing hours – 36 (50% of total credit hours)

 General ED hours – 36 (50% of total credit hours).

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## ***Admission Criteria to the ASN Nursing Program***

The best qualified applicants will be admitted through a competitive review process that includes:

1. Be accepted as an Ancilla College student under general admission. (**Note - being accepted as a general student at Ancilla College does not guarantee admission to the Nursing Program**).
2. Complete a **separate application** to the Division of Nursing and Health Sciences usually accepted in **March** of each year for possible admission the following fall. Notification of this process will be made via announcements posted on the Division of Nursing bulletin boards and the Ancilla College Nursing webpage as well as announcements sent to Ancilla College faculty members. Students should check these sites routinely for updated information from the Division of Nursing.
3. Submit an essay on your philosophy of Nursing attached to the Division of Nursing application; grammar and punctuation as well as content will be evaluated.
4. Complete and achieve the required scores on the pre-admission placement tests. Copies of completed placement tests should be attached to the Division of Nursing Application. See placement testing information in the following section.
5. A minimum of 21 required credits must be successfully completed, or the equivalent transferred, with a grade of C or better. All transfer credits will be reviewed by the College within the prescribed policies currently in place at the time of the review. Please see transfer and progression policy.
  - a) Within these 21 credits, 3 science courses must be completed (BIOL 252, BIOL 254, and CHEM 115 or BIOL 270), including corresponding labs or equivalents, if transfer credit, per current College policy.
  - b) Within these 21 credits, one social science course must be completed (PSY 115, or SOC 140) or equivalent, per current College policy.
  - c) Within these 21 credits, ENGL 110 or equivalent must be completed, per current College policy.
6. Must have a minimum overall GPA of 2.0 on a 4.0 scale.
7. Must earn a C or better in every course required by the Ancilla College nursing program by the second graded attempt or applicant is not eligible for admission into the nursing program. Any grade below a C (2.0) is considered unsatisfactory for the nursing program.
8. Prospective nursing students who have applied for admission to the nursing program and are currently completing pre-requisite courses (spring) or those who are enrolled in summer courses to complete the pre-requisites may be considered for admission into the nursing program. These students, if accepted, will receive a conditional acceptance letter based on their successful completion (grade of "C" or better) of the pre-requisite course(s). Once the course(s) is/are completed and the grade(s) received from the registrar's office, the student will be fully accepted into the nursing program and notified accordingly. Unless the student declines acceptance, does not pass the required course(s) successfully or otherwise becomes ineligible for acceptance, the student will have a place in the fall ASN nursing program cohort.
9. After the ASN fall cohort has been filled (40 students accepted into the program), the Division of Nursing and Health Sciences may keep an alternate list of prospective students who have successfully completed the nursing application process but have not been admitted into the program. These students will be notified the cohort is currently filled, but the Division of Nursing and Health Sciences will keep their name as an alternate until the start of fall classes. In the event a vacancy occurs in the program *on or before the start of fall classes*, the list of alternate students will be called, beginning with the first name on the list, and offered placement in the program. Students admitted in this manner must have the appropriate health, CPR, and criminal background check completed prior to the first clinical day held in a facility. Alternate students will not be retained for the admission process for the following year. These students must re-apply during the open application period by

completing a new application packet, or they may re-sign and date the previous years' application after review to ensure information on file is accurate.

10. Once all places in the nursing program have been filled, and the fall semester begins, the admissions process is complete.
11. Consideration for any admissions or re-admissions (for those Ancilla students who are "out of sequence" in the program) will be considered only if:
  - a) An opening exists for the student at the necessary point in the curriculum rotation.
  - b) A qualified student applies (as above) and is able to successfully test out of Fundamentals of Nursing (NURS110) and/or Pharmacology (NURS 260) per the transfer and progression policy of the Division of Nursing and Health Sciences.
  - c) Students admitted in this manner must have the appropriate health, CPR, annual in-service, drug and alcohol testing and criminal background check completed prior to the first clinical day held in a facility.
  - d) Ancilla College nursing students who are in good standing according to current applicable college and nursing division rules and regulations, but are "out of sequence" in the nursing program, will have priority consideration over transfer students for any available openings in the nursing curriculum.
    - i) If more Ancilla students apply for the opening than can be accepted, students will be placed according to their current cumulative GPA.
    - ii) If more transfer students apply for the openings than can be accepted, students will be placed according to their most recent GPA.

## ***Placement Testing for ASN Nursing Program Admission\****

### **Ancilla College Nursing Program Placement score minimum requirements:**

1.	Anatomy & Physiology	75%**
2.	Math	75%**
3.	Reading Comprehension	75%**
4.	Vocabulary	75%**
5.	Grammar	75%**
6.	Writing	15

### **If scores are not attained:**

Please see the Center for Student Achievement "*Important information for Future Ancilla Nursing Students*" located on the Ancilla College Nursing web page and in the Center for Student Achievement office C-204. Learning styles and Personality styles are required with no minimum pre-requisite.

\*\* Placement scores between 75% and 80% on one or all of the indicated test(s) will require students to take NURS 010 Nursing Concepts. This course **must** be completed with a "pass" on the graded first attempt or the student will be administratively withdrawn from the nursing program and will be ineligible for re-admission.

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## LPN Bridge Program Sample Curriculum Plan

### Summer LPN Bridge

Area	Cr. Hr.	Course No.	Course Title
Major Requirement	1 <sup>vc</sup>	NURS 102	Transition to Professional Nursing
Major Requirement	3 <sup>vc</sup>	NURS 103	Nsg Assessment & Diagnosis
Major Requirement	3	NURS 240	Nursing Ethics**
General Education	5	BIOL 254	Anatomy & Physiology II
Total Hrs:	12		

## Sample 1-Year Bridge Course Plan

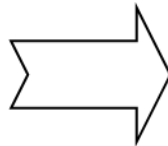
### Fall Semester

Area	Cr. Hr.	Course No.	Course Title
Major Requirement	7*	NURS 211	Lifespan II
General Education	3	CS 135	Computer Literacy
General Education	3	SOC 140	Sociology
General Education	5	BIOL 270	Microbiology
Total Hrs:	18		

### Spring Semester

Area	Cr. Hr.	Course No.	Course Title
Major Requirement	5*	NURS 250	Maternal/Child Nursing
Major Requirement	5*	NURS 255	Psychiatric Nursing
General Education	5	CHEM 115	Intro to Chemistry
Total Hrs:	15		

**To earn the ASN degree you must have 72 credits in the following areas:**



**General Education...36 cr.  
Nursing.....36 cr.**

#### Symbol Key:

**vc** = Verified credit will be awarded for NURS 110, 210, & 260, NUTR 110 upon successful completion of the second semester: both NURS 102 and NURS 103 must be passed with a "C" or better for continuation in the program.

**\*** = Indicates course has a clinical component:    **\*\*** = course requires instructor consent.

#### Required General Education Courses List:

BIOL 252 A&P I

BIOL 254 A&P II

CHEM 115 Intro to Chemistry

BIOL 270 Microbiology

ENGL110 Writing I

NUTR 110 Nutrition

CS 135 Computer Literacy

SOC 140 Intro to Sociology

PSY 115 General Psychology

## Admission Criteria: LPN to RN Bridge Nursing Program

The most qualified applicants will be admitted through a competitive review process that includes:

1. Successful graduation from a state approved LPN school of nursing with current unencumbered LPN Indiana license. Attach a current photocopy of current Indiana LPN license to the Nursing Application.
2. Be accepted as an Ancilla College student under general admission. **(Note - being accepted as a general student at Ancilla College does not guarantee admission to the Bridge Nursing Program).**

3. Complete a **separate application** to the Division of Nursing and Health Sciences usually accepted in **January** of each year for possible admission for the summer session. Notification of this process will be made via announcements posted on the Division of Nursing & Health Sciences bulletin boards and the Ancilla College Nursing webpage as well as announcements sent to Ancilla College faculty members. Students should check these sites routinely for updated information from the Division of Nursing and Health Sciences.
4. Successful completion of the LPN to RN Bridge exam with a passing score. See LPN to RN Bridge testing information sheet (available online) or call the Center for Student Success (ext. 373) for more information. Copies of this completed test should be attached to the Nursing Application.
5. Submit an essay on the student's philosophy of Nursing. Attach it to the Division of Nursing application; grammar and punctuation as well as content will be evaluated.
6. Successfully complete NURS 102 and NURS 103 with a grade of "C" or better. Both courses must be successfully completed to continue in the Bridge program. Students who do not successfully complete both courses may reapply to the Bridge program the following year with any new guidelines in place at that time.
7. Must have a minimum overall GPA of 2.0 on a 4.0 scale.
8. Earn a C or better in every course required by the Ancilla College Bridge program by the second graded attempt or applicant is not eligible for admission in the Bridge nursing program (with exception of NURS 102 & NURS 103: see #6 above). Any grade below a C (2.0) is considered unsatisfactory for the nursing program.
9. After the Bridge summer cohort has been filled, the Division of Nursing and Health Sciences may keep a prioritized list of prospective students' who have not been admitted into the program. These students will be notified that the cohort is currently filled, but the Division of Nursing and Health Sciences will keep their name on reserve. In the event a vacancy occurs in the program *on or before the start of Summer Bridge Nursing classes*, the list of reserve students will be called, beginning with the first name on the list, and offered placement in the program. Students admitted in this manner will have the appropriate health, CPR, drug, alcohol and criminal background check completed prior to the first clinical day held in a facility. Reserve students will not be retained for admission the following year.

# Regulations for Acceptance of Transfer Credits for the LPN to RN Program

To be eligible for transfer, all courses must have been taken at a college with regional accreditation and must have been passed with a grade of “C” or better. Charges will be incurred for transcribing courses to Ancilla College. See the Registrar, Ancilla College Catalog or website [www.ancilla.edu](http://www.ancilla.edu) for expected charges.

Courses taken within the last 7 years (except Nursing courses)	
	<i>Eligible for transfer consideration</i>
Courses taken more than 7 years ago (except Nursing courses)	
General Education Courses	
ENGL 110, Writing I	<ul style="list-style-type: none"> <li>• <i>Eligible for transfer consideration</i></li> <li style="text-align: center;">OR</li> <li>• <i>Take and receive a score of at least 50 on CLEP Exam</i></li> </ul>
PSY 115, General Psychology	<ul style="list-style-type: none"> <li>• <i>Eligible for transfer consideration</i></li> <li style="text-align: center;">OR</li> <li>• <i>Take and receive a score of at least 50 on CLEP Exam</i></li> </ul>
SOC 140, Introduction to Sociology	<ul style="list-style-type: none"> <li>• <i>Eligible for transfer consideration</i></li> <li style="text-align: center;">OR</li> <li>• <i>Take and receive a score of at least 50 on CLEP Exam</i></li> </ul>
Science & Computer Courses	
BIOL 270, Microbiology	<ul style="list-style-type: none"> <li>• <i>Retake and pass course</i></li> <li style="text-align: center;">OR</li> <li>• <i>Take and receive passing score on Departmental Exam</i></li> </ul>
CHEM 115, Intro Chemistry	<ul style="list-style-type: none"> <li>• <i>Retake and pass course</i></li> <li style="text-align: center;">OR</li> <li>• <i>Take and receive a score of at least 50 on CLEP Exam</i></li> </ul>
CS135, Computer Literacy	<ul style="list-style-type: none"> <li>• <i>Retake and pass course</i></li> <li style="text-align: center;">OR</li> <li>• <i>Receive a passing score on Departmental Exam</i></li> </ul>
BIOL 252, Human Anatomy & Physiology I BIOL 254 Human Anatomy & Physiology II	<ul style="list-style-type: none"> <li>• <i>Receive a passing score on HESI Anatomy &amp; Physiology exam with first attempt.</i></li> <li style="text-align: center;">OR</li> <li>• <i>Take BI254. Upon successful completion of BI254, credit will be issued for BI252.</i></li> </ul> <p><u><i>Special Note for Students transferring from Ivy Tech:</i></u></p> <ul style="list-style-type: none"> <li>• <i>To receive credit for both BI252 &amp; BI254, student must have completed ANP 101, 102, and 201</i></li> <li>• <i>If only ANP 101 &amp; 102 were taken, student must take BI254.</i></li> </ul>
Nursing Courses - Validation of Credit	
NUTR 110, Nutrition NURS 110, Fundamentals of Nursing NURS 210, Life Span Nursing I NURS 260, Pharmacology	<p><i>After acceptance into LPN to RN Bridge program and successful completion of the following Fall Nursing courses:</i></p> <p style="text-align: center;"><i>NURS211, Life Span Nursing II and NURS240, Nursing Issues, Trends, Ethics</i></p> <p style="text-align: center;">OR</p> <p style="text-align: center;"><i>NURS250, Maternal/Child Nursing and NURS255, Psychiatric Nursing</i></p> <p><i>These four courses (NT110, NURS110, NURS210, &amp; NURS260) will be validated for credit.</i></p>

## ***Transfer and Progression Policy***

All policies below are in addition to Ancilla College transfer and progression policies:

- 1) Students who have completed a **Fundamentals in Nursing and/or Pharmacology** Course with a grade of "C" or better within the past seven years from another accredited Registered Nursing program may test out of these two courses in the following manner:
  - a.) Students wishing to transfer credits from another regionally accredited registered nursing program based in a College or University setting may test out of Ancilla College's Fundamentals of Nursing course (NURS 110). Students will receive six Nursing credit hours by reaching the appropriate score on specified nationally normed exam(s) on the **first** attempt.
  - b.) Students wishing to transfer credits from another accredited registered nursing program based in a College or University setting may test out of Ancilla College's Pharmacology course (NURS 260). Students will receive three Nursing credit hours by the appropriate score on specified nationally normed exam(s) on the **first** attempt.
- 2) Nursing students must maintain a minimum overall GPA of 2.0 on a 4.0 scale or student will be placed on academic probation. If the cumulative GPA is not at 2.0 on a 4.0 scale by the completion of the next semester, the student will be administratively withdrawn from the nursing program. At this point, the student will be subject to Ancilla College Academic Progress Standards as stated in the course catalog.
- 3) Any grade below a C (2.0), in any required course is considered unsatisfactory for all nursing courses and must be repeated (if able to do so, see 4, 5 & 6 below).
- 4) Must achieve a grade of C or higher in all required courses for all nursing programs by the **second** graded attempt. If unable to do so, the student will be ineligible for admission to the nursing program or will be administratively withdrawn from the nursing program.
- 5) Students may repeat no more than 2 required Nursing courses (NURS). Students who fail more than 2 total NURS courses will be administratively withdrawn from the Nursing program and are not eligible to re-apply to the nursing program.
- 6) Students, who fail any NURS course, will be required to take and successfully pass NURS 010 Nursing concepts. Failure to reach a "pass" on the first graded attempt in NURS 010 will result in administrative withdrawal from the Nursing program and the student will be ineligible to re-apply to the nursing program.
- 7) Students who fail to pass an NURS (nursing) course, drop an NURS course or are otherwise "out of sequence" in their nursing program will be admitted to needed NURS courses as spaces are available. Students who are "in sequence" with their cohort will have priority for spaces available in any NURS course.
- 8) Once a student has started Nursing class, the nursing program must be completed by four years to the date nursing courses began.
- 9) Failure of the respective course will occur in the event that any mandatory nationally normed exam section is not successfully completed with a score as designated per policy below.
- 10) **Students must fully complete required paperwork (CPR, Health & Immunization form, annual in-service training, drug & alcohol testing and criminal background check) and turn it into the nursing office before student may attend any nursing class or clinical.**

## ***Nationally Normed Test Schedule/Policy***

All nationally normed tests below must be completed as listed. Total average of individual course exams **and** **Nationally Normed exams must be at or above 75%** in order to receive credit for the designated course and to progress in the nursing program.

**The HESI RN Exit exam is the exception and must be completed at or above 75% by itself. Failure to meet this requirement will result in failure of the final semester nursing course(s).**

**Tests not taken by due dates indicated will forfeit one test attempt: these students will have only 1 chance to pass! Student scores, along with the national norms, will be displayed and must be printed upon completion of each test.**

**All tests must be proctored at Ancilla College!**

<b>Class</b>	<b>Test</b>	<b>When</b>
Fundamentals of Nursing NURS 110	Fund. of Nursing	Must complete before final exam or as scheduled per course syllabus
Pharmacology NURS 260	Pharmacology	Must complete before final exam or as scheduled per course syllabus
Lifespan II NURS 211	Medical-Surgical Nursing	Must complete before final exam or as scheduled per course syllabus
Mat/Child NURS 250	Maternity-Pediatric Nursing	Must complete before final exam or as scheduled per course syllabus
Psychiatric Nsg NURS 255	Psychiatric-Mental Health Nursing	Must complete before final exam or as scheduled per course syllabus
Degree Requirement*	Exit Testing*	Must complete before final exam or as scheduled per course syllabus*

\*Guidelines for **Exit Exam** Testing:\*\*

1. If unable to pass the HESI Exit Exam at first testing with a conversion score at or above 75%, student must utilize online remediation. Notes on remediation may be required by course instructor. Only the course instructor may reschedule required exam. After notes (if required) or prescribed remediation has been received and approved by the instructor, the student will be scheduled for another version of the same exam.
2. If unable to pass the HESI Exit Exam with a conversion score of at least 75% at the second testing, the student **MUST** purchase and complete the Kaplan® NCLEX-RN complete review. Final Testing utilizing Question Trainer Test #7 will be proctored by the Nursing department at Ancilla College. Copies of all previous Kaplan Question Trainer tests must be provided before the final test, Question Trainer Test #7, will be scheduled. The Kaplan Question Trainer #7 test must be successfully completed with a score of 65% or greater to complete degree requirements.

**Failure to meet this requirement will result in failure of the final semester nursing course(s).**

3. The first test attempt (HESI Exit Exam) is due as scheduled by course instructor. The second attempt (HESI Exit Exam) is due 2 weeks after the end of the semester. If testing has not been successfully completed in this time frame the student will receive an "F" for the course.
4. Students who must proceed with the Kaplan series, will receive an "F" for the course until the outcome of the Kaplan test is completed.
5. **All exit testing must be completed no later than August 10<sup>th</sup> (March 10<sup>th</sup> for December grads) or student will fail the final semester.** Grades will be changed, if indicated, once a copy of the Kaplan test result is given to the Nursing administrative assistant.

Exceptions to this requirement may be granted in writing from the Nursing Division Director .

**HESI toll-free telephone number: 800-950-2728**

Help available 24hrs/day, 7days/week

## ***Completion Requirements***

Once a student has started Nursing class, the nursing program must be completed by four years to the date nursing courses began.

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## ***Disability Accommodation Statement***

If you have any disability that may require accommodation, or if you have questions related to any accommodations, please speak with the instructor and a Center for Student Success staff member as soon as possible. The Center for Student Achievement is located in Room C-204, or call at (574) 936-8898 ext. 302. Please be advised that in order to expect services, you must notify the Center for Student Achievement staff.

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## ***Division of Nursing - Academic Honesty Policy***

Ancilla College stresses the importance of students' academic integrity. As specified in the instructors' syllabi, honesty is required in all courses. Any honor violation may result in an F for the assignment or the course at the instructor's discretion. All honor violations will be reported to the Academic Dean. Please see the Ancilla College Student Handbook for further information.

**Online work honesty policy:** The integrity of online course work is a concern to the Ancilla Faculty. Academic honesty is expected for all online assignments just as in the traditional classroom. Instructions will be given for the completion of all assignments, quizzes and tests. Examples of improper online use includes but not limited to:

- Receiving or providing unauthorized outside help when completing online quizzes, exams or assignments.
- Obtaining access to confidential test materials or questions before quizzes, exams or assignments.

Students found committing violations of academic dishonesty when completing any assignment are subject to the disciplinary actions of the college.

Unproctored exams are given at assigned times when the material is open for at least two days.

Proctored exams are given at assigned times. The student must make an appointment, prior to testing, to be assured of a place in an approved computer lab for testing.

All students utilizing online course work will sign the following statement:

“I certify that the information in this assignment, quiz or exam was generated independently, using only the tools and resources defined in the course syllabus. I did not give or receive, any external help, coaching or contributions during the productions of this work.”

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## ***Confidentiality & Patient Care***

Every clinical institution has strict guidelines regarding patient information and confidentiality. These specific guidelines are available at each institution, and several will ask for students to sign a confidentiality statement.

**Violation of these guidelines can result in disciplinary action by the institution, the assignment of a failing grade for a nursing course, and/or dismissal from the nursing program.** In general, the following guidelines are to be followed by students and clinical instructors unless the specific institutions policy differs from these guidelines:

1. Original patient records are not to be removed from their location. Online records and computer screens must be protected from view of unauthorized persons.
2. Students granted record access are accountable for the protection of the record and its contents while in their possession. Never leave the patient record unattended.
3. Students accessing records from medical records shall follow the strict guidelines set forth by this department (including providing written requests for review, keeping the materials in the department and reviewing the records in the area specified for this purpose).
4. It is prohibited to share the medical record with family, friends, and staff not directly involved in the patient's care. When in doubt, excuse yourself and check with your instructor or the nurse in charge of the patient.

5. Students are expected to keep the medical records accessible at all times for medical care purposes.
6. Photocopying any part of the medical record for any purpose is **strictly prohibited**. Students may not photocopy parts of the record for learning purposes.
7. When referring to patients in written work for schoolwork purposes, only gender and age are to be used. When possible all identifying information should be kept to a minimum.
8. Census records used for report should be shredded before the student leaves the unit.
9. **Violations of any of these rules will result in immediate dismissal from the clinical site and failure of the nursing course. These are zero tolerance rules!**

## *Schedules & Nursing Clinical Courses*

Clinical nursing experiences are designed to provide students with the best possible learning experiences. In order to achieve this it may be necessary to make changes from the published schedule as the clinical rotation nears. Every effort by the Nursing Program is made to keep these changes to a minimum and to notify students as soon as the changes are known. Student specific requests and preferences for the assignment of clinical experiences may be expressed prior to clinical assignments; however, **students are not guaranteed** their request can be accommodated. Assignments will be made to ensure the student receives the most diverse clinical experiences during their education at Ancilla College Nursing. Students will not be assigned to places of employment without approval of Division Chair.

The following guidelines will be used concerning clinical assignments and rotations:

- **Clinical courses may be arranged between the times of 6:00 a.m. and 11:00 p.m. on any day of the week. Students must be available for assignments between these hours.**
- A one-credit-hour clinical course meets for three hours a week, a two-credit-hour clinical course meets for six hours a week, and a three-credit-hour clinical course meets for nine hours a week. These hours are often adjusted to accommodate the clinical agencies' hours and flow of care.
- Human Patient Simulation experiences will replace clinical assignments per instructor choice and as indicated per course syllabus. Students should prepare and dress as for any clinical day.
- Although the most diversified clinical experiences are sought for each student, Ancilla College Nursing cannot guarantee each student will receive exactly the same experience in their clinical rotations.
- Students are to maintain professional dress, attitude, and behaviors at all times during clinical rotations. This includes use of professional terminology, professional etiquette, tone and level of voice. Violations of professional behavior, as deemed by the clinical instructor or facility staff, will result in immediate dismissal from the clinical site and failure of the nursing course. **This is a zero tolerance rule.**
- The clinical times for Maternal/Child Health may be subject to change on a week-by-week basis, as dictated by the learning experience.
- Students should be aware that they will usually be required to collect patient care data at the hospital or agency the afternoon prior to the assigned clinical day.
- Clinical sites are located at agencies throughout Marshall, Starke, LaPorte, Fulton, Pulaski, St. Joseph (IN) counties and other counties as necessary. **Students should have reliable transportation and childcare arrangements, and should plan time to accommodate expected travel times, including travel during inclement weather.**
- Certain clinical courses require travel between agencies and homes of clients.
- Clinical group sizes need to be as uniform as possible to provide students with the best learning and supervision possible. It is possible that students will be switched between clinical sections after registration in order to achieve this equity.

## *Uniform Policy*

Nursing students must purchase and wear uniforms specified below. If uniforms are unacceptable to the clinical instructor, the student will be sent home from the clinical rotation. Students should select on-duty attire and accessories which are compatible with professionalism, infection control, student or facility identification, neatness, and modesty.

## **General Guidelines:**

Uniforms must be purchased from the Ancilla College Bookstore. Uniforms are dark blue in color with the Ancilla College Nursing logo embroidered on the upper chest area. Sizing for ordering uniforms will take place during nursing orientation. Uniforms should fit **properly**; no midriffs, underwear or any part of the buttock area should be visible: pant cuffs should not be dragging or touching the floor. Uniforms must be clean, without staining, fading or discoloration and wrinkle-free. Students who are dressed inappropriately will be sent home; **missed clinical time due to being sent home cannot be made up.**

## **Name Pin:**

An Ancilla College Nursing photo name tag is **mandatory** and must be visible on the uniform; it must be present at all times on clinical units.

## **Street Clothes/Professional Dress:**

**You are entering a profession therefore professional dress is required!!** Attire under lab coat needs to be professional, modest, and tasteful: no midriffs should be visible. Metal fabrics (sequins, beads), shorts, jeans, sweats, capri's and skirts or skorts more than **1 inch above the knee** are not acceptable. Slacks must be ankle length and not touch floor. Stockings, pantyhose or socks must be worn. No open-toe shoes or flip-flops may be worn. **Denim fabric of any color is not considered acceptable attire.** Your instructor will inform you if street clothes may be worn in lieu of the professional uniform. Students who are dressed inappropriately will be sent home; **missed clinical time due to being sent home cannot be made up.**

## **Dresses/Skirts:**

Dresses must be of dark blue material, have a collar and be no shorter than **one inch above the knee**. Sleeve length is at student discretion and comfort. Dresses may either zip or button. Skirts must be dark blue and no shorter than one inch above the knee. All dresses and blouses must have the Ancilla College Nursing Logo applied.

## **Stockings:**

White stockings or socks must be worn at all times. White pantyhose must be worn at all times when dresses or skirts are worn.

## **Shoes:**

Shoes must be completely white and made of leather or rubber. Aerobic shoes are acceptable if they are made of white leather. White shoelaces are required. Shoes must be clean, quiet, safe and comfortable. White canvas, cotton, or nylon shoes are unacceptable. No open-toe shoes may be worn. Clogs without holes may be worn but are discouraged.

## **Lab coats:**

White lab coats are required to be worn in the event the student's assignment allows or dictates the wearing of "street clothes." Lab coats must be at least fingertip in length. Front button lab coats with a collar are preferable. The Ancilla College Nursing blue and gold patch must be affixed on the left sleeve. It must be affixed one inch down from the shoulder seam of the sleeve. If there is no seam, the patch should be applied on the left sleeve approximately 2 inches down from the tip of the shoulder. The patch should be sewn or attached to the sleeve so that it lies flat against the fabric. The patch should not be pinned to the sleeve. One patch is provided to each student, additional patches may be purchased directly from the nursing office.

## **Other:**

- Tight fitting attire is not appropriate. Discreet underwear which is not readily visible through clothing is to be worn. No thong underwear is allowed.
- Fingernails must be neatly trimmed and clean; nails must not protrude past the fingertips. Nail polish, if worn, must be neutral or clear and without chipping. Artificial nails of any kind are strictly prohibited. Hair and beards must be clean and neatly groomed. If hair falls below shoulder length, it must be pulled back and off the uniform collar.
- Tattoos, hickies, or other non-congenital skin anomalies including body piercings are not to be visible.
- Only two earrings per ear are permitted. Dangling earrings are to be avoided for safety reasons. Additional exposed body piercing is not acceptable, including tongue piercing.
- Good personal hygiene is expected: daily showering or bathing with use of deodorant is recommended. If a foul body odor is noted, the student will be advised and may be sent home.
- Light cologne, simple make-up, and a watch and/or ring may be worn. All jewelry should be simple, inconspicuous and kept to a minimum. One ring per hand is permissible.

- Patient gowns or isolation gowns are not acceptable as a cover-up for your uniform except when working in isolation or other restricted areas.
- Any attire, street clothes or uniforms, deemed inappropriate by the nursing instructor or facility staff will result in the student being sent home from the clinical setting **with a failing grade for that day. The student will not be allowed to make up this time.**

## ***Cardio-Pulmonary Resuscitation***

Ancilla College, and all affiliated institutions, requires students engaged in clinical contact with patients to provide evidence of current CPR certification. The course must include CPR for infants, children, adults, 2-person CPR, mouth-to-mask use and automatic external defibrillator (AED). The recommended course is basic life support for Health Care Provider (by the American Heart Association). CPR for the Professional Rescuer including the AED (by the American Red Cross) is acceptable, but Heart saver certification is inadequate. It is the responsibility of the student to obtain and maintain adequate CPR certification throughout the length of the nursing program. Students must provide proof of current CPR to the Nursing office by no later than the first day of class in the fall of each school year and as needed throughout the nursing program.

*Students will not be allowed in class or clinical rotations without current CPR certification. Each day missed will result in a failure for the day that cannot be made up. Failure of two (2) clinical days will result in failure of that course. See transfer and progression policy.*

## ***Health Exam, Immunizations and Health Insurance***

Students are responsible for their own treatment for any injuries or illnesses suffered as a result of the clinical experience; therefore, it is highly recommended that each student have their own health insurance. It is **mandatory** that students have an **annual** health exam and a documented record of specific immunizations prior to entering the program due to direct patient contact. The student's primary care provider must properly record the appropriate information on the Student Health & Immunization Record form. Students will not be allowed **to attend class or clinical areas** unless all information is up-to-date and on file **annually** with the Nursing Program. Local County Health Departments may offer the required immunizations for students at a reduced cost. Injuries or illnesses sustained during clinical rotations will be the responsibility of the student; therefore adequate health insurance is strongly recommended and is the sole responsibility of the student.

*The following immunizations/tests/examinations are required for entrance into clinical sites.*

1. A physical examination completed by a licensed healthcare provider; physician, physician's assistant (PA) or advance practice nurse practitioner (NP) prior to admittance to the program and thereafter on an **annual** basis.
2. Any physical limitations, illnesses or injuries occurring during the course of nursing classes or clinicals that may preclude students from performing safe nursing care must be reported to the clinical or didactic instructor immediately.
3. The health insurance, physician examination and all required immunizations will be the financial responsibility of the student.
4. Immunization status will include: (a) **annual** negative PPD or chest x-ray, or signed documentation that the student is free from communicable disease by their healthcare provider (as designated above) (b) documented Rubeola vaccine, (c) negative Rubella titer or a documented series of 2 MMR vaccinations, (d) completed hepatitis series (series of three immunizations) **or** a documented waiver/refusal, (e) and documented adult Diphtheria and tetanus immunization within the last ten years.
5. Provide proof of immunity for Varicella either by documentation from their healthcare provider by titer or by immunization.
6. It is recommended, but not required, that students obtain (a) Polio vaccinations, (b) influenza vaccinations.

*Students will not be allowed in class or clinical rotations without a current annual health exam and immunization status document. Each day missed will result in a failure for the day that cannot be made up. Failure of two (2) clinical days will result in failure of that course. See transfer and progression policy.*

## **FURTHER EXPLANATION OF IMMUNIZATIONS:**

### **Tetanus and Diphtheria**

All students must be immunized. Immunizations must be current within the past 10 years.

### **Rubella**

Rubella titer of 1:10 is required or receipt of rubella vaccine. *An MMR will meet this requirement.*

### **Rubeola (Measles)**

All persons born after 1957 who have not had physician diagnosed measles (rubeola) must show evidence of inoculation with live virus measles vaccine on or after their first birthday or show laboratory evidence of immunity. If measles vaccine was received before 1968 and the type of vaccine is unknown, evidence of another vaccination after 1968 must be shown, or immunity must be proven by laboratory testing. *An MMR will meet this requirement.*

### **Mumps**

Male students are required to be immunized if there is no definite knowledge of having had the disease. *An MMR will meet this requirement.*

### **Tuberculosis**

All students must have a PPD tuberculin skin test annually (a Tine or Heaf test are not acceptable). If you have a newly (within last 12 months) positive reaction to the skin test, a chest x-ray is required and the results recorded on the immunization card. Your healthcare provider should indicate what treatment, if any, has been prescribed for you as a result of a positive skin test or chest x-ray.

If the student has a known sensitivity or positive reaction to the PPD tuberculin skin test, you must provide either an annual chest X-ray with a report showing no active tuberculosis OR a signed and dated document from the student's healthcare provider stating the student is free from communicable disease. Some community health placements require more frequent PPD documentation--you will be notified if you are affected.

### **Hepatitis B Immunization**

All health care providers with regular exposure to blood products are required by the Occupational Safety and Health Administration, Department of Labor to have the Hepatitis B vaccinations. Consistent with this requirement, the Hepatitis B vaccination, **or a documented refusal**, is required. The series must be initiated by the immunization deadline. Evidence of the first vaccination must be in your record. The second vaccination is due 1-2 months after the first vaccination. The third vaccination is due 4- 6 months after the first vaccination. Students who currently work in a health care setting may want to contact their employer regarding arrangements to receive their vaccination. You may also contact your County Health Department for vaccination information.

### **Varicella (Chicken Pox)**

Students who have had chicken pox but who have no formal documentation may submit written documentation confirming they have had chicken pox. This must be documented by their examining healthcare provider and the statement should be written on the Ancilla College Nursing Health and Immunization Form.

### Additional Documentation

Due to frequent changes in the national standards and recommendations for adult immunizations, it may be necessary for the Nursing Program to request additional documentation beyond what is listed here prior to clinical admission. Students will be notified if they are affected, and it is the responsibility of the student to provide this information prior to the deadline. Sponsoring healthcare facilities may also request copies of student immunization status prior to allowing students into their facility for clinical rotations. Affected students will be notified of the facility request and asked to sign a release allowing Ancilla College Nursing to share the students' immunization records. All records, whether in the nursing office or the healthcare facility, are confidential records and will be maintained as such.

**All students enrolled in Ancilla College Nursing and Health Sciences programs, training, and/or courses involving a clinical component must undergo a criminal background check and drug and alcohol testing prior to attending class or clinical rotations.**

### **Routine Drug and Alcohol Testing**

Routine drug and alcohol testing must be completed on an annual basis before attending clinical rotations. Failure to comply will result in immediate expulsion from the nursing program. Oral drug testing will detect alcohol, (THC) marijuana, cocaine, opiates, amphetamines, methamphetamine, methadone, barbiturates and benzodiazepines and other common drugs of abuse. Information regarding drug testing may be found at [www.asltesting.com/q&a/q&a](http://www.asltesting.com/q&a/q&a) . Costs incurred for *routine* drug and alcohol tests are included in semester billing procedures and will be conducted annually. Testing is conducted *after* a student has been accepted to the respective program, training, and/or course. Costs for *on demand* alcohol and drug testing will be the responsibility of the student and will be billed to each individual student involved (see on-demand testing below).

Test results falling outside of the acceptable range are considered positive test results and are automatically sent for a separate confirmatory test. If confirmed positive, the student will be contacted to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed acceptable.

Results of all drug and alcohol tests are forwarded to the Ancilla College Nursing and Health Sciences Division for review, verification, documentation and follow-up related to student attendance at clinical rotations. All test results are kept confidential within the division of nursing and health sciences.

An individual with an unacceptable or positive drug screen will be administratively withdrawn from the nursing program. Each will be given contact information regarding Bowen Center who can provide students with two free confidential counseling sessions. Counseling can include drug and alcohol use, eating disorders, interpersonal relationships or any topic of student choice.

### **On Demand Drug and Alcohol Testing**

Clinical agencies or instructors reserve the right to remove a student from a facility for suspicion of substance or alcohol use. Students removed in this manner must immediately consent to a drug and alcohol test. The student will be responsible for the testing costs. Failure to comply with testing will result in immediate expulsion from the clinical agency and nursing program. Given the issue of safety and impairment, all reasonable attempts shall be made to contact a student's family, friends, or police to provide transportation home.

**NOTE:** Should a student who has been accepted to a nursing or health sciences program, training, and/or course be prohibited from attending a clinical rotation for any reason, the student may be dismissed from the Nursing or Health Sciences program, training, and/or course.

### **Criminal Background Checks**

Clinical agencies require criminal background checks. Therefore, Ancilla College Nursing will require each accepted nursing student to provide the Division of Nursing, a copy of their limited criminal history from The Indiana State Police. Criminal background checks must be no older than 6 months prior to the beginning of nursing classes. Nursing students can obtain the criminal background check from [www.in.gov/ai/law/](http://www.in.gov/ai/law/). **Charges or conviction of a felony will be grounds for immediate dismissal from the Nursing Program.** See the additional list of findings below. Charges or conviction of a misdemeanor not listed below shall be evaluated by the admissions committee for the division of nursing. If admitted to the program, the student will be informed of possible consequences related to their conviction and the Indiana State Board of Nursing licensure procedure. Students may be prohibited from attending clinical rotations at some facilities related to the result of the criminal background check. **Changes to this procedure may change at any time without prior notice; all students will be advised of revisions and expected requirements when necessary.**

*Students will not be allowed in class or clinical rotations without a current criminal background check. Each day missed will result in a failure for the day that cannot be made up. Failure of two (2) clinical days will result in failure of that course. See transfer and progression policy.*

The Indiana limited criminal background check reviews a person's criminal history. The following findings will disqualify a student from clinical rotations resulting in administrative withdrawal of the student from the nursing program.

1. Felony convictions;
2. Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);
3. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.);
4. Misdemeanor convictions or felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;
5. Registered sex offenders.
6. OIG, GSA and Medicaid Sanctions
7. Terrorists Suspect List

**NOTE:** Should a student who has been accepted to a nursing or health sciences program, training, and/or course be prohibited from attending a clinical rotation for any reason, the student may be dismissed from the Nursing or Health Sciences program, training, and/or course.

## ***Mandatory Annual In-Service Training***

Annual In-service Training and Education is provided annually for Nursing Faculty and students. Attendance at these sessions is mandatory. Sessions are generally held during the first day of class for all students and faculty. Failure to attend these mandatory in-services will result in administrative withdrawal for students.

The following topics will be included:

1. Compliance with standard precautions and reporting exposure to blood and body fluids to prevent transmission of blood borne pathogens;
2. Hand washing;
3. Modes of transmission of infection and importance of complying with universal precautions;
4. Importance of reporting certain illnesses or conditions (whether work related or acquired outside the health care facility),
5. Tuberculosis control;
6. Importance of cooperating with infection control personnel during outbreak investigations; and,
7. Immunization programs;
8. Chemical substance abuse among professionals.

Additional annual in-service requirements may be added, students will be notified when the need arises.

## ***Electronic Portfolio Policies for Nursing Students***

Nursing students will be subject to the general College policies and procedures for electronic portfolios as required for graduation from Ancilla College.

## ***Course Grading Scale***

All courses in the Ancilla College Nursing Program (NURS) utilize the following grading scale. **A cumulative average of 75% must be attained for all exams, including Nationally Normed exams, to successfully complete each nursing course.** An attainment of an overall grade of "C" is required for every course in the nursing program. Additionally a "pass" is required in the clinical portion (if required) of the course for successful course completion. Failure to receive a final grade of "C" including an overall average of 75% on exams and a "pass" for the clinical portion (if required) for each NURS course will require the student to retake the course (if allowed). See transfer and progression policy.

100-96	A	86-83	B	76-75	C
95-91	A-	82-80	B-	64-74	D
87-90	B+	79-77	C+	≤ 63	F

## ***Mid-term Advisory Reports***

Mid-term advisory reports are issued to students who are having difficulty in a didactic or lecture course. In a mid-term advisory report, the faculty member identifies problem areas that need to be addressed in order for the student

to be successful in the didactic course. If a student has a grade less than C in a didactic course, a mid-term advisory report will be issued. Students who receive a mid-term advisory report are expected to make an appointment to meet with their lecture instructor to address the areas of concern and develop a plan for success. It is the students' responsibility to act on the Mid-term advisory report by meeting with their instructor to develop a plan for course success.

Clinical rotations have on-going dialogue utilizing care plans and weekly journal entries addressing issues related to clinical course success. However, if a student is less than satisfactory in the clinical portion of a course, a mid-term advisory report will also be issued. Students who receive a mid-term advisory report are expected to make an appointment to meet with their clinical instructor to address the areas of concern and develop a plan for success. It is the students' responsibility to act on the Mid-term advisory report by meeting with their instructor to develop a plan for clinical success.

Additionally, Clinical instructors will delineate issues that must be addressed in each care plan, clinical journal entry, or other correspondence so that students are aware of clinical strengths and weaknesses. Students should use these assignments and related feedback to ensure success in the clinical rotation.

## *Nursing Policies*

Additional policies and procedures of the Nursing Program will apply to nursing students.

These policies do not supersede Ancilla College's general policies. They may be above and beyond the College's general requirements, but in no case are ever less.

**While every effort is made to provide accurate and correct information in this handbook, Ancilla College reserves the right to revise any matter described herein without publishing a revised edition of the handbook. Actions by the federal and/or state government, the Board of Trustees of Ancilla College and the administration of Ancilla College may produce such changes.**

## *Didactic Course Attendance and Grading*

- 1) Students are expected to attend all lectures and are held responsible for content presented. In case of absence, it is the **student's responsibility** to obtain the information presented from another classmate or the instructor. Not all reading assignments are covered in the lecture; lecture content is presented beyond reading assignments. Lecture content is intended to highlight important points the instructor wishes to convey to the student.
- 2) Students should complete all reading assignments or other assignments as designated in the course syllabus PRIOR to scheduled class. This creates an optimal opportunity for student learning and interaction. Students are required to bring student response devices to every class; failure to do so may incur a zero for tests or quizzes given during class time.
- 3) As a courtesy, students are to request permission of the instructor conducting the class to audio record the class.
- 4) All classes canceled due to inclement weather or any other issue will be rescheduled, if possible, or material will be made available.
- 5) Cell phones, PDA's, or any other electronic devices (except student response devices) are prohibited unless daily permission is granted by the course instructor. **NO ELECTRONIC DEVICES OF ANY KIND ARE ALLOWED DURING TESTING; NO EXCEPTIONS!**
- 6) Students are responsible for attending scheduled examinations. If unable to attend as scheduled, the following guidelines must be followed:
  - A. If the student is absent from a scheduled examination without contacting the instructor **personally (by telephone or in person)** prior to the examination, the student will receive a zero for the test. If the student contacts the instructor prior to the scheduled exam, the student must make-up the examination within 48 hours or 2 business days from the original test date. **Make-up exams will consist of alternate item questions, including essay questions, at the discretion of the course instructor. This absence will be honored once per semester, per class.**
  - B. Any additional absences from scheduled examinations or quizzes will require a physician's excuse or other form of excused absences such as documented death in the immediate family, or ill child with a physician's excuse.

- C. **There are no make-up tests for final exams**; if the student is absent from the scheduled final exam, a zero will be given for this exam.
  - D. Exceptions to this rule (#6) must be approved in writing by the Division Chair or other designee.
- 7) Students are responsible for completing required homework, papers, and other work on due dates as directed per specific course instructor. **If work is sent electronically to the instructor, it is the responsibility of the student to ensure the required work has reached the instructor as desired.** Any missed work may be given a zero or a decreased grade per individual instructor's discretion or additional guidelines located in the course syllabus.
  - 8) **Alcohol and/or drug impairment will result in administrative withdrawal from the nursing program.**

## ***Clinical Course Attendance, Smoking, Break and Lunch Policies***

**All clinical time is mandatory. All clinical absences must be made up.**

- 1) Facility orientation is mandatory and **must be** completed on or before the 1<sup>st</sup> clinical facility day. Students will not be able to attend a clinical site without facility orientation. Clinical days missed cannot be made up and students will be subject to the clinical attendance policy stated below.
- 2) Clinical time includes all pre and post conferences and any scheduled observations; students are not to leave clinical rotations during these times/experiences. Leaving early or without explicit permission of the clinical instructor will elicit a fail for the clinical day.
- 3) No more than 1 clinical absence may be made up per semester per clinical rotation. Students who do not notify the clinical instructor personally of their absence **PRIOR TO** the start of their clinical rotation will not be allowed to make up the clinical time and will fail for the day (no call, no show).
- 4) Failure of 2 clinical days, due to poor student performance, failure to follow all clinical policies and procedures or lack of attendance or failure to meet the attendance guidelines **will result in failure for the entire course regardless of the student grade in the didactic portion of the class.**
- 5) Make-up time for clinicals cancelled or delayed due to inclement weather is determined and set by the individual clinical faculty. All weather related inquiries and make-up time should be made directly with your clinical faculty member.
- 6) Tardiness of 15 minutes two times during one clinical rotation, with or without clinical instructor notification, will result in failure for one clinical day. Excessive tardiness; 3 episodes, will not be tolerated. Accumulation of 3 episodes of tardiness per clinical rotation per semester will result in failure for the entire course regardless of the student grade in the didactic portion of the class.
- 7) Students more than 15 minutes tardy, with or without instructor notification, will be sent home and will fail Clinical for one clinical day.
- 8) Break and lunch times are included in the posted hours when appropriate (usually for a session lasting more than three hours). Published hours can and do vary according to the clinical experience or rotation. Patient demands may require that a student stay in the setting for additional time, which will not be compensated.
- 9) Nursing student smoking is discouraged during clinical rotations. However, smoking is allowed **only per clinical facility policy** and will vary from clinical facility to facility.
- 10) Students will be advised of facility smoking, break and lunch policies during facility orientation and must follow these facility guidelines while in clinical rotations. Failure to abide by facility guidelines for smoking, break time, and/or lunch times, will result in a failure recorded for that clinical day.
- 11) A student must always notify the faculty member **and** the nurse in charge of a patient if the student leaves the unit or agency for any reason.
- 12) **Students should never perform invasive procedures, pass medications, IV's or Injections without direct supervision of the clinical instructor or their designee. Breach of this guideline will result in failure of the entire clinical rotation.**
- 13) Students assigned a client who expresses discomfort with a student nurse or who verbally states they do not want a student nurse to care for them will have the student re-assigned to another client. Students assigned a client who is no longer at the facility the day of the clinical rotation or a client who is discharged early in the day will be re-assigned a client or clinical area as determined by their clinical instructor.
- 14) Students should always ask politely for permission to touch a client prior to initiating physical contact, personal care, physical assessment or any other task that might expose the client. Contact your clinical instructor if the client's wishes are unclear or if the client is unwilling to allow the student to touch the patient. **Never touch or perform a personal task for a client without their consent.**

# Clinical Policies and Guidelines

## Clinical Journal/Care Plan Guidelines:

- 1) You are expected to turn in written clinical assignments when they are due. Papers submitted late without prior approval by the instructor will not be accepted.
- 2) Consistently late assignments will lead to failure in the course. Students are responsible for following individual instructor directions concerning submission of clinical written assignments.

## Clinical Make-up Guidelines:

- 1) These shall be considered general guidelines only. The clinical instructor may specify makeup time that could differ from these guidelines. Specifics will be articulated in the syllabus for each Nursing course.
- 2) The student must be making satisfactory progress towards all course competencies before make-up can be offered.
- 3) Faculty and clinical instructors have the right to determine the nature of the experience that will make up the time missed.
- 4) Direct patient care is typically required. Missed clinical time should be made up the following week. If a student cannot be accommodated during scheduled clinical hours for the faculty/course, a fee of at least \$30/hour for clinical supervision will be assessed from the student. This time will be scheduled according to the availability of the faculty member and the clinical agency and is not guaranteed.

## Absence/Tardy/Clinical Behavior Guidelines:

- 1) You should not come to clinical if symptomatic with a fever, cold or flu. Most institutions do not allow students or employees with open cold sore (Herpes) in patient care areas. Patients are often immunocompromised and cannot afford this exposure.
- 2) If you should become ill and are unable to come to the facility, it is your responsibility to notify both the instructor **and the institution, before the start of the clinical day**, so that your patient can be reassigned to another person. Failure to do this will be subject to the clinical attendance policy above.
- 3) Do not call the instructor after 10 p.m. or before 5 a.m. unless it is an emergency. All office phone messaging services are date and time stamped. If you are unable to contact the instructor or the agency, call the Nursing Office at 574-936-8898 Ext. 327 and leave a message including how the faculty member will be able to reach you. **You must attempt to contact both the clinical instructor and the clinical site before attempting to leave a message at the nursing office.**
- 4) You are required to be on the clinical unit at the time assigned. If you are going to be late, it is essential that you notify both the instructor and the facility unit. Clinical faculty should know how to reach you and when to expect your arrival. Failure to notify both the clinical instructor and the facility unit will be subject to the attendance policy as above.
- 5) A student must always notify the faculty member **and** the nurse in charge of a patient if the student leaves the unit or agency for break, lunch, or any other reason.
- 6) Clinical faculty must have current information on how to reach each student during or following each clinical day. If documentation of medication administration or procedures done for the patient are omitted by the student, the institution will attempt to contact the faculty or student for clarification. The faculty member needs to be able to contact the student.
- 7) A clinical agency needs to have a current phone number on file for each student. Please inform the Nursing Program of any changes in your contact information.
- 8) Often, the College or institution is contacted when the student has an emergency. The College has a record of the student's whereabouts and will contact the appropriate faculty who will notify the student of the emergency.
- 9) It is unprofessional and unacceptable to use the clinical institutions telephones or computers for any personal reason. Using a unit/agency telephone should be reserved for patient care and emergencies only. Use of telephones, computers or any other clinical facility equipment for personal student use is prohibited. Students who violate this rule will be sent home immediately and fail clinical for the day.
- 10) Cell phones, PDA's, or any other electronic devices are prohibited while in the clinical rotation. **NO ELECTRONIC DEVICES OF ANY KIND ARE ALLOWED DURING CLINICAL ROTATIONS: NO EXCEPTIONS!** In case of emergency, contact should be made with the nursing office who will then contact the student at the appropriate clinical facility.
- 11) Students impaired in any way (including signs of sleep deprivation from working nights) will be sent or escorted home. *It is expected that students not work at least 8 hours prior to any clinical rotation. All pre-assessments must be completed as assigned.*
- 12) **Alcohol and/or drug impairment will result in administrative withdrawal from the nursing program.**

## *Student Appeal Policy*

Please see the current Ancilla College Student Handbook or Course Catalog for the Student Appeal Policy.

## *Computer Competency*

Computer competency is required in the study and practice of nursing. Students in the Nursing Program are required to demonstrate computer competence in the following areas:

1. **Word Processing** - Students must be proficient in the use of a word processing program compatible with the Ancilla College computer system, such as Microsoft Word.
2. **Internet Resources** - Students must be proficient in utilizing the Internet to locate nursing resources.
3. **Electronic Database Searching** - Students must be proficient in utilizing library and other database web sites to search for scholarly resources.
4. **Email** - Students must be proficient in sending and receiving e-mail messages.
5. **Power Point Presentations** - Students must be proficient in the use of Power Point.

# *Preparation for Graduation and NCLEX*

## *Assessment of Student Learning and NCLEX Readiness*

### **Program and National Council Licensure Examination (NCLEX) Readiness Assessment**

All students in the Ancilla College Nursing Program are required to pass various nationally normed exams when entering, exiting and during the nursing program. This testing is used for purposes of program assessment, student achievement and NCLEX readiness. Since successful completion of the NCLEX is mandatory to practice as a registered nurse in Indiana, the over arching goal is to ensure students are well-prepared to pass the NCLEX upon the first try.

### **NCLEX Diagnostic Assessment**

All students in the Ancilla College Division of Nursing are required to take one or more NCLEX Readiness Diagnostic Tests during or after their final semester before the Associate of Science in Nursing (ASN) degree will be granted (See Nursing test schedule/policy previous). These tests help to counsel students on necessary preparation to succeed in passing the NCLEX. Students generally assume the cost for at least one of these tests and tests cost approximately \$500 or more.

## *Questions Asked by the Indiana State Board of Nursing*

The practice of nursing in the State of Indiana is regulated through the Indiana State Board of Nursing. At the completion of the ASN program, graduates of the Nursing Program may apply for licensure. When applying for licensure, these questions must be answered as a part of the application:

- 1) Has disciplinary action ever been taken regarding any health license, certificate, registration or permit that you hold or have held?
- 2) Have you ever been denied a license, certificate, registration or permit to practice as a nurse or any regulated health occupation in any state (including Indiana) or country?
- 3) Are there charges pending against you regarding a violation of any federal, state or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
- 4) Have you ever been convicted of, pled guilty or nolo contendere to:
  - i) A violation of any Federal, State or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
  - ii) Any offense, misdemeanor or felony in any state? (Except for minor violations of traffic laws resulting in fines)

- 5) Have you ever been denied staff membership or privileges in any hospital or health care facility or had such membership or privilege revoked, suspended or subjected to any restrictions, probation or other type of discipline or limitations?
- 6) Have you ever had a malpractice judgment against you or settled any malpractice action?

## *Student Resources*

### *Nursing Faculty*

**Nursing Office Hours: 8:00 a.m. – 4:30 p.m., Monday-Friday,**  
**Location: Room C-136, C-134, C-129C & C-129D**  
**Ancilla College Phone: (574) 936-8898**

**Nursing Program Director**

Mrs. Fitzgerald, MSN, FNP, PhD(c), CNE      **Office:** Ext. 379 C-129D

**e-mail:**

[ann.fitzgerald@ancilla.edu](mailto:ann.fitzgerald@ancilla.edu)

**Nursing Instructors:**

Mrs. Bachelder, RN, MSN, CNE      Ext. 306 C-134

[judy.bachelder@ancilla.edu](mailto:judy.bachelder@ancilla.edu)

Mrs. Bawcum, RN, MSN      Ext. 352 C-134

[patricia.bawcum@ancilla.edu](mailto:patricia.bawcum@ancilla.edu)

Mrs. Berndt, MSN, RN, CNE      Ext. 395 C-136

[janeen.berndt@ancilla.edu](mailto:janeen.berndt@ancilla.edu)

Mr. Clark, RN, MSN, FNP, CNE      Ext. 347 C-134

[kelly.clark@ancilla.edu](mailto:kelly.clark@ancilla.edu)

Ms. Hulse, RN (Nsg Tutor)      Ext. 397 C-134

[brandi.hulse@ancilla.edu](mailto:brandi.hulse@ancilla.edu)

Mrs. Palmateer, RN, MSN, FNP      Ext. 358 C-136

[joyce.palmateer@ancilla.edu](mailto:joyce.palmateer@ancilla.edu)

**Nursing Program Administrative Assistant**

Mrs. Rhonda Arvesen, AS      Ext. 327 C-136

[rhonda.arvesen@ancilla.edu](mailto:rhonda.arvesen@ancilla.edu)

**Center for Student Achievement**

Mr. Sam Soliman      Ext. 366 C-204

[sam.soliman@ancilla.edu](mailto:sam.soliman@ancilla.edu)

Mrs. April Woodward      Ext. 373 C-204

[april.woodward@ancilla.edu](mailto:april.woodward@ancilla.edu)

### *Nursing Scholarships*

Scholarship monies are available from the State of Indiana: SSACI Scholarships and are distributed (when available) through the financial aid office. Students are notified when these scholarships are available through their nursing instructors.

Many local agencies also administer scholarship funds (i.e. The Starke County Community Foundation – The Winifred J Simpkins Spirit of Nursing Scholarship, The Starke Memorial Hospital and Medical Staff Health Education Scholarship, The Francis Myers Scholarship). The Financial Aid Office maintains information on scholarship availability. Students are strongly encouraged to meet with the staff of the Financial Aid Office frequently for scholarship opportunities, and to pick up applications. All students requesting scholarship monies must have a FAFSA on file at the Financial Aid Office at Ancilla.

The internet also is a valuable source for the availability of scholarships (i.e. [www.fastweb.com](http://www.fastweb.com)). Students are cautioned to be careful when utilizing the internet for scholarship information and never to pay for any scholarship information; all legitimate scholarships should incur no cost to the student.

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## **Verification of Reading Handbook**

**PLEASE READ AND SIGN:**

I have read and understand the contents of the *Division of Nursing Student Handbook*.

I agree to abide by and be governed by the philosophy, rules and regulations, as set forth and described in the 2010-2011 *Division of Nursing Student Handbook (8/10)*.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Keep top portion for your records.

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**Turn bottom portion into the nursing office prior to start of classes.**

**PLEASE READ AND SIGN:**

I have read and understand the contents of the *Division of Nursing Student Handbook*.

I agree to abide by and be governed by the philosophy, rules and regulations, as set forth and described in the 2010-2011 *Division of Nursing Student Handbook (8/10)*.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date