



Ancilla College

Division of Nursing and Health Sciences

2016-17 Nursing Handbook

A supplement to the Ancilla College Catalog and Student Handbook

Approved May 2016

Nursing Student Handbook

Welcome to the Ancilla College Division of Nursing. The nursing faculty and administration welcome you! We look forward to partnering with you and serving your needs as you progress.

We believe in you!

The Nursing Student Handbook is intended to provide students with general program information, requirements, policies, procedures, and guidelines that pertain to the Division of Nursing. This is a supplement to the Ancilla College Catalog and Student Handbook available at www.ancilla.edu.

As a student enrolled in the nursing program, you are responsible for the information contained in this handbook. **It is required that you read it, print a copy for yourself, and use it as a reference.**

This Handbook does not establish a contractual relationship between Ancilla and its nursing students. This Handbook only serves to highlight Ancilla's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide nursing students with a general framework for addressing and/or resolving various situations that may arise from time to time. Ancilla reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

The Nursing Division's curricular and/or program policies may change once a student is enrolled. The Division will attempt to notify students (via e-mail or announcements) of any change that will affect one's plan of study, progression or completion. It is therefore each student's responsibility to routinely check his/her Ancilla College e-mail account. It is strongly suggested that nursing students have routine access to computers and the internet: a personal computer and/or a netbook with internet capabilities and access is optimal.

The Nursing Student Handbook Acknowledgement form in the Appendix must be signed and submitted by each student by the end of the first week of classes each August. The form must be returned to the Division of Nursing Administrative Assistant and will be kept on file.

Ancilla College Academic Competencies

1. Critical thinking and qualitative reasoning
2. Communication: written and oral
3. Global awareness
4. Technology and information management
5. Personal responsibility and professional development

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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. Please check the Ancilla College Nursing Webpage @ www.ancilla.edu/academics/academic-concentrations-nursing for the most recent information.

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Mission

The mission of Ancilla College Nursing is to empower a diverse population with an opportunity to achieve high academic goals. Ancilla college nursing will prepare graduates who will have the knowledge, skills and attitudes (KSAs) necessary to provide professional nursing care. The student successfully incorporating the eight core values derived from elements of the arts, sciences, humanities and nursing, will be granted an associate of science degree in nursing. Graduates are expected to continuously improve the quality and safety of nursing practice to meet the holistic healthcare needs of the communities served.

Philosophy

Nurse

The nurse is a manager of patient-centered care who provides holistic support to individuals and their communities. A nurse collaborates with other healthcare professionals to provide safe, evidence-based, quality nursing care.

Nursing Education

Ancilla nursing faculty, guided by current evidence and accepted nursing standards, believe the learning process is a mutual effort of faculty and students who take responsibility for personal and professional growth. Teaching and learning concepts in nursing is complex with many layers and experiences building on each other culminating in the successful graduate nurse. Accountability of the educational process is demonstrated by assessment of specified nursing student learning outcomes.

Division of Nursing Curricular Concepts

The curriculum integrates seven student learning concepts. Mastery of these concepts, designated as program student learning outcomes, are essential to nursing and the learning process expected by the Ancilla College Nursing Program.

Ancilla College Academic Competencies and Nursing Program Outcomes Comparison

Ancilla College Academic Competency	Nursing Program Outcomes	Nursing Outcomes Level 1	Nursing Outcomes Level 2
1. Critical Thinking and Quantitative Reasoning.	Safety, Informatics (INF), Quality Improvement (QI)	<u>Safety:</u> Minimizes risk to patients and providers utilizing facility and college policies and procedures. <u>INF:</u> Use technology to communicate, manage knowledge, and support decision making. <u>QI:</u> Identify information and data to continuously monitor patient care and safety.	<u>Safety:</u> Minimizes risk of harm to patients and providers using critical thinking both through system effectiveness and individual performance. <u>INF:</u> Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. <u>QI:</u> Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
2. Communication: Written and Oral.	Teamwork & Collaboration (T&C), Patient-Centered Care (PCC), Safety	<u>T&C:</u> Uses effective forms of communication within the healthcare team to achieve quality patient care. <u>PCC:</u> Identify the patient needs and preferences when providing nursing care. <u>Safety:</u> Minimizes risk to patients and providers utilizing facility and college policies and procedures.	<u>T&C:</u> Uses oral and written forms of communication effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. <u>PCC:</u> Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. <u>Safety:</u> Minimizes risk of harm to patients and providers using critical thinking both through system effectiveness and individual performance.
3. Global Awareness	Evidence Based Practice (EBP), Professional Identity (PI)	<u>EBP:</u> Integrate current nursing knowledge with patient/family preferences to deliver safe health care. <u>PI:</u> Develop behaviors congruent with established legal and ethical professional standards.	<u>EBP:</u> Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. <u>PI:</u> Display behaviors congruent with established legal and ethical professional standards.
4. Technology and Information Management.	Informatics (INF), Quality Improvement (QI)	<u>INF:</u> Use technology to communicate, manage knowledge, and support decision making. <u>QI:</u> Identify information and data to continuously monitor patient care and safety.	<u>INF:</u> Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. <u>QI:</u> Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Personal Responsibility and Professional Development.	Evidence Based Practice (EBP), Patient-Centered Care (PCC), Professional Identity (PI)	<u>EBP:</u> Integrate current nursing knowledge with patient/family preferences to deliver safe health care. <u>PCC:</u> Identify the patient needs and preferences when providing nursing care. <u>PI:</u> Develop behaviors congruent with established legal and ethical professional standards.	<u>EBP:</u> Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. <u>PCC:</u> Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. <u>PI:</u> Display behaviors congruent with established legal and ethical professional standards.

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, 2001, and 2015.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

General Information

Nursing Office Hours:

- Monday - Friday 8:30 am -4:30 pm EDT. Individual nursing faculty hours are posted each semester outside the nursing offices.
- Nursing offices are closed:
 - Weekends
 - Official College holidays
 - Vacation times
 - Other times without notice

You are encouraged to call ahead or make an appointment prior to a visit to the nursing office to ensure the best opportunity of having your needs met.

Nursing Office Contact Information: Ancilla College Toll Free: 1-866-262-4552

Rhonda Arvesen, Administrative Assistant, Ext. 327 rhonda.arvesen@ancilla.edu

Faculty Office Hours

Nursing Faculty post office hours on the bulletin board located outside of their office door. Faculty members are available during the posted times and also by appointment. The administrative assistant or faculty member may make appointments. **Faculty members are not on campus over scheduled semester breaks/holidays, over the summer (unless teaching), or weekends.**

Academic Advising

Your academic advisor will assist you in implementing and revising your plan of study each semester. Students must make an appointment with their advisor each semester for registration. The administrative assistant can assist students to make appointments with all nursing faculty advisors.

Explanation of clock/credit hours

The ratio of clock hours to credit hours for classroom or didactic experience used throughout Ancilla College is 1 clock hour: 1 credit hour.

The ratio of clock hours to credit hours in the practicum experience used throughout the Division of Nursing is 3 clock hours: 1 credit hour. 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. Preparation, homework, pre-assessment and other time requirements for the clinical course are in addition to the expected time spent in practicum.

Grade Calculation

Standards for Passing

A minimum grade is required and listed in each course syllabus for the didactic or class portion of each nursing course. For courses with a clinical component, a "Pass" in clinical is also required as described per individual course syllabus. See individual course syllabi for further grading information.

Grading Scale for the Division of Nursing

100-96= A

87-84= B

95-92= A-

83-80= C

91-88= B+

≤79 = F

Class Attendance

(Additional Information can be found in the Ancilla College Course Catalog at www.ancilla.edu)

- 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 are expected to complete all reading or other assignments as designated in the course syllabus PRIOR to scheduled class. This creates an optimal opportunity for student learning and interaction.
- 3) As a courtesy, students are to request permission of the instructor conducting the class to electronically 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) Use of electronic devices per instructor preference as noted in the course syllabus.

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, texting, 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 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. **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.
 - C. 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.**
- 9) Grade appeal policy, student grievance policy, student conduct information and discipline guidelines are available in the Ancilla College catalog at www.ancilla.edu

Nursing Clinical Information

General Clinical Guidelines

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. 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 and any nursing laboratory 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 possible failure of the nursing course. **This is a zero tolerance rule.**
- 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.

Clinical Uniform Dress Code

You are entering a profession therefore professional dress is required!! 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. Individual clinical agencies may require a different dress code. If so, students will be informed and will be expected to comply as soon as possible. Reasonable accommodations to the dress code may be made for a student's religious practices.

General Guidelines:

Uniforms may be purchased retail as directed per nursing student orientation. Cherokee® brand uniform pants/bottoms are navy blue: tops are dandelion yellow with the Ancilla College Nursing logo embroidered on the upper chest area. Embroidery will be coordinated through the nursing office.

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; **being sent home means clinical time cannot be made up and will result in a fail for the day.**

Required Equipment:

1. Name Tag - 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. Additional identification may be required by individual facilities; students will be notified and expected to comply when on facility grounds.
2. Adult size sphygmomanometer (B/P cuff), adult stethoscope, watch with a second hand, and a penlight for use each clinical day.

Non-Uniform Professional Dress Code

You are entering a profession therefore professional dress is required!! Attire under lab coat needs to be professional, modest, and tasteful: no midriiffs 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. Individual clinical agencies may require a different dress code. If so, students will be informed and will be expected to comply as soon as possible.

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 and 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 be of proper color and have the Ancilla College Nursing Logo applied.

Stockings:

sStockings or socks must be worn at all times. 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 and no longer allowed in many facilities.

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 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.

- Tattoos, hickeys, 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, uniforms or non-uniform professional dress, 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.**

Tuition, Fees, Equipment Costs, and other Expenses

You may visit the Ancilla College website at 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.**

Overview of Selected Ancilla College Policies

Policies below may be found in their entirety in the Ancilla College Course Catalog and Student Handbook available online at www.ancilla.edu

Students with Disabilities

The Division of Nursing complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The College provides accommodations for individuals with disabilities. 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 Achievement 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.

Harassment Policy

Ancilla is committed to maintaining an educational environment free from conduct and communication which can be classified as harassment. Forms of harassment that are encompassed by this policy include, but are not limited to, harassment based on race, color, national origin, religion, sex, age, disability (mental or physical), genetic information, pregnancy, citizenship status, or any other protected status. Ancilla will not tolerate harassment in any form.

Harassment can be verbal, visual, or physical. It can be overt, but it need not be direct or explicit - it can be inferred from the conduct, circumstances and relationships of the individuals involved. Harassment can also consist of persistent, unwanted attempts to change an educational relationship to a personal one. Harassment includes, but is not limited to, ethnic slurs or racial epithets, name-calling, jokes, cartoons, pictures, gestures, unwelcome physical touching, and other conduct based on any other protected status. The victim of harassment can be female or male. Harassment can occur between a student and a student or a student and a member of the College faculty or staff.

Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, or coercive behavior which threatens employment or academic reprisal, or creates a sexually intimidating or offensive environment, or promises rewards contingent upon obtainment of sexual favors, or the spreading of falsehoods about a person's sexual conduct, or falsely accusing someone of sexual harassment.

All allegations of harassment are taken seriously retaliation for reporting harassment is prohibited. However, individuals who intentionally make false reports of harassment may be subject to disciplinary measures. Violators of this policy will be subject to appropriate discipline, up to and including expulsion or termination.

Non-Discrimination Policy

Ancilla College provides courses, community service offerings, and student support services for all students. The College prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, and veteran status. Students who believe they may have been discriminated against should contact the Dean's Office.

All allegations of discrimination are taken seriously and will be investigated. Retaliation for reporting discrimination is prohibited; however, individuals who intentionally make false reports of discrimination may be disciplined up to and including expulsion or termination.

Student Grievance Procedure

The Student Grievance Procedure provides a guideline that enables a student to express and resolve misunderstandings, complaints or grievances in a fair, equitable and confidential manner. It is intended that all problems be resolved, whenever possible, before filing a formal grievance. Students have the right to receive clear information and fair application of college policies, procedures, standards, rules and regulations, yet remain responsible for complying with these policies and standards, in their relationship with college personnel. This grievance procedure culminates in a resolution that promotes constructive dialogue and understanding. The College is committed to providing a process to resolve grievances. If a student goes outside this process, the College shall be under no obligation to proceed further.

A grievance is any expression of dissatisfaction with the performance of any college faculty, staff, or administrator with regard to policy, regulations or procedures. The grievance procedure is NOT intended to:

- Cover complaints of discrimination or sexual harassment (see the Discrimination Policy and Harassment Policy)
- Be used for course grade appeals (see the Academic Appeal Process)
- Be used in place of, or as a consequence of, disciplinary action.
- Be in litigation (no lawyers)
- Be in any other forum or set of procedures other than those established in this procedure.

Division of Nursing Policies Rationale

The following excerpt, with reference web link, directs students to the rationale for many nursing division policies. Contact information for the Indiana State Board of Nursing is also listed below for student reference.

Indiana State Board of Nursing
Professional Licensing Agency
402 W. Washington Street, Room W072
Indianapolis, Indiana 46204

Staff Phone: 317-234-2043
Staff Fax: 317-233-4236
Staff Email: pla2@pla.IN.gov

Indiana State Board of Nursing A partial compilation of the Indiana Code and Indiana Administrative Code
May 4 2016

848 IAC 2-1-1 Applicability

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 1. The definitions in this rule apply throughout this article. (*Indiana State Board of Nursing; 848 IAC 2-1-1; filed Oct*

25, 1991, 5:00 p.m.: 15 IR 242; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54

p.m.: 20070808-IR-848070058RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-848130284RFA)

848 IAC 2-1-2 "Competence" defined

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 2. "Competence" means performing skillfully and proficiently the functions that are within the role of the licensee and

demonstrating behavior that is consistent with the interrelationship of essential knowledge, judgment, and skill. (*Indiana State*

Board of Nursing; 848 IAC 2-1-2; filed Oct 25, 1991, 5:00 p.m.: 15 IR 242; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939;

readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-

848130284RFA)

848 IAC 2-1-3 "Health team" defined

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 3. "Health team" means a group of health care providers which may, in addition to health care practitioners, include the patient/client, family, and any significant others. (*Indiana State Board of Nursing; 848 IAC 2-1-3; filed Oct 25, 1991, 5:00*

p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-

848070058RFA; readopted filed Nov 25, 2013, 9:22 a.m.: 20131225-IR-848130284RFA)

Rule 2. Registered Nursing

848 IAC 2-2-1 Responsibility to apply the nursing process

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 1. The registered nurse shall do the following:

(1) Assess the patient/client in a systematic, organized manner.

(2) Formulate a nursing diagnosis based on accessible, communicable, and recorded data which is collected in a systematic

and continuous manner.

(3) Plan care which includes goals and prioritized nursing approaches or measures derived from the nursing diagnosis.

(4) Implement strategies to provide for patient/client participation in health promotion, maintenance, and restoration.

(5) Initiate nursing actions to assist the patient/client to maximize his or her health capabilities.

(6) Evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering priorities, new goalsetting,

and revision of the plan of nursing care.

(7) Seek educational resources and create learning experiences to enhance and maintain current knowledge and skills for his or her continuing competence in nursing practice and individual professional growth.

(*Indiana State Board of Nursing; 848 IAC 2-2-1; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.:*

20131225-IR-848130284RFA)

848 IAC 2-2-2 Responsibility as a member of the nursing profession

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 2. The registered nurse shall do the following:

- (1) Function within the legal boundaries of nursing practice based on the knowledge of statutes and rules governing nursing.
- (2) Accept responsibility for individual nursing actions and continued competence.
- (3) Communicate, collaborate, and function with other members of the health team to provide safe and effective care.
- (4) Seek education and supervision as necessary when implementing nursing practice techniques.
- (5) Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem.
- (6) Maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose the information.
- (7) Provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed, or color.
- (8) Delegate and supervise only those nursing measures which the nurse knows, or should know, that another person is prepared, qualified, or licensed to perform.
- (9) Retain professional accountability for nursing care when delegating nursing intervention.
- (10) Respect and safeguard the property of patient/client, family, significant others, and the employer.
- (11) Notify, in writing, the appropriate party, which may include:
 - (A) the office of the attorney general, consumer protection division;
 - (B) his or her employer or contracting agency; or
 - (C) the board;of any unprofessional conduct which may jeopardize the patient/client safety.
- (12) Participate in the review and evaluation of the quality and effectiveness of nursing care.
(Indiana State Board of Nursing; 848 IAC 2-2-2; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA; readopted filed Nov 25, 2013, 9:22 a.m.:

20131225-IR-848130284RFA)

848 IAC 2-2-3 Unprofessional conduct

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 3. Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing

nursing practice, which could jeopardize the health, safety, and welfare of the public, shall constitute unprofessional conduct. These

behaviors shall include, but are not limited to, the following:

- (1) Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- (2) Performing any nursing technique or procedure for which the nurse is unprepared by education or experience.
- (3) Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
- (4) Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- (5) Abusing a patient/client verbally, physically, emotionally, or sexually.
- (6) Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
- (7) Abandoning or knowingly neglecting patients/clients requiring nursing care.
- (8) Delegating nursing care, functions, tasks, or responsibility to others when the nurse knows, or should know, that such delegation is to the detriment of patient safety.
- (9) Providing one's license/temporary permit to another individual for any reason.
- (10) Failing to practice nursing in accordance with prevailing nursing standards due to physical or psychological impairment.

- (11) Diverting prescription drugs for own or another person's use.
- (12) Misappropriating money or property from a patient/client or employee.
- (13) Failing to notify, in writing, the appropriate party, which may include:

- (A) the office of the attorney general, consumer protection division;
- (B) his or her employer or contracting agency; or
- (C) the board;

of any unprofessional conduct which may jeopardize patient/client safety.

(Indiana State Board of Nursing; 848 IAC 2-2-3; filed Oct 25, 1991, 5:00 p.m.: 15 IR 243; readopted filed Nov 6, 2001, 4:18 p.m.:

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Rule 3. Licensed Practical Nursing

848 IAC 2-3-1 Responsibility to apply the nursing process

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 1. The licensed practical nurse shall do the following:

(1) Know and utilize the nursing process in planning, implementing, and evaluating health services and nursing care to the individual patient or client.

(2) Collaborate with other members of the health team in providing for patient/client participation in health promotion, maintenance, and restoration.

(3) Seek educational resources and create learning experiences to enhance and maintain current knowledge and skills for his or her continuing competence in nursing practice and individual professional growth.

(4) Assess the health status of the patient/client, in conjunction with other members of the health care team, for analysis and identification of health goals.

(5) Evaluate with the patient/client the status of goal achievement as a basis for reassessment, reordering of priorities, and new goal setting for contribution to the modification of the plan of nursing care.

(Indiana State Board of Nursing; 848 IAC 2-3-1; filed Oct 25, 1991, 5:00 p.m.: 15 IR 244; readopted filed Nov 6, 2001, 4:18 p.m.:

25 IR 939; readopted filed Jul 19, 2007, 12:54 p.m.: 20070808-IR-848070058RFA; readopted filed Nov 25, 2013, 9:22 a.m.:

20131225-IR-848130284RFA)

848 IAC 2-3-2 Responsibility as a member of the health team

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 2. The licensed practical nurse shall do the following:

(1) Function within the legal boundaries of practical nursing practice based on the knowledge of statutes and rules governing nursing.

(2) Accept responsibility for individual nursing actions and continued competence.

(3) Communicate, collaborate, and function with other members of the health care team to provide safe and effective care.

(4) Seek education and supervision as necessary from registered nurses and/or other members of the health care team when

implementing nursing techniques or practices.

(5) Respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problems.

(6) Maintain each patient/client's right to privacy by protecting confidential information unless obligated, by law, to disclose

the information.

(7) Provide nursing care without discrimination on the basis of diagnosis, age, sex, race, creed, or color.

(8) Accept only those delegated nursing measures which he or she knows he or she is prepared, qualified, and licensed to perform.

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(9) Respect and safeguard the property of patient/client, family, significant others, and the employer.

(10) Notify, in writing, the appropriate party which may include:

(A) the office of the attorney general, consumer protection division;

(B) his or her employer or contracting agency; or

(C) the board;

of any unprofessional conduct which may jeopardize the patient/client safety.

(11) Participate in the review and evaluation of the quality and effectiveness of nursing care.

(Indiana State Board of Nursing; 848 IAC 2-3-2; filed Oct 25, 1991, 5:00 p.m.: 15 IR 244; readopted filed Nov 6, 2001, 4:18 p.m.:

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848 IAC 2-3-3 Unprofessional conduct

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 3. Nursing behaviors (acts, knowledge, and practices) failing to meet the minimal standards of acceptable and prevailing

licensed practical nursing practices, which could jeopardize the health, safety, and welfare of the public shall constitute unprofessional conduct. These behaviors shall include, but are not limited to, the following:

- (1) Using unsafe judgment, technical skills, or inappropriate interpersonal behaviors in providing nursing care.
- (2) Performing any nursing technique or procedure for which the nurse is unprepared by education or experience.
- (3) Disregarding a patient/client's dignity, right to privacy, or right to confidentiality.
- (4) Failing to provide nursing care because of diagnosis, age, sex, race, color, or creed.
- (5) Abusing a patient/client verbally, physically, emotionally, or sexually.
- (6) Falsifying, omitting, or destroying documentation of nursing actions on the official patient/client record.
- (7) Abandoning or knowingly neglecting patients/clients requiring nursing care.
- (8) Accepting delegated nursing measures that he or she knows that he or she is not prepared, qualified, or licensed to perform.
- (9) Providing one's license/temporary permit to another individual for any reason.
- (10) Failing to practice nursing in accordance with prevailing practical nursing standards due to physical or psychological impairment.
- (11) Diverting prescription drugs for own or another person's use.
- (12) Misappropriating money or property from a patient/client or employee.
- (13) Failing to notify, in writing, the appropriate party which may include:
 - (A) the office of the attorney general, consumer protection division;
 - (B) his or her employer or contracting agency; or
 - (C) the board;

of any unprofessional conduct which may jeopardize patient/client safety.

(Indiana State Board of Nursing; 848 IAC 2-3-3; filed Oct 25, 1991, 5:00 p.m.: 15 IR 245; readopted filed Nov 6, 2001, 4:18 p.m.:

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Ancilla College **Division of 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. Please check the Ancilla College Nursing webpage @ www.ancilla.edu/academics/academic-concentrations-nursing for the most recent information.

Required Documents Policy

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.

Health Exam, Immunizations and Health Insurance:

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 Office.* 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. Students who are pregnant or who suspect they may be pregnant must report this to the clinical instructor *immediately*. **Some situations in clinical rotations may be harmful to the fetus, therefore reporting pregnancy or suspected pregnancy to the clinical instructor immediately is the responsibility of the nursing student.**
4. The health insurance, physician examination and all required immunizations will be the financial responsibility of the student.
5. Immunization status will include: (a) initial two-step then an **annual** negative PPD or chest x-ray, or signed documentation that the student is free from communicable disease by their healthcare provider, (b) documented Rubella 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) documented adult Diphtheria and tetanus immunization within the last ten years, (f) annual influenza vaccination.
6. Provide proof of immunity for Varicella either by titer or by immunization.
 7. It is recommended, but not required, that students obtain Polio vaccinations.

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. Upon receipt of the required clinical documentation, the forms and information become the property of the Division of Nursing. Sponsoring healthcare facilities may request copies of student documents prior to allowing students into their facility for clinical rotations. Ancilla College Nursing will share these student records when required. All records, whether in the nursing office or the healthcare facility, are confidential records and will be maintained as such.

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.

Drug and Alcohol Testing

All students enrolled in Ancilla College Nursing and Health Sciences programs, training, and/or courses involving a clinical component in a health care facility must undergo a criminal background check and drug and/or alcohol testing

Routine Drug Testing

Routine drug 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, (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 .

Costs incurred for *routine* drug 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 within the division of nursing and health sciences and shared, as required, with affiliated clinical agencies.

A student with an unacceptable or positive drug screen will be administratively withdrawn from the nursing program. The student will be given contact information regarding the Bowen Center who can provide 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 Report

Criminal Background Checks

Clinical agencies require criminal background checks. Therefore, Ancilla College Nursing will require each accepted nursing student to complete an **annual** criminal history and criminal background check from CastleBranch (formerly CertifiedProfile). Criminal background checks must be no older than 6 months prior to the beginning of nursing classes. Sponsoring healthcare facilities may also request copies of each student's criminal background results prior to allowing students into their facility for clinical rotations. Sponsoring facilities requesting this information will be provided with a copy of the criminal background results for each student attending their facility.

Nursing students will be provided information on how to obtain the required criminal background check upon admission to the nursing program and annually thereafter. **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. **New or additional criminal charges, convictions, drug related findings, etc. must be reported to the Division of Nursing using the Mandatory Disclosure Form below.** 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. See transfer and progression policy.*

The CastleBranch 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.

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 in any state or country?
- 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) Except for minor violations of traffic laws resulting in fines, and arrests or convictions that have been expunged by a court,
 - (a) have you ever been arrested;
 - (b) have you ever entered into a prosecutorial diversion or deferment agreement regarding any offense, misdemeanor, or felony in any state;
 - (c) have you ever been convicted of any offense, misdemeanor, or felony in any state;
 - (d) have you ever pled guilty to any offense, misdemeanor, or felony in any state;
 - (e) have you ever pled *nolo contendere* to any offense, misdemeanor, or felony in any state?
- 4) Have you ever been terminated, reprimanded, disciplined or demoted in the scope of your practice as a nurse or as another health care professional?
- 5) Have you ever had a malpractice judgment against you or settled any malpractice action?
- 6) Do you have any condition or impairment (including a history of alcohol or substance abuse) that currently interferes, or if left untreated may interfere, with your ability to practice in a competent and professional manner?

Student Mandatory Disclosure Policy

New or additional arrests, criminal charges, convictions, drug related findings, etc. must be reported to the Division of Nursing using the Mandatory Disclosure Form below.

PERSONAL DISCLOSURE FORM

Date submitted: _____ Date of infraction: _____

Student Name Printed: _____ Student signature: _____

Students that answer “yes” to any of the following questions are required to complete and submit this form to the Division of Nursing chairperson within 5 business days of the incident or prior to the next practicum day (whichever comes first). Students should not attend practicum or clinical until results of the disclosure process is completed.

Failure to provide accurate and truthful responses will subject the student to possible removal from practicum experiences. Positive responses/violations will be forwarded to the clinical agency representative for review. If unable to complete clinical or practicum hours, student may be removed from the nursing program.

1. Have you (the student), since the most recently submitted criminal background report:
 - a. been charged with a crime,
 - b. or pleaded not guilty,
 - c. or pleaded guilty, or “no contest” or “nolo contendere”
 - d. or been convicted of a crime
 - e. or violated parole.

Yes ____ No ____ Circle the corresponding violation(s) above.

2. Have you (the student)
 - a. tested positive for a drug or controlled substance (other than those drugs obtained legally and legitimately).
 - b. tested positive for alcohol while on duty, being paid while caring for patients in your care.

Yes ____ No ____ Circle the corresponding violation(s) above.

Yes responses must be accompanied by a typewritten explanation and any available corresponding official paperwork including:

- Name of the crime or violation
- Name of the court that will hear the violation
- Date of the court arraignment, hearing and any other dates related to the offense
- Sentence or punishment related to violation

Transfer, Progression, Completion Policy

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

- 1) Students who have completed a **Fundamentals in Nursing** with a grade of "C" or better within the past seven years from another regionally accredited and state approved Registered Nursing program may test out of this course in the following manner:
 - a.) Students wishing to transfer credits from another regionally accredited and state approved 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.
- 2) Nursing students must maintain a minimum overall GPA of 2.0 on a 4.0 scale or student will be subject to Ancilla College Academic Progress Standards @ www.ancilla.edu
- 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) Students may repeat each required Nursing course (NURS) once. Students who fail the same NURS course for the second time, will be administratively withdrawn from the Nursing program and are eligible to re-apply to the nursing program as below:
 - a) Must wait 2 years from the date of withdrawal
 - b) Must begin entire nursing program over from beginning; student is not allowed to test out of any NURS courses
 - c) Must meet all admission guidelines in place at time of re-application.
- 5) Students who fail NURS 219 Nursing Synthesis must also retake NURS 203 Medical Surgical Nursing 3 concurrently.
- 6) Students who fail to pass a NURS (nursing) course, drop a NURS course or are otherwise "out of sequence" in their program of study, will be admitted to NURS courses as spaces are available. Students who are "in sequence" with their cohort will have priority for spaces available in any NURS course.
- 7) Once a student has started NURS classes, even if they drop or withdraw from NURS class(es), must complete the ASN degree within eight semesters of the date nursing course(s) began.
- 8) Students who withdraw from NURS classes or who are admitted to the nursing program but do not begin NURS classes as designated must return or begin NURS classes at the next semester. Students who do not begin or return to classes at the following semester, must reapply to the nursing program with all admission guidelines in place at the time of re-application.
- 9) Failure of the respective course(s) will occur in the event that any mandatory nationally normed exam section is not successfully completed with a score as designated per policy or syllabus. See below.
- 10) **Students must fully complete required paperwork listed in the student nurse handbook 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 **completed as** listed per course syllabus 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 a score of 900 by itself. Failure to meet this requirement will result in failure of NURS 219.

Tests not taken by the due date indicated will forfeit that test attempt. 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!

Class	Test	Complete By:
Fundamentals of Nursing NURS 110	Fund. of Nursing	scheduled per course syllabus
Nursing Seminar NURS 100	Dosage Calculations	scheduled per course syllabus
Med-Surg 1 NURS 111	Med-Surg 1	scheduled per course syllabus
Med-Surg 2 NURS 202	Med-Surg 2	scheduled per course syllabus
Med-Surg III NURS 203	Critical Care	scheduled per course syllabus
Nursing Synthesis NURS 219	CAT Exam	scheduled per course syllabus
Nursing Synthesis NURS 219 <i>Degree Requirement*</i>	Exit Testing*	scheduled per course syllabus

Guidelines for Exit Exam Testing.

1. HESI® 900 minimum exit score is required for degree completion. Testing and remediation must be completed as follows:
 - a. #1 HESI® exit after HESI® NCLEX review as scheduled per NURS 219 course syllabus.
 - b. #2 HESI® exit after completion of HURST® review. Second exit test must be taken as scheduled per Division Director.
 - c. #3 HESI® exit after 25 hours of individual tutoring by approved nursing tutor. Tutor must be from approved tutor list available from the Division Director or his/her designee. Student is responsible for cost of tutoring and related supplies.
3rd and final test must be taken by August 1/November 1/March 1.

Failure to pass the third HESI Exit with a score at or above 900 will result in failure of NURS 219.

2. If testing has not been successfully completed as above within the specified time frame the student will receive an "F" for NURS 219.
3. All HESI Exit testing must be completed by August 1st for May graduates, by November 1st for August graduates and by March 1st for December graduates. If testing has not been successfully completed in this time frame the student will receive an "F" for NURS 219.

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

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.

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.”

Confidentiality & Patient Care Policy

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. 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 or leave the computer screen accessible to unauthorized persons.**
2. Students are expected to keep the medical records accessible at all times for medical care purposes.
3. It is prohibited to share the medical record or discuss patient medical issues with family, friends, or staff not directly involved in the patient's care.
4. Photocopying any part of the medical record for any purpose is **strictly prohibited**. Students may not photocopy parts of the record for learning purposes. Census records used for patient care or report should be shredded before the student leaves the unit.
5. **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!**

Mandatory Annual In-Service Training Policy

Annual In-service Training and Education is provided each year for Nursing faculty and students. Successful completion of this training is mandatory. Training is generally completed during the first week of class for all students and faculty. Failure to successfully complete this training 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.
9. Additional annual in-service requirements may be added, students will be notified when the need arises.

Clinical and Practicum Policies

All clinical and/or practicum time is mandatory.

Clinical Guidelines

- 1) Facility orientation is mandatory and **must be** completed on or before the 1st 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.
- 2) You should not come to clinical if symptomatic with a fever, cold, flu or an open cold sore (Herpes). Institutions will not allow students or employees with open cold sore (Herpes) in patient care areas. Patients are often immunocompromised and cannot afford this exposure.
- 3) If you are ill and unable to attend clinical, 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.
- 4) 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 leaving a message at the nursing office.**

Clinical Attendance Policy

- 1) 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.
- 2) No more than 1 clinical absence may be made up per semester per clinical rotation. Students who do not notify the clinical instructor and facility 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).
- 3) 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.**
- 4) Make-up time for clinical 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.
- 5) Tardiness of 15 minutes two times during one clinical rotation, with or without clinical instructor notification, will result in failure for one clinical day and cannot be made up. 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.
- 6) Students more than 15 minutes tardy, with or without instructor notification, will be sent home and will fail one clinical. This clinical time may not be made up.

- 7) Exceptions may be reviewed on an individual basis.

Expected Clinical Behavior

- 1) 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.
- 2) 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.
- 3) 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 that may not be made up.
- 4) A student must always notify their clinical instructor **and** the nurse in charge of a patient if the student leaves the unit or agency for any reason.
- 5) **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 for the semester.**
- 6) 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.
- 7) 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.
- 8) 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.
- 9) Cell phones, PDA's, or any other electronic devices are only allowed per facility policy while in the clinical rotation. Students should use vigilance and discretion before posting any photos or comments on social media; refer to the NLN social media guidelines at www.ncsbn.org/NCSBN_SocialMedia.pdf
- 10) 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.**

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 may 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 \$50/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.

Student Resources

Nursing Faculty

Nursing Office Hours: 8:30 a.m. – 4:30 p.m., Monday-Friday

Location: Room C-136,

Ancilla College Phone: (574) 936-8898 or toll free: 866-262-4552

Nursing Program Director

		<u>Office:</u>	<u>e-mail:</u>
Mrs. Ann Fitzgerald, MSN, CNE	Ext. 379	C-129E	ann.fitzgerald@ancilla.edu

Nursing Instructors:

Mrs. Patricia Bawcum, RN, MSN, CNE	Ext. 352	C-129F	patricia.bawcum@ancilla.edu
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Mrs. Lori Huffman, RN, MSN	Ext. 362	C-129A	lori.huffman@ancilla.edu
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Ms. Liz King, RN, MSN	Ext. 347	C-129G	liz.king@ancilla.edu
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Mrs. Gwen West, RN, MSN	Ext. 327	C-129D	gwen.west@ancilla.edu
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Ms. Nadine Nufer, PhD, RN	Ext. 327	C-129D	nadine.nufer@ancilla.edu
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Nursing Program Administrative Assistant

Mrs. Rhonda Arvesen, AS	Ext. 327	C-136	rhonda.arvesen@ancilla.edu
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Center for Student Achievement (CSA)

Ms. Kristin Rust (CSA coordinator)	Ext. 377	C-202	kristin.rust@ancilla.edu
Ms. Connie Disbro (Student with Disabilities Coordinator)	Ext. 366	C-204	connie.disbro@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 or email.

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). 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.

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 through 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 overarching 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. These tests help to counsel students on necessary preparation to succeed in passing the NCLEX. Students, who require extended review and assistance, will assume the cost for testing, tutoring or remediation which may be in excess of \$500 or more.

Verification of Reading Handbook

PLEASE READ AND SIGN:

I have read and understand the Anti-Discrimination and Anti-Harassment Policies as well as the *Division of Nursing Student Handbook*.

This Handbook does not establish a contractual relationship between Ancilla and its nursing students. This Handbook only serves to highlight Ancilla’s general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide nursing students with a general framework for addressing and/or resolving various situations that may arise from time to time. Ancilla reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

I agree to abide by and be governed by the philosophy, rules, policies, and regulations set forth and described in the 2016-2017 *Division of Nursing Student Handbook (5/16)*.

Keep top portion for your records.

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

PLEASE READ AND SIGN:

I have read and understand the Anti-Discrimination and Anti-Harassment Policies as well as the *Division of Nursing Student Handbook*.

This Handbook does not establish a contractual relationship between Ancilla and its nursing students. This Handbook only serves to highlight Ancilla’s general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any procedure contained within this Handbook is strictly intended to provide nursing students with a general framework for addressing and/or resolving various situations that may arise from time to time. Ancilla reserves the right to change, alter, remove and/or amend all procedures, policies, and regulations contained within this Handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause.

I agree to abide by and be governed by the philosophy, rules, policies, and regulations set forth and described in the 2016-2017 *Division of Nursing Student Handbook (5/16)*.

Printed Student Name

Signature of Student

Date