Ancilla College Nursing
Student Handbook

ANCILLA COLLEGE NURSING STUDENT HANDBOOK

TABLE OF CONTENTS

Ancilla College Nursing
Student Handbook

NURSING

WELCOME

It is a privilege to introduce you to the Ancilla Nursing Program where we offer the Associate of Science in Nursing (ASN) and the Licensed Practical Nurse to Associate of Science (LPN to ASN).

Ancilla College is ideal for students looking for personalized education from outstanding faculty. The faculty in the school of nursing prepares student nurses to be equipped with the knowledge and skills needed to become a licensed professional within the content of our Poor Handmaids of Jesus Christ Sponsorship Values:

- Liberal arts institution of higher learning
- Roman Catholic religious tradition within an ecumenical climate
- Promotes a caring environment
- Serves a diverse population
- Transforms and empowers students to achieve high academic goals, lifelong learning, successful careers, and value-centered lives.

Students will experience extraordinary simulation practice in a Simulation Lab and receive exposure to a variety of clinical settings. In addition, students can choose to study abroad, serve in a medical mission, and lead student organizations. I look forward to meeting you and wish you the best as you pursue your degree at Ancilla College.

*As of July 1, 2020, Indiana is a compact state. The National Council State Board of Nursing, NCSBN, implemented new regulations that professional nursing programs must adhere.

Regulation 34 CFR 668.43 (a) (5) (v)

- Ancilla College Nursing Program ensures that the nursing curriculum **meets Indiana's** educational requirements for professional licensure.
- Ancilla College Nursing Program is currently compiling each states requirements for professional licensure.
- Ancilla Nursing Program will inform students of all states that accept Ancilla College Nursing Program requirements for professional licensure upon completion of data gathering.

Lori Huffman, MSN
Director of Nursing
574-936-8898 ext. 362

Ancilla College Nursing
Student Handbook

INTRODUCTION

The faculty and staff of Ancilla College welcome you and wish you success in the educational endeavor of nursing. The information contained in this handbook identifies the policies, practices, and procedures of the Ancilla College Nursing Program. Faculty, staff, and academic advisors are resources for any questions and concerns regarding the program.

FACULTY CONTACT INFORMATION

Jennifer Ross Nursing Administrative Assistant 574-936-8898 Ext. 327	Shanna Ricker Nursing Instructor, Simulation Coordinator 574-936-8898 Ext. 352	Lori Huffman Director of Nursing 574-936-8898 Ext. 362
Kristen Poikus Nursing Instructor 574-936-8898 Ext. 326	Patricia Moore Assistant Professor 574-936-8898 Ext. 386	Victoria Zellers Nursing Instructor 574-936-8898 Ext. 354
Allyson Saary Nursing Instructor 574-936-8898 Ext. 356		

MISSION

The mission of Ancilla College Nursing is to empower a diverse population with an opportunity to achieve high academic goals. Ancilla College of Nursing will prepare graduates who will have the knowledge, skills and attitudes (KSAs) necessary to provide professional nursing care. A student successfully incorporating the seven 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

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.

Ancilla College Nursing Student Handbook

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 are complex with many layers and experiences building on each other culminating, in the successful graduate nurse.

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 & Quantitative Reasoning	Provide safe, appropriate, evidence-based patient care, throughout a variety of healthcare settings, within the scope of a registered nurse as determined by the Nurse Practice Act.	**Safety**: Minimizes risk to patients and providers utilizing facility and college policies and procedures. **Informatics**: Use technology to communicate, manage knowledge, and support decision making. **Quality Improvement**: Identify Information and data for continual monitoring of patient care and safety for potentially needed improvement.	**Safety:** Minimizes risk of harm to patients and providers using critical thinking through system effectiveness and individual performance. **Informatics:** Use Information and technology to communicate, manage knowledge, mitigate error, and support decision-making. **Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes for continual improvement for the quality and safety of health care systems.
2. Communication: Written & Oral	Demonstrate characteristics of a competent associate degree nurse while integrating professional legal, ethical based guidelines, and leadership to provide patient-centered, holistic,	**Teamwork and Collaboration:** Uses effective forms of communication within the healthcare team to achieve quality patient care	**Teamwork and Collaboration:** Uses oral and written forms of communication effectively within nursing, inter-professional teams, fostering open communication, mutual

	culturally competent care across the patient's lifespan.	**Patient Centered Care:** Identify patient needs and preferences when providing nursing care. **Safety**: Minimizes risk to patients and providers utilizing facility, college policies, procedures	respect, and shared decision making to achieve quality patient care. **Patient Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate coordinated care based on respect for patient's preferences, values, and needs. **Safety:** Minimizes risk of harm to patients and providers using critical thinking through system effectiveness and individual performance.
3. Global Awareness	Collaborate within an inter-professional team(s) to improve the health of the patient community nation and world.	**Evidence Based Practice:** Integrate current nursing knowledge with patient/family preferences to deliver safe health care **Professional Identity:** Develop behaviors congruent with established legal and ethical professional standards.	**Evidence Based Practice:** Integrate evidence-based practice using clinical expertise with patient/family preferences and values for delivery of optimal health care. **Professional Identity:** Display behaviors congruent with established legal and ethical professional standards.
4. Technology & Information Management	Utilize information technologies to facilitate quality patient care with electronic health records. Inter-professional and intra-professional communication to promote positive patient outcomes.	**Informatics:** Use technology to communicate, manage knowledge, and support decision making. **Quality Improvement:** Identify Information and data to continuously monitor patient care and safety.	**Informatics:** Use Information and technology to communicate, manage knowledge, mitigate error, and support decision-making. **Quality Improvement** 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	Integrate care for self and patient papulations focusing on cultural	**Evidence Based Practice:** Integrate current nursing	**Evidence Based Practice:** Integrate evidence-based

& Professional Development	diversity and sensitivity, spirituality, with respect for human dignity self-efficacy, and patient advocacy.	knowledge with patient/family preferences to deliver safe health care. **Patient Centered Care:** Identify patient needs and preferences when providing nursing care. **Professional Identity:** Develop behaviors congruent with established legal and ethical professional standards.	practice using clinical expertise with patient/family preferences and values for delivery of optimal health care. **Patient Centered Care:** 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. **Professional Identity:** Demonstrate behaviors congruent with established ethical professional standards.

DIVISION OF NURSING POLICIES

The following 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
https://www.in.gov/pla/nursing.htm

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

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 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.

Ancilla College Nursing
Student Handbook

AMERICAN NURSES' ASSOCIATION CODE OF ETHICS FOR NURSES

Students who are preparing to enter the nursing profession 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.

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 actions 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.
    American Nurses Association (2015).

Ancilla College Nursing
Student Handbook

FACULTY OFFICE HOURS

Nursing Faculty office hours are posted outside of their office door and are included in each course syllabus. Faculty members are available during the posted times, but students are encouraged to schedule an appointment to ensure faculty availability. Appointments with faculty need to be scheduled directly with the specific faculty member or advisor. Faculty members are not on campus during scheduled semester breaks/holidays, over the summer (unless teaching), or weekends.

EXPLANATION OF CLOCK/CREDIT HOURS

The following is the credit to contact/clock hour distribution for didactic (classroom), lab, and clinical courses:

Item	Credit Hour(s)	Contact (Clock) Hours/Week	Total Contact Hours (based on 15-week semester)
Didactic/Lecture	1	1.0	15
Lab	1	2.0	30
Clinical	1	3.0	45

- Preparation, homework, pre-assessment, and other time requirements are in addition to the expected time spent in a lab or clinical facility.

GRADE CALCULATION STANDARDS

A minimum grade of 80% is required for the didactic or class portion of each nursing course. For courses with a lab and/or clinical component, a "Pass" grade is required to successfully pass the course. For example, if a course has lecture and lab components, students must receive a "Pass" grade for lab to pass the entire course, even if they are receiving higher than 80% in the lecture component. See individual course syllabi for additional requirements to obtain a passing grade.

GRADING SYSTEM FOR THE ANCILLA NURSING PROGRAM

************Grades are not rounded up*; (for example, 79.9% is 79.9%, not 80%) ***************
****No points are awarded for class participation or extra credit****

Please see the current Ancilla College Catalog for further explanation of satisfactory/unsatisfactory, incomplete work, auditing, appeal and withdrawal. Each course syllabus at Ancilla College will indicate how the college grading system will be applied to that course.

COMMUNICATION PROTOCOL

The student is required to follow the appropriate communication tier for issue resolution. The student may not proceed to the next level until meeting with the previous level.

Ancilla College Nursing
Student Handbook

Communication Tier:
Clinical communication

1. Clinical Faculty
2. Clinical Lead
3. Didactic Faculty
4. Course Coordinator
5. Director of Nursing
6. Vice President of Academic Affairs
7. President

Didactic Communication

1. Didactic Faculty
2. Course Coordinator
3. Academic Advisor
4. Director of Nursing
5. Vice President of Academic Affairs
6. President

PROGRAM PROGRESSION

1. <u>Nursing Classes</u>
   A minimum grade of B- (80%) is required for all nursing courses. Nursing courses are labeled with the prefix NURS. If a student earns a grade below a B- (80%) in a nursing course, that course must be repeated.

2. <u>Repeating a Course</u>
   a. Students may repeat a required Nursing course (NURS) once. A repeat nursing major course is defined as taking the identical course a second time and earning a minimum grade of B- (80%).
   b. Prior to the beginning of each semester students will register for coursework through their Ancilla student portal. These courses may vary in length between 5 to 16 weeks. If a student is unsuccessful in a shorter length course, the student can opt to either withdraw from the semester long course or continue it through completion. It is the responsibility of the student to refer to the schedule of classes and college calendar, which indicates the withdrawal periods for specific courses according to their length. If the student is within the withdrawal period, he/she may choose to withdraw. It is important that the student consult with his/her professors and academic advisor to better understand how the withdrawal may affect
   c.
   d. his/her future progression in the program.

3. <u>Withdrawing From a Nursing Course</u>

Students are permitted to withdraw from no more than two nursing courses throughout the program. Withdrawing from the college in which the semester contains two (2) or more nursing courses will count as one (1) nursing withdraw.

4. Clinical Classes

Students must earn both a satisfactory grade in the clinical component of a nursing course and B- (80%) or higher in the didactic component to successfully complete the course. An unsatisfactory clinical evaluation in the clinical component results in a grade less than a B- (80%). A student receiving an unsatisfactory grade in either the course (didactic) or clinical, must repeat the entire course.

a. Students may be enrolled in no more than two clinical courses per semester.
b. Students in the final semester of the curriculum must be enrolled in NURS 203 Capstone.

5. Academic Dismissals

Earning a grade lower than a B- (80%) in any two nursing courses, including nursing electives, results in automatic dismissal from the nursing program. The student is ineligible for re-admission to the nursing program for a period of one semester.

6. Re-admission

Students who have withdrawn from Ancilla Nursing program must submit a written request to the Director of Nursing for re-admissions. Students must have a minimum 3.0 GPA to seek re-admission. Re-admission decisions will be based on the Ancilla College Admission Decision Tree and available resources. Re-admitted students will be bound by the current Student Handbook policies at the time of re-admission. If more than one semester has elapsed since completion of the last nursing course, students must reapply to Ancilla Nursing Program.

7. General Education Classes

The Indiana State Board of Nursing requires nursing students to achieve a grade of "C" or higher in general education courses required for degree completion.

APPEAL PROCESS - COURSE GRADE
Refer to current Ancilla College Course Catalog.

APPEAL PROCESS – ACADEMIC STATUS

1. When a student is notified of dismissal from the nursing program due to unsatisfactory academic standing, the student may appeal the dismissal.

2. If a student plans to appeal through the Program Outcomes Committee - the student must communicate with an academic advisor to receive the most up to date information about how to appeal to the committee.

Ancilla College Nursing
Student Handbook

 3. If the student's appeal is granted, the student will follow the student success plan outlined by Program Outcomes.

 4. When a student's appeal is denied by the Program Outcomes Committee, a student may choose to continue their appeal in writing to the President of Ancilla College.

5. If the student's appeal to the Director of Nursing of Ancilla College is denied, the student may appeal in writing to the President of Ancilla College.

FORMAL CONCERN/COMPLAINT PROCEDURE Any student may present a complaint (school issue or concern not related to course grade or progression appeal or Title IX issue) when the issue cannot be resolved. Documentation of date, time, and results of meetings, as well as signatures of student and faculty are required at each step of the procedure. The student must follow the Communication Protocol (see Communication Protocol: Channel of Communication) when presenting a complaint or the complaint will be invalid.

 If the complaint cannot be resolved within the Nursing Division, the complaint becomes a formal complaint and the Formal Complaint Form (see appendix) must be filled out in writing and the student must present it to the Director of Academic Affairs within one week of the decision of the Director of Nursing.

USE OF DOCUMENTATION

Upon receipt of the required clinical documentation, the forms and information become the property of the Division of Nursing and Health Sciences. 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, on the Castle Branch site or the healthcare facility, are confidential records and will be maintained as such.

DRUG & 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 drug and alcohol testing.

1. 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. Information regarding drug testing is on Castle Branch.
    - Positive Test results, falling outside of the acceptable range, 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.
    - Marijuana is federally illegal. If a student tests positive for marijuana, they will be dismissed from the program.
    - All test results are kept within the Division of Nursing and will be shared as deemed necessary

with affiliating agencies.
- For further information see the Ancilla College Handbook section – Drug Free Campus

2. <u>On-demand Drug and Alcohol Testing</u>
   - 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.
   - Costs for on-demand alcohol and drug testing will be the responsibility of the student and will be billed to each individual student involved.
   - 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.
   - On-demand drug/alcohol testing will be completed by an outside agency.

TRANSFER, PROGRESSION, COMPLETION POLICY
All policies below are in addition to Ancilla College transfer and progression policies:

3. Nursing students must maintain a minimum overall GPA of 3.0 on a 4.0 scale or student will be subject to Ancilla College Academic Progress Standard in the student handbook @ www.ancilla.edu
4. Any grade below a B- (80%) is considered unsatisfactory for all nursing courses and must be repeated. No rounding is allowed.

   - 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 reapply to the nursing program under current admission guidelines at the time of re-application.

5. Students must complete NURS 203 Nursing Capstone as the last course prior to graduation.
6. Once a student has started NURS classes, even if they drop or withdraw from NURS class (es), they must complete the ASN degree within eight semesters of the date nursing course(s) began.

7. 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 in the next semester.
   - Students who do not begin or return to classes the following semester must reapply to the nursing program with all admission guidelines in place at the time of re-application.

MATH ASSESSMENT
Dosage Calculation Competency Ancilla College Nursing Program recognizes its responsibility to provide

educational opportunities for students to acquire adequate mathematical skills. This in turn will lead to confidence and competence in approaching nursing problems, which have solutions that require mathematical concepts. The following policy has been developed to provide basic expectations for the faculty and students.

NURS 203 Capstone involves medication administration and instruction in medication administration. Students will be expected to pass a mathematics competency examination with a score of 90% or greater.

> a. Students who do not meet the benchmark will remediate with the course instructor and retake the exam. The initial grade will stand in the gradebook.

> b. This remediation is mandatory.

> c. The student will have an opportunity to retake the competency exam two (2) additional times.

> d. The student will be required to withdraw from the course on the third (3rd) unsuccessful score.

The following guidelines for grading the mathematics competency exams will be followed. One-half point from each answer will be subtracted from the final score if the student fails to appropriately apply the rules listed below:

- Incorrect rounding. See the rounding rules.
- Fractional parts of a unit are always expressed as decimal fractions.
  Example: 1.5 mL not 1 ½ mL
- A zero is always placed in front of the decimal point when it is not preceded by a whole number.
  Example: Write 0.8 mL, not .8 mL
- Excess zeros following a decimal fraction are eliminated.
  Example: Write 0.5, not 0.500
- All answers must be labeled appropriately.
  Example: tab or gtt/min
- Time: All questions and answers concerning time will be expressed using the 24-hour clock (military time).

Each test will share the following characteristics:

> 1. The test will consist of 20 questions

> 2. Each test may contain questions requiring the following calculations:

> - tablets/capsules
> - mL needed to prepare a dose
> - ml/hr (IV infusions)
> - weight-based dosages (kg)
> - dosages requiring conversions Rounding Rules for Dosage Calculation

The overall rule is:

- 1.4 or below do not round at all
- 1.5 or greater round up

Tablets and capsules: to the whole tablet or capsule or half tablet (you cannot give ½ of a capsule).

Oral liquids: round to the whole mL for adult dosages and to the 10th place (one decimal point) for pediatric dosages.

Injections (IV, ID, Subcut, or IM): Round to the 10th place (one decimal point) using the rule above.

Weight-based dosages: kilograms are always rounded to the 10th place (one decimal point). When you divide the weight in pounds by 2.2 you immediately round that number to the 10th place (one decimal point) using the rule above. Clear your calculator and put the weight in kg (rounded to the 10th place-one decimal point) back in the calculator to do the calculations).

IV Rates (mL/hr): Round to the nearest whole number. Drop rates (gtt/min): always round to the nearest whole drop using the rule above.

SCHOOL OF NURSING CODE OF CONDUCT

The student is bound by Ancilla College policies for proscribed (inappropriate) conduct as detailed in Ancilla College Student Rights and Responsibilities. The Nursing Program has adopted an Integrity Statement to be employed prior to all assignments, quizzes and exams. (See Appendix 'Integrity Statement'). In addition, the Ancilla College nursing student is expected to adhere to the following Code of Conduct.

The Ancilla College nursing student:

1. Exhibits courtesy. This courtesy will be evidenced by positive, dignified, sincere, thoughtful consideration for self and others in oral, written, and all forms of electronic communication
2. Follows rules and regulations of affiliating institutions as well as those of Ancilla College. The student works within the organizational structure and acts on principles rather than personal opinion.
3. Exemplifies the Poor Handmaids of Jesus Christ, PHJC, values as reflected by respect for the college, clinical facility, nursing programs, peers, and all faculty.
4. Strives to protect the rights of the patient and family. This includes the patient's right to privacy as well as the rights defined in the Patient's Bill of Rights. The patient's medical record and behavior reflect privileged information, which is not discussed outside of legal and ethical usage. Students adhere to clinical site policies related to acquisition and use of patient data.
5. Reflects self-dignity and respect for others at all times. The student refrains from vulgar or profane language and suggestive or obscene gestures.
6. Adheres to portable electronic devices (PED) policy of each affiliate. Violation of any Code of Conduct may be referred to the Vice President of Student Success and Engagement/Director of Students and/or Administration of the clinical facility.

Ancilla College Nursing
Student Handbook

Conduct That May Result in Immediate Dismissal from the Nursing Program and/or a Failing Grade (F) for the Course:

- Proven theft results is an automatic dismissal from the program, and the student receives an (F) for the course(s). The President is notified.
- Conviction of a felony results in automatic dismissal from the program, and the student receives an (F) for the course(s). The President and the Director of Nursing are notified.
- A student who has their nursing license suspended or revoked is subject to immediate dismissal from the Ancilla Nursing Program and they receive an (F) for the course(s). The President and the Director of Nursing are notified.
- Performance of unsafe and/or negligent nursing care may result in dismissal from the program, and the student receives an (F) for the course(s).
- Violation of the Code of Academic Integrity. (See Ancilla College Code of Student Rights and Responsibilities) The President of Ancilla College and the Director of Nursing are notified.

7. Failure to notify the Director of the Nursing of a change in criminal status after submission of initial background check.

CLINICAL CONDUCT

Unprofessional Conduct: A faculty member may dismiss the student from clinical for the day if the student displays unprofessional conduct and/or unsafe acts deemed as such by the faculty. Any such occurrence is recorded anecdotally and placed in the student record. The Injury/Exposure Report (see Appendix) will be completed. Any unprofessional conduct and/or unsafe acts may result in unsatisfactory for the day, failure (F) for the course, or dismissal from the program. Examples of unprofessional conduct include, but are not limited to:

- Failure to demonstrate adequate preparation for patient care or for medication administration.
- Failure to comply with the Dress Code.
- Failure to apply nursing principles/skills resulting in actual or potential harm to patient(s).
- Any acts of gross negligence on the part of the student.
- Violation of HIPAA/confidentiality policies.
- Behavior suggestive of being under the influence of intoxicants (Drugs, alcohol, medications, etc.)
- Behaviors that put others at risk, such as performing invasive procedures on other students or staff.
- Behaviors that include vulgar or profane language, suggestive or obscene gestures or any incivility to faculty, other students, staff, patients, or visitors.

CLINICAL ATTENDANCE

1. The student completes all clinical hours as directed by the professor of the course.

2. Absences
- An absence must be reported by the student, in writing, to the clinical faculty member NO LATER THAN one hour prior to the clinical experience arrival time.
- Failure to notify the appropriate clinical faculty member prior to the clinical experience is a "no call-no show". This will result in a clinical failure for the course. In documented extenuating circumstances, an exception may be granted at the discretion of the didactic faculty.
- The student is required to provide documentation for the clinical absence within 48 hours and dated the same day as the absence. The student may also be asked to provide additional documentation regarding their ability to return to clinical activities as indicated.
- In the event of an absence, only one absence can be made up.
- A second absence in the semester may will result in a clinical failure for the course and result in loss of progression in the nursing program,

3. Punctual attendance at all clinical days is mandatory.

4. Tardiness is defined as five (5) minutes late.
   a. If a tardy has incurred, the student must meet with the course lead for counseling of professional conduct; documentation of the tardiness will be placed in the student's permanent file.

   b. A second (2nd) clinical tardy scores as an Unexcused Absence and must be made up in the Simulation Lab. The student must contact the SIM Lab Coordinator to make an appointment. If there is not time for the SIM Lab Coordinator to provide the student a "make-up" clinical, will result in failure of the course.

5. A clinical day missed due to administrative closure and/or inclement weather made up at the discretion of the faculty and/or the Director.

CLINICAL AVAILABILITY EXPECTATION
Campus-based students are expected to be available the entire semester for clinical activities on all clinical days scheduled for the clinical course in which they are currently enrolled.

CLASSROOM CONDUCT/ATTENDANCE
1. The Ancilla Nursing Program fosters a positive learning environment as informed by the PHJC values. Students are respectful of fellow students and professors. These expected behaviors include but are not limited to:
   - Arriving to class on time. Attendance is expected at all class sessions. Absences from class interfere with the student's ability to meet course objectives. The student is responsible for

all course content. The student refers to course syllabi for specific policies related to assignments and course expectations.

- Using electronic devices for instructional purposes at the discretion of the faculty.
- Being prepared for the lectures by reading the appropriate text and recording questions.
- Participating in class.
- Demonstrating engaged learning behaviors.
- Displaying courtesy and civility in words and actions.
- No children permitted in the classroom. Registered service dogs only are welcome in the classroom.

2. Students are responsible for attending scheduled examinations. Refer to the testing policy.

3. All classes canceled due to inclement weather or any other issue will be rescheduled, if possible, or material will be made available through Bright Space.

4. Students are responsible for completing required homework, papers, and other work on due dates as directed per specific course instructor. Each assignment, paper, homework submitted through Bright Space for each course. Late assignments result in a Zero.

EXAMINATION CONDUCT – Face to Face exams in the classroom

1. All personal belongings (backpacks, book bags, coats/jackets/sweaters, cell phones, personal watches, etc.) must be stored in a designated area away from the testing area without exception. The faculty/proctor will instruct students where to place personal belongings during the exam.

2. Cell phones and other electronic devices must be silenced and on airplane mode, or turned off completely, and placed with personal property.

3. Cell phone calculators are not permitted. Students are expected to bring a simple four-function calculator. Students may not share calculators.

4. All scratch paper will be provided by the faculty/proctor, and will be turned in at the end of the exam.

5. Student computer stations/testing areas must be clear of all materials except writing instruments, scratch paper and approved calculators.

6. No questions regarding exam content will be allowed/answered during the exam.

7. Hats, shirts/sweatshirts with kangaroo pockets and sunglasses are not permitted during an exam.

Ancilla College Nursing
Student Handbook

8. No eating is permitted during an exam.

9. Students are not be allowed to leave the room during an exam unless accompanied by a faculty member. If a student leaves the room, not accompanied by a faculty member, their exam will end. The score they received on the completed portion will go in the grade book.

10. In the event of electronic testing failure, a paper exam will be the official record. Alternative testing or rescheduling of the exam may occur at the discretion of the professor.

11. Faculty/proctors have the right to inspect the student's test area/workspace at any time during the exam.

12. Examination time limits will be announced. Students should be allowed adequate time for completion of the exam.

13. The student will adhere to the policies delineated in the Ancilla College Code of Student Rights and Responsibilities related to academic integrity.

14. There will be no talking among students during the exam.

15. When finished testing, students should remove all personal belongings quietly before exiting the testing area.

16. Upon submission, the computer document, the electronic scoring sheet, or the paper document is the official record of the exam.

EXAMINATION CONDUCT – Proctored through Proctorio

1. Schedule your exam/quiz through Calandly (Instructions found in each syllabus)
2. On the day/time of your scheduled exam, log onto ATI – choose your exam/quiz.
3. Complete all the checks Proctorio requires.
4. The proctor will allow you into the exam/quiz
5. Take the exam/quiz

MISSED EXAMINATION POLICY

Ancilla College Nursing
Student Handbook

1. A student who must be absent during a scheduled examination must notify the faculty/proctor at least one hour prior to the start of the exam.

2. Failure to notify the faculty/proctor of absence for an examination results in a grade of zero for that exam unless appropriate documentation is provided.

3. Failure to take the makeup exam at the designated time may result in a zero for that exam.

4. Written evidence must be provided within 48 hours of the absence.

5. Excused absences criteria for missing an exam include, death of an immediate family member, same-day documented illness, sanctioned college events, or other extenuating circumstances determined excused by the course faculty. Evidence must be provided within 48 hours of absence.

EXAM REVIEW

Students are permitted to review their exam at the discretion of the professor before the next exam is given.

1. Post exam test review will be time limited and at the discretion of faculty.

2. No note taking or recording on any device permitted.

3. No challenging of test questions will be entertained during the review. Students will use the Exam Question Challenge Form. (Appendix A)

4. If any of the above occur, the faculty can deem the review terminated.
   Refer to Appendix - Integrity Statement.

USE OF COMPUTER LAB

1. Food or drinks (open containers) prohibited in the computer lab.

2. Students may not install or download software to any computers.

3. Students may not alter or disable any hardware from any computers.

STANDARDIZED TESTING PROGRAM

The Ancilla College Nursing Program uses ATI Integrated tests as resources for students to become familiar with NCLEX style testing. According to ATI, the tests are designed to challenge basic nursing students and provide feedback regarding students' ability to recall information, understand concepts, set priorities, and make nursing judgments. This means ATI is evaluating testing ability, not necessarily specific content. However, it can inform faculty about a student's knowledge and learning deficits in specific content areas.

1. Students will be oriented to the ATI Program.

2. ATI Integrated Tests administered across the curriculum. See appendix for tests and benchmarks.

3. Students will complete Test Reflections (see appendix) and place them in their ePortfolio in Bright Space.

4. Students who do not meet the benchmark on the first attempt will be required to:
   - Complete their individualized focused review.
   - Take a second ATI Proctored exam.
   - Meet with the Director of Nursing if unsuccessful after the second attempt to develop action plan.

5. Students are **required** to take the ***three-day*** ATI NCLEX-RN LIVE Review Course in NURS 203 Capstone.

6. Provided students are cleared by the Business Office, state licensure application documents will be sent. If there is any business hold on an account, documents cannot be sent until the hold is cleared.

STUDENT PARTICIPATION IN NURSING PROGRAM EVALUATION

The Ancilla College Faculty values the input and constructive evaluative feedback from students in the nursing programs. During the course of the program, students are involved in a variety of ways through evaluation of clinical agencies, faculty effectiveness, course organization, and curriculum. This data is used for continued program improvement and course refinement. Students will be contacted to provide evaluative feedback within one-year post graduation.

Student participation in program evaluation includes:

1. Student Participation in Faculty Council meetings – Students may attend nursing faculty meetings to provide input for agenda items. The Director of Nursing reserves the right to limit the number of students based on space and time constraints. Students may not be present if confidential issues are under discussion. The following guidelines are utilized to encourage student participation:
   - The faculty meeting agenda will be available, in advance of the meeting, upon request, to the Chairperson of the Faculty Council. Students may request an item be placed on the agenda if the request is made in writing to the Director of Nursing no later than four days prior to the meeting. The communication avenue is the monthly Town Hall meetings.
   - Students may provide brief written input related to the agenda item if unable to attend the meeting. This written input must be submitted to the Director of Nursing no later than four (4) days prior to meeting date.

2. Students complete anonymous written course and faculty evaluations at the end of each course and clinical rotation, the Graduate Exit Survey, and an alumni survey at one-year post graduation. This evaluation feedback is reviewed by faculty and the Director of Nursing and is incorporated into course and program improvement.

3. Students may file written grievance with recommendations for improvement by completing the Student Complaint Form (See Appendix).

SECTION THREE
GENERAL INFORMATION

REQUIRED DOCUMENTS POLICY
Students NOT allowed in class or clinical rotations until all required paperwork is uploaded into student's CastleBranch account. Failure to complete paperwork will be prohibited from starting the semester and will need to reapply for the following semester.

HEALTH RECORD
As part of the application process to the ANCILLA COLLEGE NURSING DIVISION, all students must complete all required health information and have it submitted appropriately. Students will not be permitted in the clinical areas without documentation that the health requirements have been met. All requirements must be uploaded into the student's CastleBranch account.

Verification of the following is required:
1. Tdap vaccine – documentation of vaccine within the last 10 years; must be kept current. Other vaccines such as Dtap and Td will not be accepted.

2. Hepatitis B Vaccine-.Students must submit documentation of 3 Hepatitis B vaccines or a positive Hep. B titer. If students have neither of these, they will need to begin the Hep. B series. Dose 1 and Dose 2 must be dated at least 28 days apart. Dose 1 and Dose 2 must be dated at least 16 weeks apart.

3. Physical Examination – Student's physical examination must be completed within 6 months of start date. Any change in health status may require a repeat physical examination

4. Positive Rubella Titer – If Rubella titer is negative or equivocal, student must submit proof of receiving one post-titer Rubella booster

5. Positive Rubella Titer – If Rubella titer is negative or equivocal, student must submit proof of receiving one post-titer Rubella booster

6. Positive Varicella Titer– If Varicella titer is negative or equivocal, student must submit proof of receiving two post-titer Varicella boosters.

7. Positive Mumps Titer – If Mumps titer is negative or equivocal, student must submit proof of receiving two post-titer Mumps boosters.

8. Influenza Vaccine – due yearly; students who cannot receive an influenza vaccine, must have documentation from a physician requesting this exception.

9. Negative 10 panel Drug Screen within six months of application deadline. Drug screen may be required to be repeated as directed by clinical sites.

10. PPD- Students must provide written proof of a negative 2-step PPD. Students who have a positive PPD must provide documentation of a chest x-ray results and TB Questionnaire. Proof of a negative chest x-ray and a TB Questionnaire must be completed annually.

11. During the admission process students, sign the Release of Information sheet, which is a contractual agreement for students to understand their responsibility to keep their PPD current. Students are expected to be in compliance with all mandatory documentation for a 1-step PPD, chest x-ray or Quantiferon Gold TB test at the beginning of each semester for the entire semester. Documentation must be on file in American Databank. Compliance with PPD must be valid for the entire semester.

12. If the file is incomplete, the student will not be permitted to attend the course that semester. Students are required to have proof of health insurance, including proof of start coverage date, uploaded into CastleBranch.

Technology Requirements:

An electronic device currently using Microsoft Windows 8 or above (Chromebooks are not compatible with Windows Office, so will not work) is required for each nursing course. A working microphone (internal or external) and webcam (internal or external) are required for all nursing courses. The computer will need to have 2GB of free ram available to run programs necessary for your nursing courses.

To fully participate in class, you must have reliable access to the internet. The internet is needed to submit assessments, take exams, obtain valuable class information, and participate in essential educational activities. Without reliable internet service, you will miss critical educational opportunities, leading to the course's

failure. Unfortunately, a tablet or cell phone will not meet the technical requirements needed to complete course work.

The programs used by Ancilla Nursing utilize Firefox or Chrome as their preferred browsers. Unfortunately, Explorer and Safari are incompatible with several of the programs used by Ancilla Nursing. Using an incompatible browser may lead to limited functionality of required programs causing you to miss critical information.

Email address, passwords, log-ins, and user names are your responsibility, so write them down somewhere that you can access them at a later time if needed. You are responsible for checking your Ancilla email and Brightspace daily. Not checking your Ancilla email and Brightspace daily can lead to you miss critical information. Ancilla email is also the preferred method of communication for this course.

Ancilla Nursing is not responsible for the maintenance and upkeep of your electronic devices. It is the sole responsibility of the student to maintain their equipment in good working order.

General Requirements

. REQUIREMENT	STANDARD	EXAMPLES
Communication	Student must communicate effectively using English for verbal and written professional interactions.	Explain treatment procedures. Initiate health teaching. Express sensitivity with patients. Document nursing actions and patient response. Interpret written work.
Motor	Students must execute motor movements (gross and fine motor and tactile skills) to perform nursing care and emergency response to patients.	Palpation, percussion and other assessment techniques. Discern the sense of heat, cold, surface changes and pulsation. Movement about a patient room Perform nursing skills (i.e. IV insertion, mediation administration, urinary catheter insertion). Perform Cardiopulmonary resuscitation.
Hearing	Students must have auditory ability sufficient for monitoring and assessing health needs.	Auscultate. Monitor emergency alarms and signals. Discern sounds and cries for help.
Visual	Students must have visual ability sufficient to observe for	Observe demonstration sand simulated learning experiences.

Ancilla College Nursing
Student Handbook

	student learning and patient care needs.	Observe a patient's condition and response to treatment.
Conceptual-integrative	Students must have critical thinking ability for effective clinical reasoning and judgment consistent with the level of education.	Meet admission standards. Measure, calculate, analyze, synthesize, and retain complex information. Comprehend three dimensional and spatial relationships.
Behavioral-Social	Students must possess emotional health required to use intellectual abilities and exercise good judgment.	Adapt to a changing environment. Tolerate taxing workloads. Function effectively under stress. Exhibit compassion and concern for others. Develop mature and effective relationships.

All students must read and sign an acknowledgement statement of the *Minimal Technical Standards* prior to the start of the first semester of their program and annually thereafter. The acknowledgement statement will require a student needing accommodations to contact the Director of Americans with Disabilities Act.

Students with disabilities who have proper documentation must contact the Director of the Americans with Disabilities Act office to set up a documentation review. If after the review, accommodations are deemed appropriate, an accommodation plan will be developed. As per the ADA (Americans with Disabilities Act), no accommodations can be provided until this process is complete. Students who may require assistance in emergency evacuations should consult with the instructor as to the most appropriate procedure to follow. If there are questions regarding such a procedure, contact Dr. Dvorak, President of Ancilla College – Michele.dvorak@ancilla.edu 574-936-8898 ext. 729

Responsibility and Procedure by Role:
    a. Student
        • Read the Minimum Technical Standards.
        • Determine need for accommodations.
        • Sign acknowledgement statement.
        • Meet with the Director of Academic Support Service.
        • Determine if reasonable Read the Minimum Technical Standards and appropriate accommodations can be made to meet the Minimum Technical Standards.
    b. School of Nursing

Ancilla College Nursing
Student Handbook

- Provide notice of accommodation availability in admission documents.
- Provide notice in all syllabi.
- Facilitate access for approval considerations.
- Clearly delineate and adhere to approved accommodations.
- Facilitate faculty, student, and clinical agency collaboration.
- Reevaluate and modify needs as student progress.

CARDIO-PULMONARY RESUSCITATION (CPR)

Current certification in CPR is required for all nursing students during the period of clinical experiences. The student is responsible for making arrangements for CPR certification. Each student must provide a copy of certification in Basic Cardiac Life Support, healthcare provider or instructor, by the American Heart Association. Students are expected to be in compliance with all mandatory documentation for CPR at the beginning of each semester for the entire semester. Documentation must be on file in CastleBranch. Compliance with CPR must be valid for the entire semester on the first week of clinical course. If the file is incomplete, the student will not be permitted to participate in the clinical course that semester.

NURSING LICENSE – LPN-ASN COMPLETION

A copy of each student's current Indiana Unencumbered Practical Nursing License must be on file. Students are required to submit a copy of their license to the Nursing Department Administrative Assistant, Jennifer Ross.

PROFESSIONAL LIABILITY INSURANCE

Ancilla College provides professional liability insurance for clinical students in the Nursing Programs. This provides coverage for acts of omission and/or commission, which occur during clinical experience required as part of the educational requirements of the Ancilla College Nursing Division. This professional liability coverage does not cover any acts of omissions and/or commission by students, which occur outside of the clinical experience.

ELIGIBILITY FOR LICENSURE

Ancilla College Nursing Division cannot guarantee that the State Boards of Nursing will allow the student to sit for the licensure exam. The Ancilla College Nursing Division cannot guarantee passing the licensing examination for registered nurses. The State Board of Nursing requires those applying for examination and registration to provide written evidence, verified by oath, that they:

1. have not been convicted of any act that would constitute grounds for disciplinary sanction under the State Board rules and regulations or of any felony or misdemeanor that has direct bearing on their ability to practice competently;
2. have completed an approved high school course of study or its equivalent as approved by the appropriate educational agency, and
3. have completed the prescribed curriculum in a state-accredited school of nursing and hold the diploma or certificate from there.

ACADEMIC SUPPORT

Ancilla College Nursing Division is committed to providing quality advising service to students.

Academic Advising serves as a vital element to the education of students in the nursing program. Advisors communicate information regarding degree requirements, courses, and resources that will aid in the student's success. Academic Advisors also help students to navigate College policies/procedures and expose students to opportunities that may enhance their education and to help students attaining their goals.

1. The foundation of the advising process begins with the relationship between advisor and student. The Academic Advisors use counseling theory to guide their students to be successful in and outside of the classroom by allowing them to:
   a. Be well informed about policies and procedures, curricular options, and academic program requirements.

   b. Clearly define their educational objectives.

   c. Plan their academic schedule for personal success and understanding of material.

   d. Make full use of the facilities and resources available at Ancilla College.

2. The Ancilla College Writing Center works with students to develop and improve their academic writing skills.

3. The Counseling and Consultation Office provides personal counseling Ancilla Students.

NURSING SCHOLARSHIP

Scholarship monies are available from the State of Indiana: SSACI Scholarships and are distributed (when available) through the financial aid office. Many local agencies also administer scholarship funds e.g., 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
(e.g. 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.

Ancilla College Nursing
Student Handbook

PINNING EXPECTATIONS

Pinning is a sacred and honored tradition. The following are guidelines for behavior and attire at the ceremony.

1. Dress code for the pinning ceremony is professional interview attire. Employers frequently attend the pinning ceremony, so you want to represent yourself in a professional manner. Lab coat/jacket for all are optional based on outcome of class vote.

2. This event is held in the chapel, please remember that you are in a chapel and act accordingly. This includes: no cell phone use, selfies, please speak in hushed tones, avoid swearing, and only essential conversations. Alcohol is prohibited while in uniform.

3. Ancilla College Nursing Division reserves the right to change or adjust the program as needed.

4. Student speaker will be chosen by graduating class. Speech will be reviewed by faculty prior to the event.

5. Class speakers will refrain from insulting the university/faculty/staff, please know that your concerns are valid; follow the procedure for complaints

6. Please ensure your guests are aware of these expectations.
   ***Inappropriate behavior will result in dismissal from the ceremony.

NURSING CLINICAL GUIDELINES

General Clinical Guidelines

Clinical nursing experiences are designed to provide students with the best possible learning experiences. 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. 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 5:00 a.m. and 11:00 p.m. on any day of the week. Students must be available for assignments between these hours. Clinical (which includes hospital experiences, observation, or simulation) scheduling include days, evening, nights, or weekends; will be determined by the faculty.

- Clinical hours are often adjusted to accommodate the clinical agencies' hours and flow of care.

- Simulation Lab and any nursing laboratory experiences will replace clinical assignments per instructor choice and as indicated per course syllabus. Students should prepare and dress as they would for any clinical day.

- Although the most diversified clinical experiences are sought for each student, Ancilla College Nursing cannot guarantee each student will receive the same experience in their clinical rotations.

- Students are to maintain professional dress, attitude, and behaviors at all times during clinical rotations. This includes the use of professional terminology, professional etiquette, tone, and level of voice. Violations of professional behavior, not in compliance with the American Nurses Association Code of Ethics for Nurses, will result in immediate dismissal from the clinical site and possible failure of the nursing course. **This is a zero-tolerance policy.**

- Clinical sites are located throughout Northcentral Indiana.

- Students must have reliable transportation, childcare arrangements, and must plan time to accommodate travel times, including travel during inclement weather.

- Any physical limitations, illnesses or injuries occurring during the course of nursing classes or clinical that may preclude students from performing safe nursing care must be reported to the clinical or didactic instructor immediately.

- Students who are pregnant or who suspect they may be pregnant must immediately report this to the clinical instructor.

Dress Code and Personal Appearance Guidelines

Uniforms
Uniforms must be purchased as directed by the nursing office. Uniforms should fit properly, be clean and unwrinkled. Good judgment should be used when selecting the appropriate size of scrubs to maintain a professional appearance.

- 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.

- Director of nursing written approval for uniform exceptions may be made for religious beliefs and pregnancy.

Shoes
Shoes must be completely white or black and made of leather or rubber. Shoes must be clean, quiet, safe, and comfortable. Canvas, cotton, or nylon shoes are unacceptable. No open-toe shoes may be worn. Clogs made of any material are no longer allowed in facilities.

Ancilla College Nursing
Student Handbook

Additional Guidelines

- Fingernails: must be neatly trimmed and clean; nails must not protrude past the fingertips. Nail polish, artificial nails, tips, wraps, gels, shellacs, acrylics, appliqués, nail jewelry, or any other items applied to the natural nail **are strictly prohibited**.

- Hair and facial hair: hair, mustaches, and beards must be clean and neatly groomed. If hair falls below shoulder length, it must be pulled back and off the uniform. Hair color (Pink, green, blue, yellow, purple, etc.) and hairstyles must be appropriate for the business setting.

- Tattoos and Piercings: tattoos or other non-congenital skin anomalies including body Piercings are not to be visible. Only two earrings per ear are permitted and dangling earrings are not allowed for safety reasons. Additional body Piercings that are exposed are not acceptable, including tongue Piercing/gauges.

- Personal hygiene: good personal hygiene is expected. No perfume, cologne or scented lotions, soaps, etc. are to be used. Simple make-up may be worn. If a foul body odor is noted (including the smell of tobacco), the student will be advised and will be sent home.

- Jewelry: a wedding style band may be worn. All jewelry should be simple, inconspicuous and kept to a minimum.

- Clothing: You may wear a white, black, or gray shirt under your uniform. You are NOT allowed to wear any type of jacket.

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 institution's 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 the 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 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!

CLINICAL AND PRACTICUM POLICIES
**All clinical and/or practicum time is mandatory.

Clinical Attendance Policy

- Facility orientation is mandatory and must be completed as determined by the clinical facility. Students will NOT be able to attend a clinical site without facility orientation.

- You should not come to clinical if symptomatic with a fever (without any pyro metric for at least 24hour), cold, flu or an open cold sore (Herpes). Institutions will not allow students or employees with an open cold sore (Herpes) in patient care areas. Patients are often immunocompromised and cannot afford this exposure.

- The first clinical absence will be allowed to be made up as long as it is not a 'no call, no show'. A 'no call no show' is a failed clinical. The second absence will be a failed clinical. Which results in failure of the course.

- Exceptions to this policy must be made, in writing, by the Director of Nursing.

- Do not call the instructor after 10 p.m. or before 4 a.m. unless it is an emergency. If you are unable to contact the instructor, 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 the clinical instructor before leaving a message at the nursing office.

- The faculty must be notified at least one hour prior to the scheduled clinical.

- 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 the explicit permission of the clinical instructor will elicit a fail for the clinical day.

- If you are 15 minutes late that is an absence. Tardiness equals anything less than fifteen minutes. Two occurrences, of tardiness, equals one clinical absence.

- A release statement from a health care provider is required following any hospitalization, an emergency room visit, a major injury, a medical illness, and communicable illness that requires a visit to a health care provider, surgery, or extended absence to indicate suitability to return to clinical and class. This applies to illnesses and /or surgeries which occur during the holiday or summer.

- Excessive absences due to illness/injury/childbirth will be referred to the Nursing

Ancilla College Nursing
Student Handbook

Admission/Progression Committee for a specific makeup plan.

- A clinical day missed because college classes are officially cancelled, or cancelled by the clinical instructor, for example due to a winter weather closing, may require an alternate assignment to be completed.

- If a student becomes ill during clinical time, the faculty will determine if the student should be excused. If the student is sent home, the need for makeup will be determined by the faculty and/or director of nursing.

- Students are prohibited from working at least 8 hours prior to any clinical rotation. Any student violating this policy will be sent home and it will be a failed clinical. All pre-assessments must be completed as assigned.

- No posting of ANY photos or comments on social media; refer to the NLN social media guidelines at www.ncsbn.org/NCSBN_SocialMedia.pdf

TESTING POLICY
**All exams, including online courses, will be proctored.

If unable to attend as scheduled, the following guidelines must be followed:

- If the student is absent from a scheduled examination without contacting the instructor **directly (by telephone, texting, email 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 two business days (48 hours) 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.**

- Exceptions to this rule must be approved in writing by the Director of Nursing.

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 throughout 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 on the first try.

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:

Ancilla College Nursing
Student Handbook

1. Has any health professional license, certificate, registration or permit you hold or have held been disciplined or are formal charges pending?

2. Have you been denied a license, certificate, registration, or permit in any state?

3. Except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled nolo contendere to any offense, misdemeanor, or felony in any state?

4. Have you had a malpractice judgment against you or settled a malpractice action?

5. Have you been reprimanded, disciplined, demoted or terminated in the scope of your practice or as another health care professional?

6. Have you been excluded from being a Medicare or Medicaid provider?

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

In an attempt to identify at-risk students and assess readiness for the NCLEX-RN, the division of nursing has adopted the use of ATI competency exams. Students are required to take ATI competency exams pertaining to each of the major course content areas throughout the curriculum. Grades on the ATI exams will not constitute more than 10% of the overall course grade. Exams may be scheduled outside of lecture class time and are mandatory. Proctored ATI exams must be taken on campus, in a computer lab, and with a trained ATI proctor. Practice exams will be provided by the course instructor. Grading will be based on the achievement levels of proficiency as indicated by ATI and are available on the ATI website for the RN Content Mastery Series Exams. Students scoring at or above level 3 will receive 100% of the points possible. Students scoring level 2 will receive 87% of the points possible. Students scoring level 1 will receive 65% of the points possible. Students scoring below level 1 will receive the stated percentage of the points possible.

RN Comprehensive Predictor Exam

In NURS 203 Nursing Capstone, students must take an ATI RN Comprehensive Predictor Exam. Students who score 69% or higher will receive the associated probability score on the exam. Students who score below 69% must remediate using the focus review per remediation policy. The completed focus review must be submitted to the didactic faculty member of that course for approval to retake the exam. Students, who have their instructors' approval to retake the exam, will have the opportunity to receive the associated probability score of the results of the highest score between the first and second exam.

STUDENT PARTICIPATION IN NURSING PROGRAM EVALUATION

The Ancilla Faculty values the input and constructive evaluative feedback from students in the nursing programs. During the course of the program, students are involved in a variety of ways through evaluation of clinical agencies, faculty effectiveness, course organization, and curriculum. This data is used for continued program improvement and course refinement. Students are contacted to provide evaluative feedback within one-year post graduation. Student's participation in program evaluation includes:

1. Student participation in faculty council meetings – students are encouraged to attend nursing faculty meetings to provide input for agenda items. The Director of Nursing reserves the right to limit the number of students based on space and time constraints. Students may not be present if confidential issues are under discussion. The following guidelines are used to encourage student participation.

   a. The faculty meeting agenda will be available in advance of the meeting upon request to the Director of Nursing. Students may request to add an item to the agenda. The request must be in writing directed to the Director of Nursing no later than four days prior to the meeting. Communication will be in Bright Space, our Learning Management System (LMS).

   b. Students may provide brief written input related to the agenda item if unable to attend the meeting. This written input must be submitted to the Director of Nursing.

2. Students complete anonymous written course and faculty evaluations at the end of each course and clinical rotation, the graduate exit survey, and the alumni survey at one-year post graduation. This evaluation feedback is reviewed by faculty and the Director of Nursing and is incorporated into course and program improvement.

Reference:
AACN, (N.D). Accommodating students with disabilities. Retrieved from
http://www.aacn.nche.edu/faculty/tool-kits/accommodating-students-with-disabilities.

Dupler, D.E., Allen, C., Maheady, D.C., Fleming, S.E. & Allwn, M. (2012). Leveling the playing field for nursing students with disabilities: Implications of the amendments to Americans with Disabilities Act. Journal of Nursing Education, 51(3), 140-144.

American Nurses Association. (2015). Code of ethics with interpretative statements. Silver Spring, MD: Author. Retrieved from
http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-ofEthics.

SECTION FOUR

APPENDICES
A: Exam Question Challenge Form
B: Student or Visitor Injury/Exposure Report
C: Student Formal Concern/Complaint Form
D: Student Handbook Receipt and Photography Permission Form
E: Glossary of Terms
F: Criminal Background Checks
G: Integrity Statement

<u>H: Sharps Policy</u>

APPENDIX A: <u>Exam Item Challenge Form</u>

<u>Ancilla College Exam Item Challenge Form</u>

Students wishing to challenge an exam item may only challenge them during instructor office hours or by appointment. The Exam Item Challenge Form is the only acceptable route to challenge an exam question. Incivility (as defined by the instructor) will not be tolerated and will cause the student to forfeit their right to challenge an exam item. All students have full access to the nursing department and college wide appeals process stated in the student handbook.

For test security, this form may only be completed in the presence of the instructor or nursing office. This form may not leave with the student. All students are held to Ancilla College's Academic Integrity Policy.

*Once the Exam Item Challenge Form is completed by the student, please allow up to 48 hours for review. Once judgement has been made the student will be notified via email.

Student Name: _____   Class: _____

Exam Title: _____   Exam Date: _____

Question #:_____

Ancilla College Nursing
Student Handbook

Write out the exam item:

_____
_____
_____

Student's answer on the exam:

_____

Two sentences to justify the student's chosen answer:

_____
_____

Page number in text to support the student's chosen answer: _____

Correct answer on the exam:

_____

Discrimination statistics for this exam item (instructor):

_____

Request status: _____

Rationale for refusal:

_____

APPENDIX B: Student/Visitor Injury/Exposure Report

STUDENT/VISITOR INFORMATION

Name:	Student: YES ☐ NO ☐
Visitor: YES ☐ NO ☐ If visiting: purpose visit:	
Mailing Address:	
Phone No:	Email:

INCIDENT INFORMATION

Date of Injury/Exposure:	Time of Injury/Exposure: ☐ **Cannot be determined**
Did injury/exposure occur on Ancilla College's premises? YES NO	Department or location the injury/exposure where occurred:

Ancilla College Nursing
Student Handbook

What body part was affected?	How was it affected?
Equipment, materials, or chemicals involved in incident:	
Specific activity engaged in during injury/exposure:	
Please provide a description of what events lead up to this injury and how it occurred.	
Were there any witnesses? YES ☐ NO ☐	If yes, please list witnesses:
Was medical care sought? YES ☐ NO ☐	If yes, please provide details:
Was Campus Police notified? YES ☐ NO ☐	Submitted by:

Instructions for Submission:

- Notify the Ancilla College Nursing faculty or staff member on site at the time of the occurrence
- Complete this form within 24 hours of the initial injury/exposure.
- A copy of this form is given to the School of Nursing Administrative Office to be filed in the student's folder.
- The faculty or staff member notifies the Course Director.

**Student and Visitors Please Note: If follow up medical care is needed, you are responsible for the expenses incurred.

Ancilla College Nursing
Student Handbook

APPENDIX C: **Formal Complaint Form**

Formal Complaint Form

The purpose of this form is to provide written documentation of student concern (burden, or injustice).

Student concerns will be presented within the Ancilla College School of Nursing's channel of communication. Unresolved concerns will become a formal complaint when the issue cannot be resolved within the Ancilla College channel of communication. The unresolved concerns may be appealed in writing to the Director of Academic Affairs.

Appeals regarding grades or instructors must go through the Appeal Process and should not be included on this form.

Please summarize your concern/complaint: _____

_____

_____

Name: _____

Date: _____

Student year: _____

APPENDIX D: Student Handbook Receipt

Student Handbook Receipt

Dear Student,

Please sign below to verify that you will read a copy of the Ancilla College Nursing Section of the handbook on the Ancilla College Website. It is expected that you will read, understand, and comply with the policies contained in the handbook including annual updates and addendums. This receipt must to be submitted to the Nursing Office Administrative Assistant by the end of the first week of classes, yearly. Noncompliance may result in removal from courses. It becomes part of your student records.

I hereby acknowledge that I will read a copy of the Ancilla College Nursing Student Handbook (Inclusive of the College Student Handbook) posted on the Ancilla College website.

Student Signature _____

Ancilla College Nursing
Student Handbook

Printed Name _____

Date _____

Please sign below to indicate your permission & use of photography taken at the College

Photography and Videography Permission and Use

_____ grants Ancilla College permission to use photographs and/or videography of me in publications produced by the organization, web sites owned by the organization, or public relations activities conducted by the organization for the purpose of promoting Ancilla College. _____
 Signature

Permission given this _____ day of _____, _____.

APPENDIX E: Glossary of Terms

Academic Status Appeal – Appeal for readmission to the Ancilla College School of Nursing after dismissal due to poor scholarship (i.e. two nursing course failures).

Course Grade Appeal – Appeal regarding computation or "fairness" of a final grade for a particular course.

Concern – A written statement of a student's burden or injustice.

Formal Complaint – Any appeal, concern, or school issue that cannot be resolved within the Ancilla College School of Nursing channel of communication and is appealed to the Director of Academic Affairs.

APPENDIX F: Criminal Background Checks (CBC)

Clinical agencies require criminal background checks. Nursing students will be provided information on how to obtain the required criminal background check before admission to the nursing program and annually thereafter. If admitted to the program, the student will 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. Students may be prohibited from attending clinical rotations at some facilities related to the result of the criminal background check.

Subject: Criminal Background Checks (CBC) of Applicants and Students

1. Purpose
   - Establish applicant and student responsibilities for CBC.
   - Define a satisfactory and disqualifying CBC.
   - Establish a process to maintain confidential records of CBC.
   - Establish roles and responsibility of the Administrative Assistant Ancilla College Nursing Division and the Director of Nursing for CBC.
   - Establish a process for the review and determination of unsatisfactory CBC.

2. Applicability

Ancilla College Nursing
Student Handbook

- All Ancilla College Nursing Programs.
- All personnel delegated specific responsibilities.
- All applicants and students of the Ancilla Nursing Program.

3. Definitions
   - Applicant- A student applying for admission to the Ancilla Nursing Program.
   - Student- A student admitted to the Ancilla Nursing Program.
   - Criminal Background Check (CBC)
   - Vendor- Company chosen by the Ancilla Nursing Program to conduct applicant and student CBC.

4. Satisfactory CBC
   - A CBC report that does not indicate any criminal history.
   - A CBC report that indicates a criminal history where, after review, the applicant is deemed eligible for admission.

5. Disqualifying CBC
   - A CBC report that indicates a criminal history where after review the applicant or student is deemed ineligible by the ANCILLA COLLEGE NURSING DIVISION for admission or progression in the program.

6. Policy
   - Acceptance and progression in the Ancilla Nursing Program is contingent upon a satisfactory background check. Supplemental or additional background checks may be required during the course of the educational program due to specific requirements of clinical affiliations or a reported change in the student's criminal background.

7. Responsibility and Procedure By Role:
   Applicant
   - Responsibility: to initiate and complete a CBC.

   - Procedure
     a. Applicants receive notification in the printed application material that matriculation into the ANCILLA COLLEGE NURSING DIVISION is conditional based on a satisfactory background check.

     b. Initiate the CBC in an adequate timeframe to be received by the ANCILLA NURSING PROGRAM in time for the admission due date. (CBC take at a minimum 2 weeks).

     c. Applicants will engage the Ancilla Nursing Program designated vendor to complete the

Ancilla College Nursing
Student Handbook

CBC.

    d. Applicants are responsible for any cost of the CBC.

    e. If the CBC report does not indicate any criminal history, no further action of the applicant is needed.

    f. If the CBC report indicates a criminal history, it is earmarked by the Administrative Assistant for review by the Director or designee.

Student
- Responsibility
  - a. To maintain a satisfactory CBC while a student at Ancilla Nursing Program.
  - b. To submit a CBC to clinical affiliations upon request of Ancilla Nursing Program.

- Procedure
  - a. Ancilla Nursing Program may request a student to conduct an additional CBC if requested by a clinical affiliation or reports of arrest and/or conviction of a criminal offense.

  - b. The student is responsible for any cost of the CBC.

  - c. If a student is arrested for a criminal offense (other than a minor traffic violation) subsequent to the CBC at admission, the student is required to report the violation to the Director or designee and the PRESIDENT of Students.

  - d. The student is required to report a conviction of a criminal offense to the Director or Designee and the PRESIDENT of Students.

  - e. A disqualifying CBC will result in dismissal from the nursing program.

  - f. If the student fails to report a criminal offense, the student may be dismissed from the nursing program.

Administrative Assistant of Ancilla College Nursing Program
- Responsibility
  - a. To review CBC of applicants and students.

  - b. To maintain confidentiality of applicant and student CBC.

  - c. To earmark applicant CBC reports that indicate a criminal history for review by the Director or designee.

- Procedure

a. The applicant or student CBC documents are delivered to the Administrative Assistant for review.

b. Any CBC report that does not indicate any criminal history will be deemed satisfactory on the admission file.

c. The satisfactory report will be retained separately from the student admission application, where only employees with a need to know can attain access.

d. Any CBC report that indicates a criminal history will be earmarked for review of the Director or Designee.

e. The Administrative Assistant will inform the applicant of the finding and the need to meet with the Director or designee for review.

f. Once earmarked the report is reviewed by the Director or designee, the determined satisfactory or disqualifying CBC report will be retained separately from the applicant or student file, where only employees with a need to know can attain access.

g. The record will be retained for:
   - five years from the date of the disqualifying application, or
   - from the time the student does not progress in the program, or
   - until graduation.

Director/Designee
- Responsibility
  a. To review earmarked applicant or student CBC reports.

  b. To deem if the offense in question is disqualifying for admission or progression in the program.

  c. To maintain confidentiality of applicant and student CBC.

- Procedure
  a. The Director or Designee receives the earmarked CBC report from the Administrative Assistant.

  b. The applicant or student has the right to challenge a report from the vendor that he/she believes to be erroneous. If an error is identified, the vendor must indicate the error and correct the error, and the report will be deemed satisfactory.

  c. If the offense is accurate and severe, the offense will be deemed disqualifying. Examples of severe offenses include:

- rape or any sex crime child molestation
- sexual misconduct with a minor
- criminal deviate conduct
- exploitation of an endangered adult, child, or adolescent
- possession of child pornography
- failure to report battery, neglect or exploitation of an endangered adult, child, or adolescent
- murder
- voluntary manslaughter
- conviction of a federally funded program-related crime
- conviction related to patient abuse
- felony conviction related to health care fraud
- conviction or admission of identity theft/fraud

d. If the offense is accurate and within five years from the date of application the offense will be deemed disqualifying.

e. If the offense is accurate and older than five years, the applicant or student is required to provide an explanation for the event. The Director or designee, in consultation with the Director, will determine the offense to be satisfactory or disqualifying based on the severity of the offense and evidence of life changes that have followed the offense.

f. Examples of offenses that will be considered if the offense occurred more than five years before the date of application include by are not limited to:
    - Theft
    - Involuntary manslaughter
    - D Felony battery
    - Felony offense related to a controlled substance offense

g. The Director or designee may need to share the determination of the report with the Director of Students as it pertains to admission or progression of the student. All parties will be advised that the information is confidential and to be shared only on a need to know basis.

h. A written report of the determination by the Director or Designee with consultation with the Director will be retained with the CBC report.

APPENDIX G: Integrity Statement

Ancilla College Integrity Statement

"I am affirming my commitment to Ancilla College's principle of academic integrity.
I guarantee that I will:

a. submit assignments, quizzes, and exams as my own original work,

b. employ full engagement in coursework and learning opportunities,

c. not communicate information in any form regarding assignments, quizzes or exams to other current or future students,

d. properly cite the work of others,

e. and inform faculty of any suspected academic misconduct by my peers.

Ancilla College Nursing
Student Handbook

I affirm that I have neither given nor received inappropriate aid in the completion of this assignment."

Name: _____

Date: _____

Course: _____

Term:

      Spring _____

      Summer _____

      Fall   _____

      Winter _____

APPENDIX H: Sharps Policy

The use of sharps, and intravenous access needles, is an essential clinical skill for nursing. The purpose of this policy is to promote safe practice of these devices during student nurse training.

    1. The student will adhere to the following safety protocols during supervised practice in the Skill Lab setting.

- Sharps will only be recapped when utilizing the correct technique and specifically designated per course instruction.

- Unsafe sharp usage during practice or disposal will be documented, and may result in disciplinary action.

- All sharps will be disposed of in a designated sharps disposal container.

- Sharps will not be removed from any skills lab/simulation lab.

    2. The Ancilla College School of Nursing (ANCILLA COLLEGE NURSING DIVISION) will provide syringes with needles, syringe needles and intravenous access needles for supervised student practice in the Skill Lab setting.

3. All sharps will be locked in a secured area and provided during clinical skills lab and supervised practice.

4. Each site will have designated faculty and staff available for practice assistance as needed and prearranged.

5. All needle stick injuries will be reported utilizing Ancilla College School of Nursing's 'Student or Visitor Injury/Exposure Report' (Located in ANCILLA COLLEGE NURSING DIVISION Student Handbook).

6. The syringes, needles, and syringes with needles attached that are used in the Skill Lab setting are not sterile equipment and, therefore, are not to be used on humans or animals.