



SCHOOL OF HEALTH AND
NATURAL SCIENCES

Department of Nursing

Student Policy Handbook

Class of 2010 & 2011

2007–2008

STUDENT POLICY HANDBOOK

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While this handbook has been carefully reviewed for correctness and completeness the Department of Nursing reserves the right to correct errors and to modify as necessary. Students will be notified of any policy updates. All students are subject to the most recent update of the Department of Nursing policies. The Policy & Bylaws Committee of the Department of Nursing reviews all policies annually and submits additions or revisions to the nursing faculty for final approval and adoption.

ADMISSION & PROGRESSION

Admission

Students are directly admitted to the nursing program but must meet progression criteria to advance in the nursing program and into clinical courses. Clinical courses are taught in a specific, progressive sequence and students must meet progression criteria to enroll in clinical courses according to that sequence. Clinical course size is limited to a maximum of 56 students and enrollment in clinical courses is competitive according to academic performance and other personal criteria. The following are necessary to enroll in the nursing clinical courses:

1. The student must have an **overall earned GPA of 2.50** and must have completed all stated prerequisites to NURS 202 **with an earned cumulative GPA of 2.50 in these prerequisite courses:**

BIOL 185 and BIOL 186 Anatomy and Physiology I and II
SOCI 101 Principles of Sociology *and/or* PSYC 101 Introduction to Psychology
and/or HDFS 101 Foundations of Marriage and Family
PSYC 209 Life Span Development
CHEM 110 Chemical Science I
NURS 203 Historical and Conceptual Basis for Nursing

Transfer Students: Preference for enrollment in clinical courses will be given to students who have taken the majority of their prerequisite courses at Messiah College. Transfer students' decisions will be made on an individual basis.

2. Enrollment in clinical nursing courses is predicated upon a positive recommendation of each student applicant from the nursing faculty based on their professional judgment regarding the student's suitability for progression to clinical nursing courses.
3. The student must receive satisfactory criminal history background checks. (See policy "Criminal History Background Checks" contained within the Code of Conduct)
4. The student is expected to perform the same "**essential functions of the employment position**" as licensed registered nurses. (See policy "Performance and Essential Functions of Nursing")
5. The student's moral and professional behavior must be consistent with the Pennsylvania Code of Professional and Vocational Standards, the National Student Nurses Association Code of Academic and Clinical Conduct and the Messiah College Department of Nursing's Document on Good Moral Character

and Infractions. Failure to demonstrate compliance with any of the aforementioned codes may result in denial of enrollment in clinical nursing courses. (See policy "Code of Conduct")

6. Transfer students:

Internal transfer students applying to the nursing major:

- a. The student must meet with the chairperson of the Department of Nursing or a designated faculty member to review the Nursing Curriculum Plan of Study.
- b. The student must complete a change of major form through the Registrar's Office.
- c. Upon enrollment in the nursing major, internal transfer students must meet the admission criteria as previously stated in #1–#5.

External transfer students applying to the nursing major:

- a. Students must apply to the College by April 15 (fall admission) and October 15 (spring admission) and meet all College admission criteria prior to the nursing admission review process.
- b. Students transferring from a college or university other than Messiah College must have an **earned cumulative GPA of 3.0** to be admitted to Messiah College as a nursing major.
- c. Depending upon the student's type and number of transferred courses, it may take up to an additional four years to complete the nursing program.
- d. If the prerequisite courses have not been met through transfer credits and must be completed at Messiah College, an earned cumulative GPA of 2.50 in the aforementioned prerequisite courses is required upon application to the major. Preference for enrollment in clinical courses will be given to students who have taken the majority of their prerequisite courses at Messiah College. Transfer students' decisions will be made on an individual basis.
- e. Transfer students applying to the nursing major are notified of acceptance upon completion of the application review process. Notification of acceptance into the nursing major will occur on an ongoing basis.
- f. Upon enrollment in clinical courses, transfer students must meet the criteria as previously stated in #1–#5.

External transfer students who have completed any course with a nursing designation at another college or university:

- a. Students must apply to the College by April 15 (fall admission) and October 15 (spring admission) and meet all College admission criteria prior to the nursing admission review process.
- b. Students transferring from a college or university other than Messiah College must have an **earned cumulative GPA of 3.0** to be admitted to Messiah College as a nursing major.

- c. Decisions regarding admission will be based on a review and evaluation of the student's transcripts and description of previous course content in nursing and prerequisite courses. In addition, the student will receive written acknowledgment that indicates which nursing course(s) may be bypassed, which nursing course the student will enter, and any prerequisite or co-requisite requirements that must be met prior to or with the student's first clinical nursing courses at Messiah College.
- d. Students applying directly to the first clinical nursing courses must have transcripts and descriptions of previous course content submitted to the Admission & Progression Committee by **November 15**. Students interested in placement in NURS 210 & NURS 211 must have completed at least 42 college credits prior to enrollment. The following pre-requisite courses or their equivalents must be included in these credits:

BIOL 185 and BIOL 186 Anatomy and Physiology I and II
SOC 101 Principles of Sociology and/or PSYC 101 Introduction to Psychology and/or HDFS 101 Foundations of Marriage and Family
PSYC 209 Life Span Development
CHEM 110 Chemical Science
NURS 203 Historical and Conceptual Basis for Nursing
- e. Admission decisions for junior and senior placement are made on an individual basis upon review of college course work and space available in clinical nursing courses. Students applying to the nursing major at junior or senior levels must have transcripts and descriptions of previous nursing course content, submitted to the Admission & Progression Committee by May 15 (fall admission) and November 15 (spring admission).

Adopted 1993 • Revised 2007

Code of Conduct

Criminal History Background Checks

In order to comply with the Commonwealth of PA Older Adult Protective Services Act and the Chapter 63 of 23 PA Consolidated Statutes Annotated relating to the Child Protective Services law, the student who decides to pursue the nursing major must provide evidence that he/she has no record of criminal offenses. The complete Criminal History Background Checks Policy and Procedure is distributed to each nursing student prior to the clinical nursing course. Clearances will be required annually.

The student who pursues the nursing major does so with the understanding that these clearances will need to be obtained and the results made known to the Messiah College Department of Nursing. Progression in the nursing major is conditional pending results of the criminal history background checks. If the

criminal background check is still incomplete at the beginning of clinical courses, the nursing student will be required to sign a disclaimer stating that progression in the major is contingent upon successful completion of the criminal history background checks. A student who refuses to comply with this process or whose background checks reveal convictions for crimes prohibited under this law will not progress or will have the offer of provisional progression rescinded.

Under extenuating circumstances and with the approval of the Department Chairperson, a student may be enrolled provisionally pending results of the criminal history background checks with the following requirements:

1. The Criminal History Background Checks request has been initiated.
2. The student may not continue the clinical experience beyond 30 calendar days without a clear State Police Criminal History Background Report and PA Child Abuse History Clearance.
3. The out-of-state student may not continue the clinical experience beyond 90 calendar days without a clear FBI Background Check.
4. Faculty of the Department of Nursing has no knowledge of information that would disqualify the student.
5. The student swears or affirms in writing that he/she has not committed any crimes as stated in the Commonwealth of PA Older Adult Protective Services Act and the Chapter 63 of 23 PA Consolidated Statutes Annotated relating to the Child Protective Services law.
6. If any one of the criminal history background checks is returned acknowledging a conviction for one of the prohibited offenses, the student must be immediately dismissed from the nursing major.

Retention in and progression in the nursing major are contingent upon successful completion of the annual criminal history background checks. The student who refuses to comply with this process or whose criminal history background checks reveal convictions for crimes prohibited under this law will not be permitted to continue in the nursing major.

The cost of the PA State Police Criminal History Check and the PA Child Abuse History Clearance **will be covered by the Department of Nursing as long as the student follows all of the guidelines.** The cost of the FBI Criminal History Check **will be paid by the student.**

Adopted 1998 • Revised 2006

Pennsylvania (PA) Code of Professional and Vocational Standards

21.18 Standards of Nursing Conduct.

(a) A registered nurse shall:

- (1) Undertake a specific practice only if the registered nurse has the necessary knowledge, preparation, experience and competency to properly execute the practice.
- (2) Respect and consider, while providing nursing care, the individual's right to freedom from psychological and physical abuse.
- (3) Act to safeguard the patient from incompetent, abusive or illegal practice of any individual.
- (4) Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information. This standard does not prohibit or affect reporting responsibilities under 23 Pa.C.S. Chapter 63 (relating to the Child Protective Services Law), the Older Adults Protective Services Act (35 P.S. 10211-10224) and other statutes which may mandate reporting of this information.
- (5) Document and maintain accurate records.

(b) A registered nurse may not:

- (1) Knowingly aid, abet or assist another person to violate or circumvent a law or Board regulation.
- (2) Discriminate, while providing nursing services, on the basis of age, marital status, sex, sexual preference, race, religion, diagnosis, socioeconomic status or disability.
- (3) Knowingly permit another individual to use his license or temporary permit for any purpose or knowingly permit the unlicensed person under the registered nurse's jurisdiction or supervision to misrepresent that the individual is a licensed nurse.
- (4) Misappropriate equipment, materials, property, drugs, or money from an employer or patient.
- (5) Solicit, borrow or misappropriate money, materials or property from a patient or the patient's family.
- (6) Leave a nursing assignment prior to the proper reporting and notification to the appropriate department head or personnel of such an action.
- (7) Knowingly abandon a patient in need of nursing care. Abandonment is defined as the intentional deserting of a patient for whom the nurse is responsible.
- (8) Falsify or knowingly make incorrect entries into the patient's record or other related documents.
- (9) Engage in conduct defined as a sexual violation or sexual impropriety in the course of a professional relationship.

Commonwealth of Pennsylvania. (Sept. 13, 2003). *Pennsylvania Code Title 49. Professional and Vocational Standards*. Chapter 21. State Board of Nursing, pp. 21-12 & 21-13.

National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

Messiah College Good Moral Character and Infractions:

Students must have an academic disciplinary record reflecting behavior consistent with the Community Covenant of Messiah College. "Good moral character" is defined for the purposes of the Department of Nursing as **compliance** with the preceding statements of Code of Conduct.

If after the student's appeal procedures have been completed and disciplinary action has been deemed necessary by the Academic and Student Life Offices, these offices will report students involved in the offense listed below to the Chairperson of the Department of Nursing. The Messiah College Department of Nursing Admission & Progression Committee is charged with reviewing reported incidents and determining a course of action for the student involved. **If in the judgment of the members of the Admission & Progression Committee, a student's academic or disciplinary record reflects a substantial disregard to the Code of Conduct, the student will not be approved for admission to, or progression in, the nursing major. Eligibility for entrance and continued enrollment in the nursing major will be revoked immediately for behavior contrary to "good moral character" as defined.** In addition, students who violate the provisions of "good moral character" must immediately withdraw (or will be withdrawn) from the nursing major. A WP or WF will be the grade given if the student withdraws after the semester's final date for withdrawal.

Appeal Process:

Any student deemed, by the Admission & Progression Committee, to fail to meet the "good moral character" criteria may appeal within ten days of the Admission & Progression Committee's decision to the Dean of the School of Health and Natural Sciences, who shall render a final written determination within ten days of receiving the appeal.

Good Moral Character Infractions:

Academic Infractions:

1. Plagiarism: Submitting as one's own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including on-line sources without the proper acknowledgement of that source.

2. Cheating: Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work.
3. Fabrication: Submitting altered or contrived information in any academic exercise.
4. Misrepresentation of Academic Records: Tampering with any portion of a student's record.
5. Facilitating Academic Dishonesty: Helping another individual violate this policy.
6. Computer Offenses: Altering or damaging computer programs without permission.
7. Unfair Advantage: Attempting to gain advantage over fellow students in an academic exercise.

Messiah College Student Handbook. Academic Integrity Policy.

Student Life Infractions:

1. Discriminatory behavior: racial, gender
2. Harassment behavior: abusive, sexual
3. Repeated incidents of personal dishonesty: stealing and/or theft or services
4. Possession and/or use of illegal drugs
5. Campus possession of college-banned weapons, for ex. Firearms
6. Actions that result in willful destruction of property
7. Initiating bomb scares and/or false fire alarms
8. Possession or use of alcohol as described in Messiah College's Alcohol Policy.

As adapted from the Messiah College Teacher Education Program's document on *Good Moral Character Definition and Infraction* (July, 1997).
Messiah College Student Handbook

Adopted 2004 • Revised 2007

Performance and Essential Functions of Nursing

The student is expected to perform the same "essential functions of the employment position" as a licensed registered nurse. "A student must be able to practice nursing as it is defined in the law. He/she must have adequate cognitive, sensory and psychomotor functioning to effectively implement nursing care" (PA State Board of Nursing memo, 2/28/01, "Factors which Impact on Nursing Education Program Policies"). A student with sensory or motor-skill/strength limitations must be able to demonstrate the ability to meet those standards for performance, using adaptive equipment where necessary. "A student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession" (PA SBN memo).

Accordingly, the standards for classroom and clinical participation will be interpreted by the Department of Nursing to reflect the essential functions of a nurse's employment. The student must display physical and emotional stability such that his/her behavior will not lead to excessive absence from the classroom or clinical setting or render him/her unable to meet established reasonable standards of performance in the classroom or clinical setting. The AACN Guidelines for Accommodating Students with Disabilities in Schools of Nursing (10/21/00) suggest the following standards:

1. Ability to see, hear (i.e., monitor alarms and auscultatory sounds), touch, smell, and distinguish colors. (Auditory and visual acuity must be corrected to within normal limits as measured by standard tests.)
2. Oral and writing ability with accuracy, clarity and efficiency (i.e., explain treatments, do health teaching, or give a report to a colleague).
3. Manual dexterity, gross and fine movements (i.e., physical assessment, medication administration).
4. Ability to learn, think critically, analyze, assess, solve problems, reach judgement.
5. Emotional stability and ability to accept responsibility and accountability.

In addition, candidates should be aware that some types or degrees of disability may prevent a student from meeting accepted standards for performance. Some clinical settings are not wheelchair-accessible, for example. Nursing faculty will try to arrange accessible locations, but the College has no authority over cooperating agencies. In those situations where the student cannot be sufficiently accommodated or is unable to meet competency/performance requirements, the student is encouraged to find another area of study. Requests for reasonable accommodation from an otherwise qualified individual must be supported by appropriate documentation and submitted to the College's Director of Disability Services.

If it becomes apparent to the nursing faculty that the student is having difficulty meeting these standards, Messiah College reserves the right to require additional medical and/or psychological evaluation at the student's expense and/or to suspend or remove the student from the program. The student shall be given notice of such action which is reasonable under the circumstances and shall be permitted to obtain review of the action by using the Grievance Procedure.

Adopted 2001

Progression

The nursing courses must be taken in the following order with the course prerequisites as listed:

NURS 203	
NURS 210	Pre-req: BIOL 185 & 186, CHEM 110, PSYC 101/SOCI 101/ HDFS 101, PSYC 209, NURS 203
	Pre-req or Co-req: NURS 211, BIOL 189, NUTR 222
NURS 211	Pre-req: BIOL 185 & 186, CHEM 110, PSYC 101/SOCI 101/ HDFS 101, PSYC 209, NURS 203
	Pre-req or Co-req: NURS 210, BIOL 189, NUTR 222
NURS 303	Pre-req NURS 210, NURS 211, BIOL 382
	Co-req: NURS 310, NURS 311
NURS 304	Pre-req NURS 303, NURS 310, NURS 311
	Co-req: NURS 312, NURS 313
NURS 305	Pre-req or Co-req: STAT 269
NURS 310	Pre-req: NURS 210, NURS 211, BIOL 382
	Pre-req or Co-req: NURS 303
NURS 311	Pre-req: NURS 210, NURS 211, BIOL 382
	Pre-req or Co-req: NURS 303
NURS 312	Pre-req: NURS 303, NURS 310, NURS 311
	Co-req: NURS 304
NURS 313	Pre-req: NURS 303, NURS 310, NURS 311
	Co-req: NURS 304
NURS 405	Pre-req: NURS 305
NURS 410	Pre-req: NURS 304, NURS 312, NURS 313
NURS 411	Pre-req: NURS 304, NURS 312, NURS 313
NURS 412	Pre-req: NURS 493 or NURS 495
NURS 413	Pre-req: NURS 493 or NURS 495
NURS 493/495	Pre-req: NURS 410, NURS 411
NURS 496	Pre-req: NURS 493 or NURS 495

* Course selection is outlined in the Plan of Study. Selection is made in consultation with the faculty advisor.

Progression in the nursing major is contingent upon the following:

1. Maintenance of an earned cumulative GPA of 2.50 or higher. The Messiah College Department of Nursing Admission & Progression Committee is charged with reviewing student cases and determining a course of action for the student involved. Failure to meet an earned cumulative GPA of 2.50 will result in probational status for one semester. If an earned cumulative GPA of 2.50 is not achieved after the probational semester, the student will be dismissed from the nursing major.
2. Compliance with the Department of Nursing Code of Conduct. (See policy "Code of Conduct")
3. Successful completion of the annual criminal history background checks. (See policy "Code of Conduct")
4. Continued ability to perform the "essential functions of the employment position" (nursing). (See policy "Performance and Essential Functions of Nursing")
5. Conformity with the policy "Grading."
6. The student may repeat, one time, the nursing course in which a grade of less than a "C-" was earned. Repeating the course is dependent on the space

available, as determined by the Chairperson in consultation with the course faculty.

7. The student who fails a second clinical nursing course will be dismissed permanently from the nursing major.

Adopted 1993 • Revised 2007

Reentry Requirements

When a nursing student must drop out of the nursing major, for any reason, after beginning the clinical nursing sequence, the following requirements apply for reentry into the major:

1. Reentry into the major is dependent on
 - (a) the space available as determined by the Admission & Progression Committee.
 - (b) the successful completion of the admission and progression criteria.
2. The student who fails a second clinical nursing course will be denied reentry and be dismissed permanently from the nursing major.
3. If the student returns after an absence of one clinical course, the student may reenter the nursing major and begin with the next required nursing course in his/her sequence of study.
4. When a student returns after an absence of more than one clinical course, a contract may be developed stating the expectations and requirements to be met. The student must demonstrate proficiency in clinical skills and knowledge of theory from previously passed nursing courses in order to proceed in the nursing major. This proficiency is determined by the nursing faculty on an individual basis, based on the past clinical and theoretical performance of the student. This is required because of the cumulative nature of the nursing curriculum.

Adopted 1993 • Revised 2003

Validation of Prior Learning

Validation of prior learning by the College includes:

1. CLEP (College Level Entrance Placement),
2. Advanced Placement Examinations, and
3. evaluation of transfer student's transcripts and other course materials.

Adopted 1994 • Revised 2005

NURSING COURSES

Attendance

Class attendance is expected in all nursing courses. The College policy on class attendance can be found in the *Messiah College Student Handbook*. The faculty of the Department of Nursing support this policy. Additions to the College policy may be addressed in each course syllabus. **A faculty member may exercise broad discretion when addressing patterns of or excessive absences.** The range of consequences may include verbal warning to course failure.

Adopted 1993 • Revised 2004

Audiotaping

The student who wishes to audiotape class activities/lectures must notify the professor of the course at the beginning of an academic semester and complete the Request to Audiotape form and return it before any taping will be permitted. Faculty reserve the right to refuse to allow taping of any class activities/lectures. Permission to tape any class activities/lectures will be kept on file in the student's record. The student must agree to protect the confidentiality of any tapes during the semester by not allowing any persons outside of the course to listen to the tapes. All tapes of class activities/lectures must be destroyed at the end of each semester. The student may not tape copyrighted audio-visual materials used during class. Failure to abide by this policy will result in permanent revocation of any future permission to audiotape class activities/lectures.

Adopted 1997

Auditing

The student who wishes to attend a non-clinical nursing course but not receive College credit or a grade for his/her work may audit the course. The student who audits a course attends classes on a regular basis but is not required to do the course work or take any tests in the course. When the course is completed, the audited course is noted on the student's transcript.

Only lecture courses may be audited. Courses requiring labs, private instruction, clinical practice, etc., may not be audited. Nursing courses eligible for audit status include NURS 203, NURS 303, NURS 304, NURS 305, NURS 409, NURS 496.

Adopted 1998 • Revised 2007

Classroom Etiquette

Nursing students are expected to demonstrate professionalism in all aspects of their life, including classroom conduct. Nursing faculty expect students to uphold the following standards:

1. Timeliness – students are expected to arrive on time to class unless discussed and/or excused by the faculty member prior to class time. Repeated tardiness will not be tolerated.
2. Attentiveness – students are expected to be awake, alert, and engaged in classroom activities and discussions.
3. Electronic Devices – all devices must be turned off and inaccessible during classroom time unless otherwise approved by the professor. (MP3 players, cell phones, PDAs, etc.)
4. Computer Use – within the classroom should solely be for classroom activities. All other activities such as searching the web, checking emails, playing games, etc. are unacceptable during class.
5. Professional Demeanor – students should demonstrate respect for their faculty, guest speakers, and their peers by sitting upright with their feet on the floor, not whispering with others, and refraining from other distractions that could disturb the class.

A faculty member may exercise broad discretion if students disregard these expectations for classroom etiquette. The range of consequences may include verbal warning to course failure for repeated infractions.

Adopted 2006

CPR

Each nursing student must complete the **American Heart Association Health Care Provider** course in Cardio-Pulmonary Resuscitation (CPR) prior to the beginning of NURS 310 and NURS 311. **The Health Care Provider CPR course includes: 1- and 2-person adult CPR, child CPR, infant CPR, Foreign Body Airway Obstruction, proper mask use, and the automated external defibrillator.** CPR status must be renewed bi-annually through the American Heart Association. It is each **student's responsibility** to complete the course and to place a photocopy of his/her CPR card in the designated folders located in the Learning Laboratories. In the beginning of each semester, the CPR cards will be reviewed to assure current CPR status. A student will **NOT** be permitted in the clinical area unless he/she has current Healthcare Provider status. Time missed will be an unexcused absence.

Adopted 1982 • Revised 2007

Electronic Devices

All cell phones, electronic pagers, and other electronic devices are to be turned off/silenced during nursing classes and clinical laboratory experiences. Handheld computers and laptop computers may be used in class with the permission of the instructor. Availability and use of electronic devices is at the discretion of the faculty member. Failure to comply with this policy may result in a student being dismissed from a class or clinical and receipt of an unsatisfactory grade.

Adopted 2004 • Revised 2006

Fee

NURS 210/211, NURS 310/311, NURS 312/313, NURS 410/411, NURS 412/413 have a fee in addition to the usual tuition. This fee will cover expenses related to clinical courses. An additional technology fee will occur only for NURS 210/211. This fee will cover the handheld device and other accessories.

These fees will be adjusted to reflect costs of the items. There will be no refunds of the nursing fee.

Adopted 1985 • Revised 2007

Grading

Grade Calculations for Clinical Nursing Courses:

Grading Scale:

A plus/minus grading scale will be used in the required nursing courses. The following equivalences will be utilized for final course grades:

A = 92 - 100	B- = 80 - 81	D+ = 67 - 69
A- = 90 - 91	C+ = 77 - 79	D = 60 - 66
B+ = 87 - 89	C = 72 - 76	F = <60
B = 82 - 86	C- = 70 - 71	

The student must earn at least a grade of "C-" in **each** nursing course in order to continue in the nursing curriculum. A final course grade of D+ or below is considered a failure, and the student will not be able to progress within the nursing program.

The student must also maintain an earned cumulative GPA of 2.50 or higher in order to continue in the nursing curriculum. (See policy "Progression")

Class:

In each clinical nursing course, examination grades will be recorded as earned and **will not** be rounded-up to the nearest whole number. The student must earn the individual minimum passing average of all examinations in order to pass the course. The individual minimum passing average examination grade is as follows:

- NURS 210 and 211 70%
- NURS 310 and 311 70%
- NURS 312 and 313 70%
- NURS 410 and 411 70%
- NURS 412 and 413 70%

Non-examination grades will be calculated toward the final course grade after the examination average has been determined. The course grade will be the letter grade equivalent to the examination average if the examination average is less than 70%. If the examination average is 70% or above, rounding of the final course grade will be at the discretion of the course faculty if the minimum passing examination average was met.

Course requirements and additional grading criteria will be addressed in each course syllabus.

Clinical:

In nursing courses with a clinical component, the clinical laboratory experience is evaluated as pass/fail and is a required part of the course. One grade is given for each nursing course whether or not there is a clinical component. The student must have successfully achieved the clinical criteria (see Clinical Evaluation and specific course syllabi) by the completion of each nursing course with a clinical component in order to be evaluated as passing. Specific courses have identified critical criteria that can only be met in one clinical setting. A student who receives an unsatisfactory in any one of the critical criteria will fail the course. The student must be evaluated as "pass" on the Clinical Evaluation in order to receive a course grade of at least a "C-."

Adopted 1990 • Revised 2007

Special Accommodations for Examinations

The student who needs special accommodations related to English, as a second language, must make arrangements with individual nursing course faculty at the beginning of each nursing course.

Students whose disability falls within ADA guidelines should register documentation with the Office of Disability Services. Students with disabilities often require accommodations in the classroom for them to be successful. Identified and verified needs that are deemed "reasonable" by the College can be

arranged through the Disability Services Office. An Accommodation Profile is negotiated with the student, based on support from documentation. Accommodations may be needed during class-time, or outside of class. The Profile will include those approved and agreed to between the student and the Director of Disability Services. Both parties sign their agreement. Accommodations not agreed to will not be provided unless the Profile is re-negotiated and modified based on new information or changes in the student's situation.

Accommodations vary widely but are always designed to respond to the unique needs of the student based on their documentation. From the Accommodation Profile, letters are prepared for instructors at the beginning of each semester, verifying eligibility for accommodations, and specifying the nature of those accommodations. Copies are distributed to those instructors specified by the student, as well as to the advisor and student. Disability-specific details are not revealed except as authorized by the student.

As cited in the office of Disability web page
<http://www.messiah.edu/disability/disability.htm>

Adopted 1997 • Revised 2003

CLINICAL EXPERIENCE

Assignments

Clinical assignments in each course are determined by the faculty instructor in each clinical setting. The patients are selected in order to best meet the educational needs of the students. Patients represent a broad spectrum of culturally, ethically, and spiritually diverse backgrounds as well as medical and nursing diagnoses. Each student is expected to care for all patients to whom he/she is assigned.

Adopted 1991

Attendance

Attendance in the clinical laboratory is mandatory. If the student is unable to meet the clinical criteria as a result of an absence or dismissal from clinical, the student will fail the course. If a student will be absent from the clinical experience, he/she must inform the instructor and/or clinical agency prior to the start of the clinical laboratory time. Following an absence, the student must contact the clinical instructor prior to the next clinical experience. For clinical make-up requirements, refer to the policy on Make-up of Clinical.

Adopted 1992 • Revised 1997

Confidentiality

Messiah College Nursing Students are required to abide by the Health Insurance Portability and Accountability Act (HIPAA) and confidentiality policies of all affiliating agencies. Sophomore nursing students receive the *HIPAA Training Handbook for the Nursing/Clinical Staff* and are responsible for viewing the video *Confidentiality: Who Needs to Know*; and successfully passing the Post Test for *Confidentiality: Who Needs to Know*. Documentation of this process is filed in each student's advising folder. Students are not permitted to remove from the clinical site any electronic or paper documents that contain patient information. Clinical faculty has broad discretion in addressing violations of electronic, paper and verbal disclosures. Consequences may range from a warning up to and including course failure or a dismissal from the nursing major.

Adopted 2007

Dress Code

This policy is included because, while the nursing student is in the clinical institutions, he/she is representing Messiah College. The policy delineates guidelines for proper attire which reflect a professional appearance. During clinical laboratory experience, the student must wear either the clinical or community Messiah College Department of Nursing uniform unless otherwise indicated in course syllabi or by faculty.

A. Clinical Uniform

- All - Messiah College Department of Nursing name tag
 - White or navy sweater
 - White clinical shoes (must be white leather, no clogs or open back shoes)
 - White undergarments
 - Messiah College Department of Nursing patch on left sleeve at shoulder of uniform
 - Students may wear a white cotton shirt under the uniform top (no writing or logo)
- Female - White full-length stockings with uniform dress (no socks). Full white/navy blue socks may be worn with uniform pants. In the event of pregnancy, a plain white maternity top and navy blue maternity pants may be substituted for the designated clinical student uniform. The Messiah College Department of Nursing patch will be placed on the left sleeve of the uniform.

Male - Full white/navy blue socks, plain white T-shirt (no writing or logo)

B. Community Uniform

- All - Messiah College Department of Nursing name tag
 - Comfortable flat shoes in brown, black or navy (no clogs or open back shoes)
 - Tailored navy blue slacks or trousers and/or skirt.
 - White long or short sleeve polo shirt (no writing or logo).

Female - Neutral or navy full-length stockings, must be worn with the community uniform skirt (no socks permitted). Neutral stockings or navy blue socks must be worn with the navy blue slacks.

Male - Navy blue socks

C. Lab Coat

A lab coat must be worn over appropriate street clothes or community uniform during clinical experiences as specified by course faculty. A name tag must be worn on the lab coat at all times.

D. No chewing of gum during any clinical experience.

E. The following personal appearance and grooming guidelines are in effect during **CLINICAL EXPERIENCE IN ANY SETTING**:

- Hair: Off the collar and pulled back
- Makeup: Tasteful

- Perfume: None
- Nails: Short, well-manicured, no polish, no artificial nails
- Jewelry:
 - Rings: May only wear one ring
 - Watch: Sweep second hand or digital watch with expression of seconds
 - Body piercing: None visible
 - Earrings: Small plain studs or non-dangling earrings of simple design.
(Limit: one earring per ear in the ear lobe)
 - Accessories: No bracelets or necklaces
- Neatness: Clinical attire must be clean and wrinkle-free
- Street clothes: no jeans, stretch pants, cargo, cropped or capri pants, mini skirts, t-shirts. No bare midriffs and no low scooped or v-neck shirts permitted. No sneakers.

Faculty reserve the right to exclude a student from the clinical laboratory area if his/her appearance is not in keeping with this policy and/or syllabus/faculty guidelines. Such exclusions shall be considered unexcused absences and will be documented on the Clinical Evaluation.

Adopted 1982 • Revised 2007

Incident Weather

Faculty will make a decision regarding cancellation of the clinical experience based on the weather report. The decision will take into account safety issues and responsibility related to the professional work ethic. Decisions regarding cancellation of clinical may vary from course to course and within courses.

Adopted 1993

Make-up of Clinical

Excused Absence:

The student should bring a request for a planned excused absence to the course coordinator, and the decision regarding the request will be made by all course faculty. Excused absences may be granted for reasons which include, but are not limited to, illness/injury and family emergencies. The faculty reserve the right to request written documentation from the student to justify the absence. The need for clinical make-up will be based on the student's ability to achieve the clinical criteria within the allotted time frame. When a student misses clinical time due to an excused absence, every effort will be made to have that student make up the clinical time within the semester. Opportunity to make up an excused absence will be at the discretion of the clinical instructor and will depend on the availability of time and clinical facilities. If unable to make up time within the semester, a course grade of "incomplete" will be given until all absent time is made up.

The student will not pay for rescheduled clinical time within the semester. When the clinical time cannot be made up during the semester, faculty on a voluntary basis may agree to supervise a student as she/he makes up the clinical time at the end of the semester after classes are completed. The faculty member and the student, along with the institution, will work out an agreeable time for this clinical experience.

Cancellation:

If a clinical day is canceled for such reasons as inclement weather or some other problem affecting the entire rotation or class, faculty may assign additional clinical laboratory experiences.

Unexcused Absence:

An absence will be considered unexcused if it does not meet the criteria for an excused absence. In addition, if the student is unprepared to meet clinical criteria for the day, it is the prerogative of the instructor to dismiss the student from the clinical setting. The student's level of performance will be considered as an unexcused absence and will be documented as unsatisfactory in the anecdotal note and in a criterion related to Professional Role Development in the Clinical Evaluation. Separate specific documentation of the unexcused absence will be placed in the student's permanent file. Clinical make-up will not be permitted for unexcused absences. The lack of clinical experiences may result in a course failure if clinical criteria cannot be met within the remaining scheduled clinical time.

Adopted 1988 • Revised 2005

Preparation for Clinical Learning or Laboratory

It is vital to safe nursing practice that the nursing student be prepared to enter the clinical setting according to the specific assignments as stated in each course syllabus.

The student who is not prepared to care for patients in the clinical setting, as determined by the clinical instructor, will be dismissed from the clinical setting and/or rated as "unsatisfactory" in the clinical evaluation. (Refer to the policy on Attendance for clinical in course syllabi.)

Preparation for clinical skills that are required in the Learning Laboratories is just as important to safe nursing practice. Therefore, if a student is not prepared, as determined by the Learning Laboratories Coordinator, the Laboratory Coordinator will contact the course coordinator who will make the decision regarding the course of action. (Refer to the policy on Attendance for clinical in course syllabi.)

Adopted 1985 • Revised 2001

Suspension

The Department of Nursing faculty reserves the right to suspend a nursing student's privilege to be in the clinical setting if any one or more of the following conditions is present:

1. If the student is not able to perform "essential functions of the employment position" (see policy "Performance and Essential Functions of Nursing")
2. If the student is not in compliance with the policy "Criminal History Background Checks."
3. If the student does not follow the Preparation for Clinical **Learning Policy**.
4. If the student does not abide by the **Dress Code Policy**.
5. If the student does not complete the required health forms (see policy on Student Health).
6. If the student has a problem with alcohol or drugs as described in the section of the Professional Nursing Law cited below. Although these sections of the law apply to the professional nurse, nursing schools are required to follow these rules as set forth by the **Pennsylvania State Board of Nursing**. A copy of the Professional Nursing Law is in the office of the Department of Nursing.

The licensee is unable to practice professional nursing with reasonable skill and safety to patients by reason of mental or physical illness or condition or physiological or psychological dependence upon alcohol, hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue. In enforcing this clause (2), the Board shall, upon probable cause, have authority to compel a licensee to submit to a mental or physical examination as designated by it. After notice, hearing, adjudication and appeal as provided for in section 15, failure of a licensee to submit to such examination when directed shall constitute an admission of the allegations against him or her unless failure is due to circumstances beyond his or her control, consequent upon which a default and final order may be entered without the taking of testimony or presentation of evidence. A licensee affected under this paragraph shall at reasonable intervals be afforded an opportunity to demonstrate that he or she can resume a competent practice of professional nursing with reasonable skill and safety to patients. [Pennsylvania State Board of Nursing. (Nov. 2006). Professional Nurse Law/Practical Nurse Law (Section 14, a, 2 p. 21). Harrisburg, Pa: Bureau of Professional and Occupational Affairs.]

Any hospital or health care facility, peer or colleague who has substantial evidence that a professional has an active addictive disease for which the professional is not receiving treatment, is diverting a controlled substance or is mentally or physically incompetent to carry out the duties of his license shall make or cause to be made a report to the Board: Provided, That any person or facility who acts in a treatment capacity to impaired professionals

in an approved treatment program is exempt from the mandatory reporting requirements of this subsection. Any person or facility who reports pursuant to this section in good faith and without malice shall be immune from any civil or criminal liability arising from such report. Failure to provide such report within a reasonable time from receipt of knowledge of impairment shall subject the person or facility to a fine not to exceed one thousand dollars (\$1,000). The Board shall levy this penalty only after affording the accused party the opportunity for a hearing, as provided in Title 2 of the Pennsylvania Consolidated Statutes (relating to administrative law and procedure), (Section 14.1 (f) of the Professional Nursing Law as cited above) (14.1 amended June 29, 2002, P.L. 651, No. 99).

7. If the student is in violation of the Code of Conduct (see policy "Code of Conduct")

In the event of ongoing suspension, the course faculty may refer the student's case to the Admission & Progression Committee for further evaluation.

Adopted 1991 • Revised 2007

Transportation

The student is required to provide his/her own transportation for the clinical component of each nursing course (College Catalog). The student bears the responsibility for safety and for following the Pennsylvania Vehicle Code rules and regulations. Messiah College and the Department of Nursing are not responsible to provide transportation and are not liable for any personal injury, accident or financial loss suffered by the student in the course of such travel.

Messiah College and the Department of Nursing do not reimburse students for mileage.

Adopted 1993 • Revised 2004

Universal Precautions

The basic infection control measure is good hand washing. For the prevention of contamination by blood and body fluids, the official guidelines published by the Centers for Disease Control and Prevention will be used as the final authority in determining safety precautions.

Adopted 1988 • Revised 2000

LEARNING LABORATORIES

Learning Laboratories Policy

1. No food or beverages are allowed next to the equipment in the Learning Laboratories.
2. The Learning Laboratories are intended to be conducive to learning. Excessive talking is discouraged.
3. Audio-visual and reading materials may only leave the Learning Laboratories with permission of the Learning Laboratories Coordinator. Only two (2) items may be signed out at a time. Materials for assignments should NOT leave the Laboratories.
4. Any equipment leaving the Learning Laboratories must be signed out by the laboratory monitor or Learning Laboratories Coordinator.
5. All materials removed from the Learning Laboratories with permission of the Learning Laboratories Coordinator must be returned by the predetermined time. A fine of \$1.00 per day may be charged for items not returned promptly.
6. Models may be signed out only with the permission of the Learning Laboratories Coordinator.
7. Audio-visual materials may be signed out for patient education only with the permission of the Learning Laboratories Coordinator.
8. No pets allowed.
9. Access and use of the Learning Laboratories is limited to nursing students.

Adopted 1984 • Revised 2002

Student Lounge

1. The lounge is to be a place for the nursing student to relax and/or study, and he/she should be considerate of others in the lounge.
2. The student lounge door is to remain open at all times.
3. Nursing skills should not be practiced in the lounge. They should be practiced in the basic laboratory, physical assessment laboratory, or advanced simulation laboratory.
4. A microwave and refrigerator are available in the lounge for student use, and they are to be kept neat and clean.
5. There is a copier in the lounge for nursing student use.

6. Lockers are available for the nursing student's use. If a student wants to use a locker, see the Learning Laboratories Coordinator for a locker assignment and combination. The student may need to share a locker with someone else depending on the number of students desiring lockers.
7. No pets allowed.
8. Access and use of the student lounge is limited to nursing students.

Adopted 2001 • Revised 2002

GRIEVANCE

Grievance Procedure

Admission Denial Appeals:

1. **Informal discussion between the student, the department chair, faculty advocate (of student's choice), and the Chair of the Admission & Committee.** The student should informally discuss the matter with the above individuals within the first week of January term.
2. **Student appeals in writing to the department chair.** This written appeal must be made within five (5) working days following the informal discussion. The department chair will review the case and come to a decision based on the student's written appeal and the reason for denial of admission. The department chair will inform the student in writing of the department's decision, with a copy to the Dean of the School of Health and Natural Sciences, within three (3) working days.
3. **Student appeals in writing to the Dean of the School of Health and Natural Sciences.** If the decision of the department is not to the student's satisfaction, the student may appeal the decision to the Academic Dean. This appeal must be made in writing within five (5) working days of the chair's written notification. The Dean shall investigate carefully and render a decision in writing within five (5) working days, which shall be final.

Grade Appeals:

Any student wanting to appeal a course grade is to follow the grade appeal policy as described in the Messiah College Student Handbook.

Other Appeals:

It is acknowledged that sometimes a student or group of students may have a complaint or a grievance about a faculty member in the Department of Nursing or the faculty as a whole, or regarding the application of any Department of Nursing policies. This complaint or grievance may be of a personal nature or may involve or be related to an administrative decision made by the person or the nursing faculty as a whole.

To voice a complaint or grievance, the student should adhere to the following guidelines.

1. Before a formal grievance is initiated, the student/group shall make a reasonable attempt to discuss the issue openly and in the spirit of mutual trust and respect with the party against whom the grievance is held within 10 working days of the time the issue or problem arises.

2. Where the process above is unsuccessful or inappropriate, the student/group shall bring the matter to the attention of the course coordinator within 10 working days.
3. In the event that no resolution has been achieved, the student/group shall file a written and signed grievance with the Department Chairperson or his/her designee within 30 days of the alleged incident. The Department Chairperson shall have ten working days in which to render a written decision.
4. If the student/group wishes to appeal the Chairperson's decision, the student/group must submit a written and signed grievance to the Dean of the School of Health and Natural Sciences within 10 working days of the Chairperson's decision. The Dean shall investigate and render a decision in writing within 30 days, which shall be final.

Adopted 1982 • Revised 2003

HEALTH

Health Insurance

At the beginning of each academic year the student must submit a photocopy of their health insurance card to the Engle Health Center. If at any time during the school year your insurance information changes, you are required to again give a photocopy of the up-to-date health insurance card.

The student **must secure health insurance** coverage to meet any and all needs for payment of medical costs while participating in the major. The College will use its best efforts to see that the student receives adequate medical care while participating in this major, but it is the student who assumes all risk and responsibility for the medical or medication needs and the cost thereof. Failure to obtain health insurance can result in a student not being permitted to participate in clinical experiences since clinical agencies require students to have health insurance. Failure to participate in clinical experiences will result in a course failure.

The contractual agreement between the Messiah College Department of Nursing and agencies wherein clinical experiences occur indicates: "Agency shall provide emergency medical care to College nursing faculty and students assigned to Agency in the event of accident, illness, or exposure to infectious disease. **The student or faculty member shall be responsible for the expense of all health care rendered.**"

Adopted 1986 • Revised 2005

Student Health

Admission to the College – Upon admission to the college, the student must follow the general College requirements for health assessment.

Students who anticipate admission to the nursing major must complete and submit the following to the Engle Health Center one month prior to the beginning of the fall semester sophomore year.

1. Report of Health History and Physical Examination:
 - PPD*
 - Varicella titer (if applicable)
 - Immunizations
 - DT – current within 10 years
 - Polio

MMR

Hepatitis B – See recommendation below.**

2. Dental Exam

Yearly Follow Up Exams:

Students must receive an annual PPD* and documentation of the results must be submitted to the Engle Health Center **1 month** prior to each academic school year.

***PPD:** A student who has a positive PPD is required to have a yearly chest x-ray. Submit results and documentation of prophylactic treatment if prescribed.

****Hepatitis B** is a highly communicable disease for which an immunization is available. Based on CDC guidelines and information about hepatitis, it is **required, unless waived**, that the nursing student receive the vaccine prior to potential exposure to the disease in the clinical setting.

Failure to Complete Forms: Failure to turn in forms or to complete all required information will result in the student's exclusion from clinical. (Refer to the Clinical Experience policy on Attendance.) It is strongly recommended that students make photocopies of all their records prior to sending them to the Engle Health Center.

Adopted 1982 • Revised 2005

PORTFOLIO

Each nursing student will maintain a portfolio throughout the nursing program. The development of a portfolio provides opportunities for the nursing student to collect materials that exemplify the student's experiences. The orientation to the portfolio use, as well as to the collection of required materials, will begin when the student is enrolled in NURS 211. The rationale and directions for use are given to each student and can be found on the student network drive. Each student is responsible for the inclusion of material in the portfolio. The completed portfolio will be incorporated into the NURS 496 course content as the student prepares to begin the profession.

Adopted 2001 • Revised 2007

STUDENT EMPLOYMENT

The Messiah College Department of Nursing does not endorse the employment within the health care system of nursing majors in positions designated as "nursing student." The malpractice insurance purchased by each student only provides coverage for the student's activities as a Messiah College nursing student under the supervision of a faculty member employed by the College. The Messiah College Department of Nursing concurs with the following rules and regulations of the State Board of Nursing:

If students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed.

Student employment shall be on a voluntary basis and not a requirement of the institution.

Remuneration for employment shall be within the range of the salary scale for the position.

State Board of Nursing Commonwealth of Pennsylvania. (Sept. 13, 2003). *Pennsylvania Code Title 49. Professional and Vocational Standards*. Chapter 21, Section 21.112.p.21-38.

Adopted 1985 • Revised 2004

STUDENT POLICIES

(2007-2008)

Please sign and return to the Nursing Department Office, (Kline 117 or Box 3031) by Friday, Sept. 14 2007.

My signature indicates that I have read, understood and agree to abide by all policies and guidelines established by the Messiah College Department of Nursing. My signature also indicates that I authorize the Admission & Progression Committee or its delegate to regularly review and evaluate my academic and disciplinary records for the purpose of monitoring my eligibility for progression in the nursing major. I understand that eligibility to continue in the nursing major is contingent upon satisfaction of all stated admission and progression criteria.

NAME _____
(print)

SIGNATURE _____

DATE _____



DEPARTMENT OF NURSING

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