
SHEPHERD UNIVERSITY

DEPARTMENT OF
NURSING EDUCATION

POLICY MANUAL

2006-2007

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Policies in Alphabetical Order

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**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Annual Nursing Assembly

EFFECTIVE DATE: August 18, 2003

POLICY: All students are required to attend the Annual Nursing Assembly at the beginning of the Fall Semester for orientation to Department of Nursing Education policies, HIPAA requirements, JCAHO-mandated material for clinical site orientation, and other clinical requirements. Students are excused only for an emergency and only by notifying the Department Chair in advance. Students who do not attend the Annual Nursing Assembly may be ineligible to participate in clinical activities, at the discretion of the Department Chair.

Sign-in and sign-out records are the only accepted evidence of attendance at the Assembly.

If immunization and CPR status are not current, students will not be permitted to attend this Assembly.

Students with an excused absence from the Assembly or who transfer into or return to the nursing program in the Spring Semester after a withdrawal or leave of absence are required to view the videotape of the most recent Annual Nursing Assembly.

- PROCEDURES:**
1. Nursing students will sign in and out of the Annual Nursing Assembly.
 2. The Department secretary will arrange to have the Annual Nursing Assembly videotaped and will retain the videotape for a minimum of 2 years.
 3. The Department secretary will inform the Department Chair of students whose immunization and CPR status are not current; the Department Chair or designee will notify those students that they may not attend the Assembly.

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised: January 16, 2004

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Credit by Examination

EFFECTIVE DATE: August 18, 2003

POLICY: All students who wish to receive credit by examination for selected courses must have testing completed and grades transcribed during the semester prior to the semester in which the course is required in the nursing program, e.g. students must pass the examination for a course in the Fall Semester if it is a required course in the Spring Semester. A date will be established each semester by which students must complete testing.

Students may be awarded credit on the basis of passing a test for the following courses:

FACS 318: Nutrition	NLN Achievement Test
EDUC 300: Human Growth and Development	ERI Test
SOCI 203: Sociology	CLEP Test
PSYC 203: Introduction to Psychology	CLEP Test

Passing scores for CLEP tests are set by the Shepherd University Career Development Center. Passing scores for the NLN and ERI tests are set by the Department of Nursing Education.

NLN and ERI tests may be taken one time only.

- PROCEDURES:
1. The testing deadline for each semester will be posted to the Department of Nursing Education web site.
 2. The student who wants to take an NLN or ERI test must schedule and take the test through the Department of Nursing Education.
 3. The student who wants to take a CLEP test may take it on campus or take it at another testing site and have the test results sent to Shepherd. To take the test at Shepherd, the student should make arrangements through the Career Development Center.
 4. The Chair of the Department of Nursing Education will inform students in writing of their test results.

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised: January 16, 2004

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Criminal Background Check

EFFECTIVE DATE: August 18, 2003

POLICY: Upon initial enrollment in the BSN program, unlicensed nursing students are required to have a criminal background check. Results of the background checks are confidential. The findings are reported only to the Chair of the Department of Nursing Education.

PROCEDURES:

1. At the conclusion of the Annual Nursing Assembly, Junior BSN students will report to the specified location for fingerprinting.
2. Students will complete the 10-finger applicant card with name, address, date of birth, citizenship, sex, race, height, weight, eyes, hair color, place of birth, and Social Security number.
3. Students will complete the Fingerprint Authorization Card (WVSP39) with address and signature.
4. Students will pay the processing fee by personal check, money order, or certified check. The check or money order is to be made out to: West Virginia State Police.
5. Students will then be fingerprinted by a police officer.
6. Results are reported to the Chair, Department of Nursing Education, who will store them in a confidential file.

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised: January 16, 2004

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Computer Literacy Requirements

EFFECTIVE DATE: August 18, 2003

POLICY: At the time of enrollment in the nursing program, the BSN student must demonstrate the following computer competencies in order to progress satisfactorily:

- E-mail
- Internet search
- Basic word processing
- Basic spreadsheet
- Basic computerized presentation

PROCEDURES:

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised: January 16, 2004

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Grading

EFFECTIVE DATE: August 18, 2003

POLICY: The grading scale used by the Department of Nursing Education for all examination and theory course grades is as follows:

93 -100	= A
86 - 92.9	= B
78 - 85.9	= C
70 - 77.9	= D
69.9 and below	= F

The minimum passing grade for any nursing course is a C. "Successful completion" of a nursing course is defined as earning a minimum final course grade of C.

PROCEDURES:

Approved by University Counsel: August 15, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised: May 14, 2004

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Personal Safety Policy

EFFECTIVE DATE: August 18, 2003

POLICY: The Department of Nursing Education will not relay information about the location of any student to anyone other than an authorized University employee acting in an official capacity.

The Department will not post schedules that include student names and clinical locations in public areas.

Students must not reveal the location of other students to anyone other than an authorized University employee acting in an official capacity.

PROCEDURES:

1. Students should inform their own family members or significant others what they want them to know about their whereabouts. Students should establish with these individuals how to reach them in case of emergency.
2. If students' personal situations could present a threat to their own or others' safety, they should immediately confer with the relevant faculty, Department Chair, and campus police to establish procedures to maintain a safe learning and teaching environment.

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised:

Reviewed: January 30, 2004

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Progression in the Nursing Program

EFFECTIVE DATE: August 18, 2003

POLICY: In order to progress in the nursing program, students must:

1. maintain a cumulative GPA of 2.0, and
2. earn a minimum grade of C in each nursing course.

A student who fails, withdraws from, or receives an incomplete grade in a nursing course may not take any subsequent courses for which that course is a prerequisite until the student has successfully completed the course (see Policy No. 104).

If a course failure results in the student's being unable to register for any nursing courses in the following semester, that student may take an official leave of absence from the nursing program without being dismissed from the nursing program.

A student who withdraws from a theory course also must withdraw from any co-requisite clinical course.

A nursing course may be repeated only one time. Failing the same nursing course twice results in automatic dismissal from the nursing program.

PROCEDURES:

1. Students who withdraw from or fail a nursing course meet with their academic advisors to discuss strategies to support success in the course when it is repeated and to re-plan the schedule of courses needed to complete degree requirements.
2. Students who want to remain in the nursing program but are unable to register for nursing courses in the semester following a course failure or withdrawal submit a letter to the Department Chair requesting an official leave of absence from the nursing program by May 31 for the following Spring Semester and December 31 for the following Fall Semester.
 - a. If students do not plan to take any courses at Shepherd University during the semester of leave from the nursing program, they must **first** submit an *Application for a One-Semester Leave-of-Absence Readmission* to the Office of the Registrar to maintain continuous enrollment, retain access to early registration following the leave, and avoid a readmission fee (*Shepherd University Catalog, 2003-2005, p. 55*).

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised: May 14, 2004

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Readmission Policy

EFFECTIVE DATE: August 18, 2003

POLICY: A student who has not taken nursing courses for two consecutive semesters, not including Summer Sessions, will be placed on inactive status. To continue in the nursing program, the student must apply for readmission. The application must be submitted by March 1 for Fall Semester readmission and by October 1 for Spring Semester readmission.

Readmission will be based on decision of the faculty and availability of space in the nursing courses. The faculty's decision will take into account past academic performance and adherence to Department policies. If readmitted, the student will be expected to comply with individual requirements set by the nursing faculty for continuation in the nursing program.

A student is eligible for readmission to the nursing program only one time.

A student who is denied readmission to the nursing program may appeal this decision by submitting a request for reconsideration within 10 consecutive days, including weekends and holidays, of receiving written notification of denial. If the Chair does not grant this appeal, the student may petition for readmission to the University Admissions and Credits Committee according to the procedures specified in the *Shepherd University Student Handbook*, Academic Freedom and Responsibility section III, Academic Actions Concerning Admissions and Credits.

- PROCEDURES:
1. The student seeking readmission to the nursing program must submit a letter of application to Chair of the Department of Nursing Education. The letter must address the reasons for lack of progress in the program, current and future efforts to maintain nursing competencies, and intended date of readmission.
 2. The Department faculty discusses the application and decides to grant or deny readmission. The Chair notifies the student in writing of the decision.
 3. If the decision is to readmit, the student notifies the Department, in writing, whether the students accepts offer of readmission.
 4. Readmitted students meet with their academic advisors no later than December 1 for Spring Semester readmission or May 1 for Fall Semester readmission to discuss strategies to support success in the nursing program, needs for review of content and skills, and courses needed to complete degree requirements.

5. A student who has withdrawn from the University or otherwise is no longer enrolled in the University must apply for readmission to the University prior to resuming the nursing program. Readmission to the nursing program does not replace University readmission requirements, and if University readmission is denied, the student is not eligible to continue in the nursing program.
6. The readmitted student submits a current Health Data Sheet and proof of current PPD and CPR status by December 1 for Spring Semester readmission and by July 1 for Fall Semester readmission.
7. The student who is readmitted for Fall Semester attends the Annual Nursing Assembly at the beginning of that semester. The student who resumes the nursing program in the Spring Semester makes arrangements with the Department secretary to view the videotape of the most recent Annual Nursing Assembly no later than December 1.

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised:

Reviewed: May 14, 2004

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Standards of Professional Conduct and Safe Clinical Practice

EFFECTIVE DATE: August 18, 2003

POLICY: During enrollment in the Shepherd University BSN Program, all students are expected to demonstrate conduct consistent with the *Standards of Professional Conduct and Safe Clinical Practice*.

Failure to abide by these standards will result in disciplinary action, which may include dismissal from the nursing program.

- PROCEDURES:
1. All students will receive a copy of the *Standards of Professional Conduct and Safe Clinical Practice* upon matriculation into the BSN Program. Students will be required to sign a statement indicating that they have read and understand the *Standards*. This statement will be kept in the student's academic file during the student's enrollment in the Department of Nursing Education.
 2. The *Standards of Professional Conduct* will be reviewed with all students at the beginning of each subsequent academic year.
 3. Violation of these *Standards* will result in the following disciplinary action:
 - a. The faculty member who observes a violation will discuss the incident with the student immediately. The faculty member will document the incident on the *Violation of Standards of Professional Conduct* form, give one copy to the student, and forward a copy of the form to the Chair, Department of Nursing Education.
 - 1) If the violation involves unsafe clinical practice, the student may be required to leave the clinical unit for the remainder of that day at the instructor's discretion. The student may be given an alternative assignment at the instructor's discretion.
 - 2) At the discretion of the Chair of the Department of Nursing Education, the Chair will reprimand the student orally or in writing, or will initiate a formal review of the student's status by the Department faculty, who will determine if the student may continue in the program.

- 3) The Department shall dismiss a student from the program in cases of:
 - a) breach of confidentiality of patient information (HIPAA violation)
 - b) clinical practice that is repeatedly unsafe
 - c) falsifying documentation of patient care
 - d) acting in a manner that is a threat or danger to the safety of the student or to others
 - e) failure to comply with the policies of the agency in which the student is placed for clinical learning activities.
- b. The disciplinary action taken will be documented by the Chair and placed in the student's confidential file.
- c. The student may appeal dismissal from the program by the department as provided for in the Academic Action section of the Shepherd University Student Handbook.
- d. As provided for in the Academic Action Policy, the student would remain in lecture courses and generally would remain in clinical courses, also. However, if the department determines that the safety of a student or clinical site would be unacceptably endangered by any further clinical participation, the department may immediately suspend the student from any further clinical activity while the student appeals a dismissal decision. If the student appeal is successful and the dismissal decision is overturned, the student will be provided independent study for completion of clinical learning activities missed during the period of suspension. This will be completed to allow the student to progress without further disruption in the educational program.

Approved by University Counsel: August 15, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised:

Reviewed: May 14, 2004

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAMS**

TITLE OF POLICY: Standardized Testing

EFFECTIVE DATE: August 18, 2003

POLICY: Each nursing student, except those enrolled in the RN-to-BSN track, is required to take Assessment Technologies Institute (ATI) achievement tests while progressing through the nursing program. The student is responsible for payment of the non-refundable fee during the first week of each semester. Failure to pay the fee on time will result in being excluded from nursing classes. This fee includes achievement testing of particular subjects, review modules, and comprehensive testing at the end of the program.

Failure to complete required testing and remediation as required for a course will result in a grade of incomplete (see Policy No. 106).

Students who score below the Department of Nursing Education benchmark of the 50th percentile (Program) on any of these proctored standardized tests will be required to participate in remediation activities recommended by ATI until they obtain a score at or above the benchmark score of 90% on the nonproctored test. **Nonproctored tests must be taken at least 24 hours apart.**

- PROCEDURES:
1. The student pays the ATI fee each semester, according to the method specified by the Department of Nursing Education, by the end of the first week of each semester in which the student is enrolled in nursing courses.
 - a. Students who cannot meet this deadline should discuss their circumstances with the Department Chair.
 2. The student takes the proctored ATI achievement tests as scheduled in specified courses.
 - a. Prior to the scheduled exam, the student may:
 - 1) Use the review modules in preparation for the exam.
 - 2) Complete a non-proctored practice exam (version 1.0) **if more than one version is available**. The practice exam may be taken up to 2 weeks before the proctored exam.
 - 3) Review appropriate content based on results of the practice exam.
 - b. Following the exam, the student discusses his or her results with the course professor, and develops and implements appropriate remediation plans.

3. Students scoring below the Department of Nursing Education benchmark will:
 - a. Develop and implement a plan of remediation that has been approved by the course professor.
 - b. Complete the non-proctored assessment exam (version 2.0).
 - c. Review results of the non-proctored assessment exam with the course professor and continue remediation and testing until they successfully achieve the benchmark score.
4. The professor will assign a grade of incomplete to any student who fails to complete the remediation activities or obtain the benchmark score by the end of the semester.

Approved by University Counsel: August 12, 2003, January 12, 2005

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised: May 13 2005, December 9, 2005

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Degree Completion Policy

EFFECTIVE DATE: August 18, 2003

POLICY: All nursing program requirements for the BSN degree must be met within 5 years of completing the first upper-division nursing course.

If a student is granted an official leave of absence, this policy is suspended for the length of the leave, up to two semesters.

Under unusual circumstances, the student may petition for an extension of the degree completion requirements. The petition must be supported by the academic advisor and submitted to the faculty of the Department of Nursing Education for final decision.

- PROCEDURES:
1. Academic advisors will monitor their advisees' progression toward meeting degree requirements and notify any student whose progress in the program is at risk for not completing degree requirements within the stated time period.
 2. Students who want to petition for an extension of this policy must submit a letter to their academic advisors including:
 - a. the reason or reasons for the delay in meeting degree requirements;
 - b. evidence of continuing progress toward completion of the degree, and
 - c. a plan and a proposed date for completion of the degree.
 3. The academic advisor signs and dates the letter if the advisor supports the student's request. If the advisor opposes the request, the student will indicate this on petition and the advisor will submit a statement of opposition. The letter then is submitted to the faculty of the Department of Nursing Education for a decision.
 4. The Department Chair will notify the student in writing of the decision. A copy of this letter will be filed in the student's permanent record.

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised:

Reviewed: May 14, 2004

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Core Performance Standards for the Nursing Program

EFFECTIVE DATE: August 18, 2003

POLICY: Because the Department of Nursing Education seeks to provide as much as possible a safe environment for nursing students and their clients, students may be required to demonstrate physical and emotional fitness to meet the core performance standards of the nursing program. Such essential requirements may include freedom from communicable disease, the ability to perform certain physical tasks, and suitable emotional fitness.

Any appraisal measures used to determine such physical and emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990, so as not to discriminate against any individual on the basis of handicap.

The core performance standards of the nursing program with examples of activities required of students during their nursing education are listed in the *Department of Nursing Education Core Performance Standards of the Nursing Program* document.

PROCEDURES: 1. A student with a documented disability who requires accommodation to be able to meet the Core Performance Standards must bring appropriate documentation from the University Disability Coordinator to the Chair of the Department of Nursing Education.

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised: May 13, 2005

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

CORE PERFORMANCE STANDARDS FOR THE NURSING PROGRAM*

Issues	Standard	Examples of necessary activities (not inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment; critical thinking ability in application and integration of knowledge; critical thinking ability to analyze and solve problems and reach sound decisions.	Identify cause-effect relationships in clinical situations, develop concept maps or nursing process reports..
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, faculty, colleagues, and groups of a variety of social, emotional, and cultural backgrounds.	Establish rapport with clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in oral and written form with accuracy, clarity, efficiency. Able to take written exams.	Explain treatment procedures, initiate health teaching, document, and interpret nursing actions and client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces. Lift up to 50 pounds of weight.	Moves around in patient's rooms, work spaces, and treatment areas; administers cardiopulmonary resuscitation.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care and to operate computers and other equipment in clinical and classroom settings	Calibrate and use equipment; position clients.
Hearing	Auditory ability sufficient to monitor and assess health needs and to learn from audio-aided instruction in classroom settings.	Hears monitor alarm, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment, including ability to distinguish colors necessary in nursing care, and sufficient to learn from visual-aided instruction and demonstration in the classroom.	Observes client responses.

Issues	Standard	Examples of necessary activities (not inclusive)
Tactile	Tactile ability sufficient for physical assessment and to use media-aided instruction.	Perform palpation, functions of physical examination, and functions related to therapeutic intervention, e.g., insertion of a catheter.
Smell	Ability sufficient for assessment in nursing care.	Detect the odor of ketones in the breath of a patient with diabetes; detect odors that indicate poor personal and environmental hygiene
Emotional stability	Adequate coping skills and ability to accept responsibility and accountability.	Remains calm in emergency situations; reports own mistakes

*Consistent with the recommendations of the Council on Collegiate Education for Nursing, Southern Regional Education Board

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Drug Calculation Competency

EFFECTIVE DATE: August 18, 2003

POLICY: At the beginning of each clinical course, excluding NURS 410, NURS 413, and NURS 436, students must earn a score of at least 80% on a 10-item drug calculation test in order to participate in clinical learning activities. IV rate calculations will not be tested in NURS 315.

A student who does not achieve a minimum score of 80% will be permitted to take a second test on the same content. The second test must be taken within 5 calendar days, including weekends and holidays. Because students are not permitted to participate in clinical activities if they cannot demonstrate drug calculation competency, students who fail the second test in any clinical course will be administratively withdrawn from that course.

Students are permitted to use Department-provided calculators for the exam.

PROCEDURES:

1. Faculty members will specify a testing date for each clinical course in the course syllabus.
2. Faculty members will base the re-test on the same content, but will use different exam items.

Approved by University Counsel: August 12, 2003

Approved by Department of Nursing Education Faculty: August 14, 2003

Revised:

Reviewed: May 14, 2004

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Attendance for Clinical Learning Activities

EFFECTIVE DATE: August 16, 2004

POLICY: Attendance for clinical learning activities is mandatory, unless a nursing student presents a valid excuse for absence. Acceptable reasons for absence from clinical learning activities include illness of the student or death in the immediate family. Documentation of a valid excuse for absence may be required.

Students who anticipate their absence from a scheduled clinical learning activity must notify the appropriate instructor and the assigned facility by telephone no later than 1 hour prior to the start of the clinical learning activity. If students are unable to reach the instructor personally, they must leave a telephone message at the assigned clinical site with a telephone number where they can be reached by the instructor.

Students with an approved absence from clinical learning activities must make arrangements with the appropriate clinical instructor for a re-scheduled clinical learning activity no later than the next scheduled class day after they are able to return to school work. If prior notification of the absence is not received, the student is not eligible to re-schedule the missed clinical learning activity.

PROCEDURES:

Approved by University Counsel: August 3, 2004

Approved by Department of Nursing Education Faculty: May 14, 2004

Revised:

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
BSN PROGRAM**

TITLE OF POLICY: Attendance for Clinical Learning Activities

EFFECTIVE DATE: August 16, 2004

POLICY: Attendance for clinical learning activities is mandatory, unless a nursing student presents a valid excuse for absence. Acceptable reasons for absence from clinical learning activities include illness of the student or death in the immediate family. Documentation of a valid excuse for absence may be required.

Students who anticipate their absence from a scheduled clinical learning activity must notify the appropriate instructor and the assigned facility by telephone no later than 1 hour prior to the start of the clinical learning activity. If students are unable to reach the instructor personally, they must leave a telephone message at the assigned clinical site with a telephone number where they can be reached by the instructor.

Students with an approved absence from clinical learning activities must make arrangements with the appropriate clinical instructor for a re-scheduled clinical learning activity no later than the next scheduled class day after they are able to return to school work. If prior notification of the absence is not received, the student may not be eligible to re-schedule the missed clinical learning activity.

PROCEDURES:

Approved by University Counsel: August 3, 2004, January 12, 2005

Approved by Department of Nursing Education Faculty: May 14, 2004

Revised: November 11, 2005

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

ACADEMIC POLICIES AND PROCEDURES FOR THE BSN PROGRAM

TITLE OF POLICY: Clinical Agency Requirements

EFFECTIVE DATE: May 25, 2006

POLICY: Upon initial enrollment in the BSN program, nursing students will submit a Department of Nursing Education Health Data Sheet that has been completed by their healthcare providers. In addition, students will provide evidence of PPD status. Students who have demonstrated positive PPD test results in the past or who have received the BCG vaccine will provide a letter from their healthcare providers stating results of a chest x-ray completed within 2 months prior to their enrollment in the nursing program.

After initial enrollment in the program, students will provide yearly evidence of current PPD status. Students unable to undergo PPD skin testing will provide letters from their healthcare providers noting that they have been evaluated and do not require a yearly chest x-ray.

Students also will submit proof of a current American Heart Association Health Care Provider or American Red Cross Professional Rescuer CPR certification.

- PROCEDURES:
1. The student submits to the Department of Nursing Education office a current Health Data Sheet and proof of current PPD and CPR status by December 1 for Spring Semester admission or by July 1 for Fall Semester admission.
 2. Returning students must submit proof of current PPD and CPR status prior to their expiration date.
 3. Failure of the student to maintain current PPD or CPR status or both will result in the student's inability to attend clinical learning activities and as such will be considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.

Approved by Department of Nursing Education Faculty: March 3, 2006

Approved by University Counsel: May 25, 2006

Revised:

Reviewed:

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

Standards of Professional Conduct and Safe Clinical Practice

Nursing students are expected to adhere to the following standards of professional conduct and safe clinical practice:

1. Comply with all institutional, ethical, and legal parameters regarding confidentiality of patient information.
2. Adhere to University and clinical agency policies regarding drug and alcohol use.
3. Comply with all other policies of assigned clinical sites.
4. Demonstrate respect toward clients and their families, peers, faculty, staff members, and others in the clinical setting, the Department of Nursing Education, and Shepherd University, regardless of race, religion, national origin, ethnicity, gender, sexual preference, age, health status, or diagnosis.
5. Demonstrate integrity in all classroom and clinical situations.
6. Use standard and transmission-based precautions in all patient care activities.
7. Promptly report any error to the faculty member and to other appropriate clinical personnel.
8. Comply with Department of Nursing Education and clinical agency dress policies.
9. Arrive punctually for clinical learning activities.
10. Maintain appropriate professional role boundaries.
11. Demonstrate the application of previously learned clinical competencies.

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION
STANDARDS OF PROFESSIONAL CONDUCT
AND SAFE CLINICAL PRACTICE**

Acknowledgement

I have read the Shepherd University Department of Nursing Education Standards of Professional Conduct and Safe Clinical Practice. I understand that my behavior as a professional nursing student in all my classroom and clinical activities must conform to these standards.

Failure to adhere to these standards may result in my dismissal from the nursing program.

Name: _____

Date: _____

**SHEPHERD UNIVERSITY
DEPARTMENT OF NURSING EDUCATION**

VIOLATION OF STANDARDS OF PROFESSIONAL CONDUCT FORM

STUDENT: _____

INSTRUCTOR: _____

DATE: _____ TIME: _____ PLACE: _____

INDICATE BY CIRCLING: VIOLATION #1, #2, #3

DESCRIPTION OF INCIDENT:

ACTION TAKEN:

STUDENT COMMENTS:

STUDENT SIGNATURE: _____ DATE: _____

INSTRUCTOR SIGNATURE: _____ DATE: _____

CHAIR SIGNATURE: _____ DATE: _____