

UNIVERSITY of SOUTHERN INDIANA



College of Nursing and Health Professions

Department of Nursing

RN-BSN Nursing Student Handbook

2022-2023

Revised 3/1/2023

RN to BSN Student Handbook

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Welcome

Welcome to the University of Southern Indiana's Nursing Programs! Whether you are at the baccalaureate, masters, or doctorate level, we are pleased that you have chosen USI to further your education! Our faculty and staff are here to assist you in your educational journey to achieve your degree.

Contained in the student handbook are policies and procedures that will guide students in the policies and procedures for USI Nursing. Students are responsible for knowing the policies and any questions related to any of these policies can be clarified by advisors, faculty, or the assistant dean of nursing. All students enrolled with the College of Nursing and Health Professions (CHNP), are expected to abide by the policies found in the CNHP Handbook. This handbook is located on the CNHP website listed under "About the College." In addition, students should be knowledgeable of the University policies, which can be found on the Dean of Student webpage.

The nursing student handbook may be found on each Blackboard course site as well as the virtual centers. Faculty reserve the right to amend policies and procedures when appropriate. Any revisions will be communicated to you either in class or through USI e-mail.

It is my sincere hope that all of you have a successful academic year.

Dr. Jennifer Evans
Interim Assistant Dean of Nursing

Vision, Mission and Core Values

Vision

Creating a culture of health through learning and innovation.

Mission

Advancing health and wellness through excellence in nursing education, leadership, and practice by fostering partnerships to drive a global culture of health.

Core Values

Caring, Excellence, Integrity, Leadership, Scholarship, and Social Justice.

Department of Nursing Goal Statements

1. Provide creative and innovative Bachelor of Science in Nursing and RN Completion (BSN), Master of Science in Nursing (MSN), Post MSN Certificate, and Doctor of Nursing Practice (DNP) programs that meet professional standards of excellence.
2. Educate nurses with diverse backgrounds to advocate for health and wellness within the context of global health care influences.
3. Support excellence in nursing research and evidence-based practice through collaboration, consultation, and partnerships with faculty, students, and other health care professionals.
4. Enhance the image of nursing through leadership in university, community, and professional activities.
5. Foster a caring environment in which nursing students, alumni, faculty, staff, and health care professionals collaborate to optimize their personal and professional development.

Philosophy

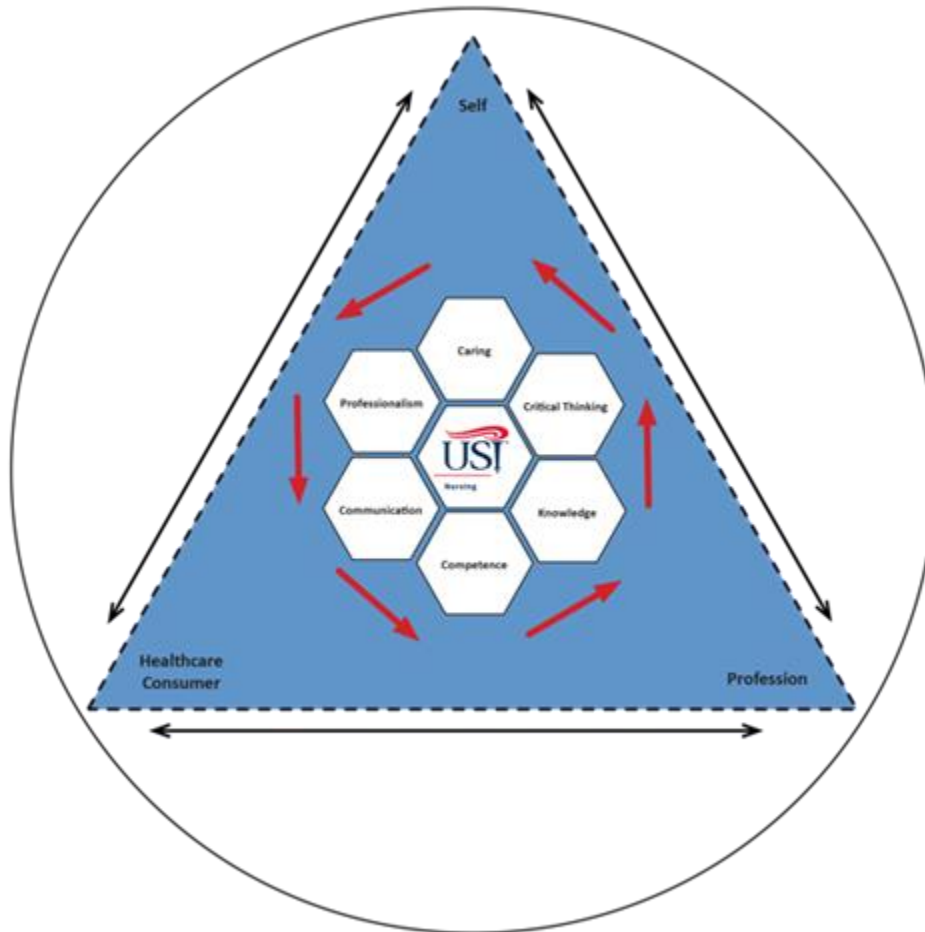
We believe professional nursing is both an art and science. Nurses provide culturally congruent care at individual and population levels. Nursing practice through application of nursing knowledge, skills, and attitudes includes addressing the social determinants of health to improve overall health.

Nurses are a part of a global healthcare community who cultivate a spirit of teamwork by collaborating with and empowering others. We believe nurses should be committed to personal growth and professional development.

Nursing Conceptual Model & Framework

Conceptual Framework

Six concepts are integrated into nursing curriculum. These concepts are essential to the art and science of nursing to guide practice through the perspectives of self, healthcare consumer, and profession.



A "Healthcare Consumer" is defined as a patient, client or population.

Caring

- Self: Nurses promote personal health and wellness
- Healthcare Consumer: Nurses emphasize the interpersonal helping relationship while practicing holistic, culturally congruent care
- Profession: Nurses invest and commit to the advancement of professional nursing

Critical thinking

- Self: Nurses utilize logical, analytical, intuitive, and creative thinking
- Healthcare Consumer: Nurses utilize critical thinking to make sound clinical decisions
- Profession: Nurses act as advocates and change agents

Knowledge

- Self: Nurses understand their own personal attributes, values and beliefs
- Healthcare Consumer: Nurses recognize human experiences, needs and responses in varying states of health
- Profession: Nurses understand the theories, research, issues, trends, and forces that shape the practice of nursing.

Competence

- Self: Nurses develop and maintain the cognitive, interpersonal, and psychomotor skills for safe, effective nursing care
- Healthcare Consumer: Nurses demonstrate professional standards of practice using evidence-based practice to deliver safe, effective nursing care
- Profession: Nurses understand and abide by the legal and ethical aspects of practice set forth by professional standards and policy.

Communication

- Self: Nurses promote self-awareness to enhance interactions
- Healthcare Consumer: Nurses share and exchange information in collaboration with the healthcare consumer
- Profession: Nurses communicate appropriately with colleagues and stakeholders

Professionalism

- Self: Nurses develop professional attributes and values through ongoing self-assessment, self-determination, and life-long learning
- Healthcare Consumer: Nurses advocate for healthcare consumers
- Profession: Nurses shape and influence the profession and global health through active involvement in health care policy

Code of Ethics

The nursing code of ethics sets forth expectations of conduct for members of the nursing profession. All USI nursing faculty and nursing students will adhere to the American Nurses Association Code of Ethics (ANA: Code of Ethics for Nurses with Interpretive Statements, Washington D.C., 2015, American Nurses Publishing).

A copy of the ANA Code of Ethics can be found in [Appendix A](#).

National Guidelines and Standards

The University of Southern Indiana Nursing Programs uses the American Association of Colleges of Nursing Baccalaureate and Graduate Essentials documents and other specialty specific national guidelines and standards as guides to offer high quality programs that meet national standards.

The Undergraduate Nursing Program has been accredited by the Indiana State Board of Nursing since inception. The Undergraduate and Graduate Nursing Programs have been accredited by the Commission on Collegiate Nursing Education (CCNE) since 1999.

The RN to BSN, post licensure program was initiated in 2006. The ASN to BSN (A2B) dual enrollment program began with a pilot program in Fall 2021 with Ivy Tech Evansville.

The MSN program was approved by the Indiana Commission for Higher Education in 1994, and the DNP program in 2008. The Post MSN Certificate Program is offered for all MSN specialty tracks. The MSN specialty tracks are based upon national guidelines developed by the AACN Essentials and Clinical Nurse Specialist Core Competencies.

All nursing programs are fully accredited through CCNE. Accreditation is an indication of public approbation, attesting to the quality of the educational program and the continued commitment of the sponsoring institution to support the program.

For further information about the accreditation of the program, please contact the Commission on Collegiate Nursing Education at the following address: One Dupont Circle, NW, Suite 530, Washington DC 20036-1120, (202) 887-6791.

Program Outcome Statements

The University of Southern Indiana BSN graduate is:

1. A caring practitioner who emphasizes interpersonal relationships while practicing patient centered, holistic, and culturally congruent care.
2. A critical thinker who integrates best current evidence, clinical expertise, patient/family preferences and values, to problem solve issues related to the healthcare consumer, self, healthcare environment, and community.
3. A knowledgeable practitioner who uses information, resources, and technology to support decision-making.
4. A skillful practitioner who provides safe, competent, effective care in diverse
5. A practitioner who communicates effectively within inter-professional teams, fostering mutual respect and shared decision-making to achieve quality care.
6. An ethical practitioner who demonstrates professional values and leadership while adhering to practice standards.

Professional Behavior

Students are expected to review and sign a professional behavior agreement form each year. Initials and signature on this form signifies the student understands the policies and understand that violation of those policies will result in disciplinary action, which may include dismissal from the program. The form will be submitted into the professional portfolio within Blackboard.

RN-BSN Admission Requirements

- Completion of an associate degree or diploma program in nursing with regional accreditation for their institution and national nursing accreditation
- Cumulative GPA of 2.3 on a 4.0 scale in associate degree in nursing; Students with a 2.0 – 2.29 Cumulative GPA will be considered on an individual basis
- Unencumbered RN license (no action or pending action against license)
- Completion of the USI RN-BSN application
- Submission of official transcripts from all colleges and universities attended
- Employed by or have access to a healthcare work environment to complete course projects

Non-native speakers of English must provide an official report confirming a TOEFL score of 525 (paper test) or 71 (Internet based), or IELTS score of 6.

Zachary Law Compliance Policy

To comply with the state and federal regulations, potential and current students and faculty in selected programs within the College of Nursing and Health Professions, will be required to have a criminal records check relating to sexual and violent offenses against children.

In accordance with the state of Indiana's revisions of Zachary's law made in January of 2003, the College of Nursing and Health Professions will verify if the student is registered with the registry for convicted sexual and violent offenders against children, and will continue to do so at least annually for as long as the student remains in the program.

Should the student's name appear in the sex offender registry, the student will be denied admission to or progression in the undergraduate nursing program. If the listing is the result of an error, it will become the student's responsibility to correct the error before admission or progression in the program will be permitted.

RN licensure requirement

Holding an unencumbered RN license is a prerequisite for being admitted to and remaining in this nursing program. An RN license will not be considered by this program to be unencumbered if action has been taken or is being proposed against the license by any agency of government, or if the RN has entered into or is currently discussing an agreement with any agency of government concerning the license or if any restrictions have been imposed by an agency of government on an RN's ability to practice the nursing profession or if any restrictions are being proposed by an agency of government. An applicant or student is required to immediately advise the Program Chair in writing if their RN license has been encumbered or if any agency of government is proposing to encumber an RN's license.

After review by the Program Chair of any action involving the encumbrance [or proposed encumbrance] of a license, the student may not be allowed to participate in clinical experiences of the program. Failure to report an encumbered RN license to the Program Chair, as required above, may result in dismissal from the program, particularly where the encumbrance prevents the student from performing any part of the clinical experience.

Application process

Apply to USI –

Choose the application for the RN to BSN program.

Complete the online application at <http://online.usi.edu/apply.aspx>.

- Request that your official transcripts be sent to USI. You must submit transcripts from ALL colleges you have attended. Transcripts may be sent by mail or email.
 - University of Southern Indiana
Office of Admission
8600 University Blvd.
Evansville, IN 47712
 - enroll@usi.edu

Readmission to USI

1. If you have attended classes at USI at any time, the USI RN-BSN application must be completed at <http://online.usi.edu/apply.aspx>
2. DO NOT use the readmission to USI application
3. The application fee may be waived.
4. Submit transcripts for ALL college courses taken since you last attended USI

RN-BSN Curriculum

https://bulletin.usi.edu/preview_program.php?catoid=44&poid=5542&returnto=2881

Credit for Prior Learning

Credit for Prior Learning through Validation

The University of Southern Indiana provides opportunities for RN students progressing toward a BSN degree to receive credit for previous professional experience. Students may receive credit for professional certification, previous clinical experiences, and/or expertise.

Option 1: Validation with a nationally recognized certification.

Course-specific Prior Learning Assessment (PLA) credit may be granted to undergraduate students who have successfully completed a nationally or state recognized professional certification/licensure exam. Courses eligible are NURS 307 Health Assessment, NURS 487 Leadership in Nursing and Health Care Organizations, and NURS 492 Clinical Synthesis for Registered Nurses.

NURS 307 Health Assessment – credit with two advanced life support certifications. (If you plan to pursue an MSN degree either in nursing education or for an advance practice role such as nurse practitioner or clinical nurse specialist, it is highly recommended that you take the health assessment course.)

NURS 487 Leadership in Nursing and Health Care Organizations credit with certification in one the following Nursing Executive (NE-BC) or Nursing Executive Advanced (NEA-BC) through the American Nurses Credentialing Center or Certified Nurse Manager and Leader (CNML) or Certified in Executive Nursing Practice (CENP) through the American Organization of Nurse Executives. Students who have completed a Baccalaureate or master's degree in Health Administration, Business Administration, or Public Administration are also eligible.

NURS 492 Clinical Synthesis for Registered Nurses – credit with certification in national board certification or specialized clinical nursing practice such as case management, oncology nursing, critical care nursing, etc.

Option 2: Professional portfolio review

Under limited circumstances, the Prior Learning Assessment (PLA) policy allows for granting of undergraduate credit for previous experiential learning in the field of the student's profession/degree program. An approved professional portfolio can result in course specific credit (example: a registered nurse who has experience as a nurse manager may qualify for credit in a

Leadership in Nursing and Healthcare Organization course). Most common courses that are able to be met with portfolios are NURS 487 Leadership in Nursing and Health Care Organizations and NURS 492 Clinical Synthesis for Registered Nurses. Other nursing courses would be subject to review by the program chair for eligibility.

Students must have at least 3 years full time RN experience and at least 2 full years of experience in the specialty area which the student is attempting to validate. The portfolio must include a curriculum vitae or resume and demonstration of attainment of course objectives with a detailed description of clinical experience and other clinical, community, or educational experiences that contribute to the application of course content in a practice setting. The student must address each of the course objectives and provide evidence that demonstrates attainment of the course objectives. Syllabi will be provided upon request after consultation with your faculty advisor and notification of course coordinator. The NURS 487 Leadership in Nursing and Healthcare Organizations portfolio must reflect your work experience as a nurse manager (Assistant Nurse Manager, Nurse Manager, or Nursing Administrator). Students must clearly describe how they have completed a change project and budget in their work settings. The NURS 492 Clinical Synthesis for Registered Nurses portfolio must reflect extensive work with an evidence-based practice project or development of evidence-based clinical protocols. The portfolio must clearly describe the student's role and responsibility in the project with supporting documentation.

Option 3: Institutionally/departmentally developed challenge exams

Course-specific Prior Learning Assessment (PLA) credit may be granted to students who demonstrate achievement of course objectives by successfully completing a departmentally developed Challenge Exam. The course eligible for the challenge exam is NUTR 376.

Guidelines for Prior Learning Assessment (PLA) Credit

1. Students should not register for the class if they are seeking PLA credit.
2. Review the current policies for PLA credit at <https://www.usi.edu/registrar/transfer-credit/prior-learning-assessment/>
3. Consult with your faculty advisor prior to submission for PLA credit to see if qualifications can be met. This should lead to a discussion with the course coordinator of the designated course.
4. Cost or fee for PLA credit is per credit hour (portfolio/challenge exam) established by the University.
5. Each option has a separate form for submission.
6. Make sure the documentation and payment are submitted prior to submission of a portfolio. The portfolio and all material for validation must be submitted at least 8 weeks prior to the term in which the student is scheduled to take the class.

Grading Scale

The grading scale for the Undergraduate Nursing Program is:

A =90-100%

B+ =87-89%

B =83-86%

C+ =80-82%

C =75-79%

*D =70-74%

F =69%and below

*If a grade of a C or above is not achieved in a nursing course, the student may not progress to the next nursing course.

Practice Experience Policies

Students will apply course content in practice with direct and indirect care. The practice experiences will be completed in varied settings and students will identify practice sites that meet course requirements within their location.

PREPARATION

Students are expected to prepare for all course assignments including practice activities. A student reported to be unprepared for a practice activity may be removed from the practice site. A student dismissed from a practice site will need to identify and complete an alternate activity to meet course requirements.

CONFIDENTIALITY

Students may have access to confidential medical/personal client and family information, and to sensitive agency information as part of direct and indirect practice experiences. It is of utmost importance that client/agency confidentiality is observed. Information concerning a client/family or agency is not to be discussed after leaving the practice environment, agency or virtual classroom. Violation of this policy may result in dismissal from the USI nursing program.

PRACTICE EXPERIENCES

The practice experiences in NURS 457, NURS 487, and NURS 492 provide the opportunity to apply course content in varied settings.

BEHAVIOR AND APPEARANCE

Student's appearance and conduct must be appropriate to comply with the high standards of the profession. Students are responsible for professional communication with practice sites, attendance as arranged with the practice site, and professional dress.

Student Attire

1. Students are required to wear professional attire during all practice experiences and anytime the student is representing USI as a nursing student unless directed differently by the instructor. Students must comply with the dress code of the agency.
2. Students may be dismissed from practice experiences if not properly attired for their assignment at the discretion of the course instructor.
3. Students are required to abide by the policies and procedures of the agency in which they have direct and indirect care experiences.

EVALUATION OF PRACTICE EXPERIENCES

Periodic conferences will be held to evaluate the student's performance. Student comments are encouraged. The student and faculty will share responsibility for evaluation of the student's progress during the course. The faculty are solely responsible for assigning the grade to each student's practice experience and related assignments.

TRANSPORTATION

Students shall provide their own transportation to any agency or institution included in curriculum requirements.

ERRORS AND INCIDENTS IN CLINICAL LABORATORY

It is the College policy that all incidents occurring in the practice environment be reported for the purpose of generating and maintaining a record of such incidents. This information is considered confidential and is retained only for the period of time a student is enrolled in the nursing program.

Students who participate in or observe an incident involving students and nursing program personnel must take responsibility for notifying the appropriate persons and submitting a report to the faculty responsible for the area. A student responsible for or witness an incident shall make out an agency incident report as appropriate.

REVIEW OF CHARTS/MEDICAL RECORDS

Patient records may not be removed from a clinical agency, photocopied, or electronically transmitted. No computer-generated patient information may be removed from the unit. Any information that identifies a specific patient in the clinical setting must remain in that setting. No chart may be reviewed for personal reasons.

Examination and Test Review Policy

Google Chrome, Mozilla Firefox, or Safari (for Mac users) are the recommended internet browsers for use with Blackboard. Students should use one of those browsers for all online exams.

All online/ computerized exams are closed-book unless otherwise designated and reflect only individual effort unless designated as a group exam.

Downloading or reproducing any exam or part of an exam is considered academic dishonesty and will result in disciplinary action.

Faculty may require proctoring for exams.

Students will be informed of the length of time allowed for the exam and the time when the exam will be available. It is the student's responsibility to adjust schedules to take the exam during the scheduled time.

The decision to provide a makeup exam when prior notification has not been received is the prerogative of the faculty with approval by the Program Chair. The faculty may administer an alternate test for those students absent on a test day.

Test review will be scheduled by the course coordinator. Test review is offered with the intent to clarify and dialogue about concepts evaluated in each exam. There will be no test review of final exams.

Progression and Dismissal Policy

PROGRESSION AND DISMISSAL POLICIES

PROGRESSION POLICIES

1. Students must achieve a minimum grade of "C" in all nursing courses. In order to achieve a minimum course grade of "C" in a nursing course, a student must satisfactorily complete all course practice requirements including direct and indirect care activities. Students who do not satisfactorily complete course practice requirements will receive a letter grade of "F" in the course.
2. Students must retake a nursing course in which a grade of "D" or less grade is earned. If the repeated grade is acceptable ("C" or above) only the higher grade will be reflected in the student's GPA. If a grade of "D" or less is earned when repeating the course or in any subsequent nursing course, the student will be dismissed from the program and will not be eligible for readmission.

Withdrawal Policy

See University guidelines for the policies and procedure that must be followed regarding withdrawal.

The option of withdrawing from a nursing course and receiving a grade of "W" is possible within the withdrawal period listed on the academic calendar each semester. For courses lasting less than the full semester, the option of withdrawing with a "W" is possible within the first 60% of the course. Refer to the course schedule and/or calendar for specific dates.

See University guidelines for the procedure that must be followed regarding withdrawal.

Students who do not follow the required University procedure to officially withdraw from a course will receive an "F" grade.

It is the student's responsibility to check with the financial aid office about implications for financial aid before dropping a course or changing enrollment.

Students who withdraw from a class must immediately contact their academic advisor for a revised plan of study. Changes in plan of study may extend the length of program.

Dismissal Policies

Additional policies regarding dismissal:

1. Falsification of records and reports and cheating on an examination, quiz, or any other assignment will be a basis for dismissal from the program.
2. Plagiarism, as defined in the University Bulletin, is the intentional reproduction of another person's ideas, words, or statements without acknowledgment. Students must give credit when using the works of others and are expected to properly reference the use of: 1) direct quotes; 2) another person's ideas or opinions; or 3) any borrowed statistics, facts, or other materials. Failure to properly give credit to others' work is a form of academic dishonesty (University Bulletin, Student Rights and Responsibilities).
3. Academic honesty is an expected behavior of all students. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from the nursing program and University. Policies and procedures governing academic dishonesty can be found in the Student Rights and Responsibilities section of the University Bulletin.
4. Violation of client and/or agency confidential information may result in dismissal from the program.
5. The Faculty reserves the right to dismiss any student whose personal integrity, health or behavior demonstrate unfitness to continue preparation for the profession of nursing and/or violate the Code of Ethics.
6. Students considered by Faculty to be unsafe practitioners or whose progress in meeting program objectives is judged unsatisfactory will be dismissed from the program.

Readmission Process

Students who fail a nursing course and desire readmission to the nursing program must submit a written request to the Admissions and Progression Committee immediately so action can be taken before start of the next term. The student should complete the [Request for Readmission](#) form and submit it to the Admissions and Progressions Committee.

The written request must include: student name, USI student ID#, current address, telephone number, and email address. The written request should address reasons for delay in progression and plans for successful return to the program. click here for [Request for Readmission Form](#)

Factors that will be evaluated in the readmission process include: maintenance of a cumulative GPA of 2.5 or higher; course grades of "C" or higher as required in the Progression Policies; and, availability of space in the course.

Readmitted students will be expected to comply with all terms specified by the Admissions and Progressions Committee. Failure to comply with the terms will jeopardize the student's status in the nursing program. Readmitted students may progress to the next scheduled class if the failed class is not a pre-requisite requirement. The advisor will adjust the plan of study so the failed course is repeated as soon as possible.

Policy Regarding Incomplete

An "incomplete" will be used only in cases of true hardship when extenuating circumstances have resulted in the student's being unable to complete course requirements by the end of the semester. An "incomplete" may be granted at the discretion of the faculty in consultation with the Program Chair or Assistant Dean of Nursing.

In rare instances in which this occurs, the following policies are in effect:

1. All University policies regarding incomplete are applicable to nursing courses. Refer to the USI Bulletin.
2. Students are allowed to continue to other nursing classes if the incomplete class is not a pre-requisite requirement or a clinical course (NURS 457, NURS 487, and NURS 492).
3. The student should work with the course faculty and their academic advisor to adjust the plan of study to allow completion of course work.
4. Students will work with course faculty to develop a timeline for incomplete work. A contract will be signed by the student and the faculty with a copy being placed in the student file.

RN-BSN Advising

Students will be assigned an academic advisor to assist with academic planning, course selection and registration. Student may use MyUSI to identify assigned faculty advisor. It is the students' responsibility to contact their advisor. Students should register for classes according to their individual plan of study. If unable to follow the plan of study, the student should contact their advisor immediately to adjust the plan. This may be accomplished by phone or e-mail. Please allow adequate time for advisors to return calls or emails as many advisors teach in the clinical setting and are out of the office one or two days each week.

The student may also contact any of the following people for assistance with advising or other questions.

Dr. Charlotte Connerton RN-BSN Completion Program Chair
812-461-5339 or cconnerton@usi.edu

Kim Sullivan, Nursing Advising Associate
812-461-5218 or kmsullivan1@usi.edu

Disability Resources

The Disability Resource policy is found in the [College of Nursing and Health Professions Handbook](#).

Essential Functions

Essential functions are those physical, mental, and psychosocial characteristics that are necessary to meet the clinical/practice/fieldwork expectations for the College of Nursing and Health Professions programs. [Please refer to the CNHP Handbook](#) for the policy concerning Essential Functions.

Academic Rights and Appeal Policies

Click below for the University Policy concerning:

- [Academic Integrity](#)
- [Student Grievances](#)

Graduation Honors

Students must earn at least 60 credits at USI to qualify for graduation honors. Transfer credit and departmental credit do not count toward the 60 hour minimum. Please refer to the registrar website <https://www.usi.edu/registrar/> for specific criteria for graduation honors.

Application for Graduation

Application

Current Graduation information can be found on the Registrar's Office Application for Graduation Webpage <https://www.usi.edu/registrar/graduation/application-for-graduation/>

Meeting graduation requirements and formally applying for graduation is each student's responsibility.

Beginning with Spring 2022 graduates, candidates for graduation **must Apply to Graduate via myUSI**: click on the 'Student' tab, then click on 'Student Records', and then 'Apply to Graduate'

Deadlines

If degree requirements will be completed in a spring or summer term, submit forms by **October 1** of the preceding fall term.

If degree requirements will be completed in the fall term, submit forms by **March 1** of the preceding spring term.

Timely submission of the Formal Application for Graduation and Diploma Form help ensure that degree candidates are included in commencement mailings and the commencement program, will be considered for commencement honors, and will have a diploma ordered.

The names of graduates submitting formal applications after the deadline may not appear in printed program.

Diploma

Students need to go online to the Registrar website and complete the diploma form and a request to have the diploma mailed.

Commencement

Students are encouraged to attend commencement. A reservation for attendance is required and the form is available on the Registrar website.

Policies and General Information

All students and faculty are expected to abide by the policies found in the [CNHP Handbook](#). The handbook is located on the CNHP website listed under About the College.

University Policies

All university policies, as published in the Bulletin, extend to all sites where students are engaged in the role of a nursing student.

College Offices

The offices of the Dean of the College of Nursing and Health Professions, Assistant Dean of Nursing, Program Chair, and many faculty are located on the second floor of the USI Health Professions Center (HP). Some faculty have offices at the Stone Family Center for Health Sciences. Faculty will list their specific contact information in their respective syllabi. In locating a specific office, inquire at the Receptionist's Desk or consult the directory board located outside of HP 2068.

Name/Address Change

Changes in local and/or permanent addresses, telephone number, and change in name are to be reported immediately to both the University Registrar's Office and the Nursing Programs. A Change of Name form (paper or Internet) must be submitted to the Registrar's Office. Failure to do so often results in confusion of academic records and/or your course of study.

Technology Requirements

To participate in required course work, you will need access to a computer, the Internet, and your *username*@eagles.usi.edu e-mail account.

While many students enjoy the convenience of doing their course work on their own home computer, computer access is available on campus for students. On the USI campus, Internet and e-mail access is available in all computer clusters, the University Library, and the College of Nursing and Health Professions' Day Learning Resource Center.

Please refer to the Distance Education website for information about required and recommended computer hardware and software resources. Information is available at <http://www.usi.edu/onlinelearning/students/system-requirements/>.

Your USI Email Address

Email: It is the student's responsibility to monitor USI email. Students will be held accountable for email content. It is essential you check your USI email regularly.

Email on a mobile device: You can set up your USI email to come directly to your phone or tablet. Please see instructions on use of an app to access your email at <https://www.usi.edu/it/eagles-mail-help/setup-eagles-mail-on-your-mobile-device/>

- **Avoid forwarding email to a different account:** It is possible to have the email forward but there is a very real risk that an email will not go through or get blocked and you will miss important information.

Car Policies

Please refer to the Security Department website (<https://www.usi.edu/security/parking>).

Personal travel is required of students for all practice experiences. Liability for driving to and from clinical sites falls on the owner of the vehicle. Automotive insurance is required by Indiana state law.

Gift Policy

No gifts are to be accepted from clients. No gifts are to be given to faculty.

Omicron Psi Chapter, Sigma Theta Tau International

The Omicron Psi Chapter of Sigma Theta Tau International Nursing Honor Society at the University of Southern Indiana provides leadership and research development for eligible nursing students and professionals. Its purposes are to:

1. Recognize superior achievement
2. Recognize the development of leadership qualities
3. Foster high professional standards
4. Encourage creative work
5. Strengthen commitment to the ideals and purposes of the profession

Students who have completed at least one-half of the required baccalaureate nursing courses, have a minimum GPA of 3.0, and are in the top 35% of their class are eligible for membership consideration.

Display of Student Assignments

Student assignments may be displayed as examples of student work for course files and accreditation purposes. Student work for any other purpose will require permission from the student(s) prior to faculty use.

Faculty Meetings

All faculty meetings are open to students unless posted as a closed meeting. Due to the confidential nature of information presented, no students will be allowed to participate in the Admissions and Progression Committee.

Student representation on the Undergraduate Curriculum Committee includes one representative and one alternate from the RN-BSN program. A USI ANS student representative will participate in the Nursing Faculty meetings.

Appendix A

Professional Standards & Behavior

The University of Southern Indiana (USI) School of Nursing promotes the highest standards of conduct and professionalism in its students, staff, and faculty. We acknowledge our responsibility as members of the profession to conduct ourselves in a manner that is consistent with those attributes deemed essential. The ANA Code of Ethics serves as the broad guide in defining the expectations of conduct for members of the nursing profession and guides the behavior of all faculty and students. The School of Nursing also utilizes state Nurse Practice Acts and rules and regulations that pertain to those acts, the University policies and guidelines as listed in the Student Rights and Responsibilities found in the Bulletin and the USI Nursing Handbooks to identify appropriate behavior on the part of students and faculty.

We acknowledge that all participants in the School of Nursing (faculty, staff and students) have a role in maintaining and modeling behavior that is consistent with professional nursing practice. Professional behavior is expected in the classroom, clinical settings, learning activities, and in any additional circumstances where a student or faculty or staff member represents the university.

Professionals have responsibility for monitoring themselves. Thus, the maintenance of professionalism is a shared responsibility of students, staff, and faculty. Each individual must accept responsibility for his/her own behavior, but must also acknowledge responsibility for supporting and encouraging others to behave professionally. Nursing professionals assume responsibility for working with others to promote desired outcomes.

ANA Code for Nurses

1. **Provision 1**
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. **Provision 2**
The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. **Provision 3**
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. **Provision 4**
The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. **Provision 5**
The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. **Provision 6**

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. **Provision 7**

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. **Provision 8**

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. **Provision 9**

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

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Guiding principles and concepts deemed critical to appropriate professional behavior that will be demonstrated by all faculty, students and staff include:

Caring is empathetic concern for another person. This is demonstrated by active listening, appropriate touch, the nursing process, and assessing the person holistically and then integrating this information with nursing knowledge to select nursing interventions. Each nurse must also care for his/herself by actively engaging in activities to promote a healthy life style. In the current technological health care environment we must not lose the human contact that allows us to care for one another.

Tolerance and Respect are interrelated concepts. Tolerance is the acceptance of others regardless of age, race, gender, ethnicity, appearance, personal beliefs, political beliefs, religious beliefs, or sexual orientation. Tolerance mandates that nurses care for all clients with compassion and caring behaviors. It also involves the same kind of actions in relationships with others, including peers and colleagues. Respect enables the nurse to accept that all clients are unique and deserving of compassion and care, regardless of their beliefs or values. All persons are to be treated with respect.

Advocacy is the process of supporting a client, family member, peer, colleague, group or community to assure that rights and safety are upheld. Nurses traditionally assume the role of advocate to support a person's interests and rights. The concept of advocacy is also linked to the concept of autonomy, which is the right to make one's own decisions. Advocacy is implemented based on the person's wishes, even if in conflict with those of the nurse. Advocacy may involve speaking about a person's expressed desire about care or lack of care when that person is unable to do so.

Accountability and Responsibility denote the obligation to a certain standard of care owed to another along with the integrity to be answerable for all actions and decisions involved. Upholding the principles of accountability and responsibility, a professional can always say "I took these actions, because of my clinical judgment, based on evidence and standards of practice". On the

occasion that any action or decision is not therapeutic or desirable, a professional will admit responsibility so that measures to rectify the consequence or prevent recurrence of such incidences may be instituted.

Students and faculty will be held accountable for not only their actions, but also their words and any written communication. Truthful documentation of client assessments and nursing actions is necessary for maintenance of client health and well being.

Integrity is the adherence to a code of behavior. Professionals behave according to the values, beliefs, and principles they hold and those set forth by their discipline. Hallmarks of integrity are honesty, trust, respect, high ethical standards, and sustained moral character.

Integrity is also expected in the learning environment. Students are expected to demonstrate honesty and integrity in the submission of classroom and clinical assignments and assessments. Cheating, plagiarizing or assisting others in such activities are unacceptable behaviors. Awareness of any of these activities without disclosure to an appropriate authority is also not acceptable. Further description of these unethical behaviors is found in the USI Nursing Handbooks. All are considered unethical and will not be tolerated.

Decision Making and Delegation is the process completed to ensure the safety of clients, staff and self and to provide competent nursing care to clients, groups, and/or communities. The nursing process is used to make clinical decisions in the care of all clients. A fundamental principle that underlies all decision making is the respect for human worth and the unique needs and values of each client, group or community. Decision making is directed toward meeting the holistic needs of the client, group, or community through the effective use of the health care interprofessional team.

Delegation, a part of decision making, is the “transfer of responsibility for the performance of a task from one individual to another” (American Nurses Association). Decisions made about nursing care include the appropriate use of the interprofessional team and the delegation of responsibilities within the scope of practice for each member of the team.

Competence is “the application of knowledge and the interpersonal, decision-making and psychomotor skills expected for the practice role, within the context of public health, safety, and welfare” (National Council of State Boards of Nursing) Assurance of competence is the shared responsibility of the profession, regulatory bodies, employers, and other key stakeholders. The nurse is individually responsible and accountable for maintaining competence. Nursing competence protects the public and advances the profession through professional growth and development.

Professional Development and Growth refers to the fact that nursing professionals must constantly seek learning opportunities and engage in scholarship. The practice of nursing is constantly changing and the knowledge base expanding. As new information and evidence comes to light, nurses must make concerted efforts to obtain and utilize current information and evidence about providing safe, effective nursing care. This commitment to growth and scholarship is a life-long commitment, requiring continuous learning throughout one’s personal life and professional career.

Confidentiality addresses the right of individuals to privacy of information. In the clinical setting, confidential client information includes information related to the past, present, or future physical or mental health and/or treatment. Nurses are responsible for protecting the privacy of information which may be available in the course of providing nursing care. Nurses often have access to very personal, private, intimate information about individuals and must protect that judiciously. Sharing information about a client's condition can occur only with the client's permission and informed consent unless disclosure is required by law. In addition, discussion of client experiences or information outside of the appropriately restricted learning environment is absolutely prohibited and may be grounds for dismissal from the program. Students may access only the records of clients for whom they are providing care.

Additionally, client records may not be removed from a clinical agency, photocopied, or electronically transmitted. Any information that identifies a specific client in the clinical setting must remain in that setting.

Faculty shall also maintain confidentiality in relationship to student status, progress, or concerns in the learning environment. Students have a right to expect that personal, medical, academic or other individual information will not be inappropriately shared with others.

Communication is the interpersonal sharing of information between people. Communication can be verbal or nonverbal. Effective communication is an essential part of nursing and interpersonal relationships. Communication with clients, families, peers, colleagues, and the community is an integral part of caring. Skillful nonverbal communication includes an awareness and understanding of what facial expression, body language, dress (image), etc. convey. Verbal communication consists of an awareness and understanding of the message words convey. Active listening is an awareness and ability to listen with focused attention.

Ethics embodies a moral philosophy of right and wrong behavior. Nursing professionals utilize the ANA Code of Ethics as a guide when faced with ethical decision-making. Nurses are expected to be accountable for their actions when confronted by conflicts in personal and professional situations but cannot let their own personal values and beliefs supersede those of the professional code of ethics when functioning in the nursing role.

Legal principles are the formal statements that have become public law and are enforceable under the law. Student nurses, faculty, and staff are responsible, accountable and personally liable for their actions and are expected to abide by legal guidelines. Nurses and student nurses have a legal obligation to provide safe and competent care for clients and others, fulfilling the obligation of contracted service with employer(s), and protect the rights of the recipients of care.

Professionalism/member of the profession involves presentation of professional behavior at all times when representing oneself as a member of the nursing profession in any capacity. Professionalism is apparent in behaviors, appearance, style and manner of dress, and in interactions with others. When in cohort groups, those who can be recognized by the lay public as nursing students, faculty or staff are expected to maintain an awareness of the aforementioned criteria and consistently demonstrate a professional demeanor. This includes, but is not limited to, improper use

of alcohol in public places, inappropriate use of language, and behaviors that might be misconstrued as inappropriate or unprofessional.

Adopted December 08

University of Southern Indiana
College of Nursing and Health Professions
RN-BSN Professional Behavior Agreement, Permission and Waiver Form

Please read carefully

I hereby acknowledge and agree that I have been informed about each of the Policies described below and to confirm this, I have placed my initials at the line before each policy to signify my understanding of the policy and also to confirm that all questions about the information described below have been answered to my satisfaction. **I understand that any violation of any of these Policies will result in disciplinary action, which may include dismissal from the program.**

_____ I understand I must maintain professional behavior and adhere to the dress code when representing USI.

_____ I understand I must review the HIPAA and OSHA policies applicable to my clinical settings and the simulation center and understand my HIPAA and OSHA responsibilities.

_____ I understand that I am prohibited from discussing in any electronic format including, but not limited to, Facebook, instant messaging, Twitter, chat rooms, blogs, or any other type of social networking site, patients and their families and visitors, hospital employees and members of the medical staff, or experiences in any USI sponsored clinical setting.

_____ I understand that while in a clinical setting of any type, I am to use facility resources including, but not limited to computers, copy machines, and medical supplies ONLY for activities which are directly related to patient care. These resources are NEVER to be used for my personal needs.

_____ I understand I am prohibited from using computers at the fieldwork facility to access personal web pages, social networking sites and online communication networks like, but not limited to, Twitter, instant messaging, Facebook, or other sites used for any personal communication.

_____ I understand that I may **not** communicate in any verbal, written or electronic format any clinical information or event unless it is communicated to the appropriate person(s) as part of a course assignment.

_____ I understand that the use of cell phones, smartphones, computers and tablets for calls, text messaging, and Internet use is strictly limited during all fieldwork experiences. As such, these devices may ONLY be used during scheduled breaks and in a setting where no patients are present.

_____ I understand that if I use a cell phone, smart phone, computer or tablet to store clinical resource information (Skyscape is a prime example of what is meant by “clinical resource information”), the device may ONLY be used to access clinical resource information. While on the clinical unit, the device must be set so it **cannot transmit or receive calls or data**. I also understand that I am prohibited from storing any patient information on any personal electronic device.

_____ I understand I am prohibited from taking pictures anywhere and of anything in any clinical setting. This prohibition **is not** just limited to patient care areas or pictures that include patients.

_____ I understand I must read the current University of Southern Indiana RN-BSN Student Handbook and the CNHP Handbook and agree to abide by all policies and procedures contained therein.

Printed Name

Student's Signature

Date: _____

UNIVERSITY OF SOUTHERN INDIANA
COLLEGE OF NURSING AND HEALTH PROFESSIONS
UNDERGRADUATE NURSING PROGRAM

Planned Student Absence

Name: _____

Dates of absence: _____

Reason for absence: _____

Course related work which will be missed: Classes, class activities (exams and assignments), & clinical.

Plans for make-up: Include specific dates and times for exams, simulations, clinical experiences, and submission of assignments.

Student: _____ Date: _____

Course instructor: _____ Date: _____

Approved: _____

Denied: _____

Program Chair: _____ Date: _____

**UNIVERSITY OF SOUTHERN INDIANA
COLLEGE OF NURSING AND HEALTH PROFESSIONS
UNDERGRADUATE NURSING PROGRAM**

PERFORMANCE IMPROVEMENT PLAN

Student Name _____ Date _____

Course _____

Minimal standards and/or requirements for satisfactory clinical performance are not being met as evidence by:

The above student's performance is not meeting the following _____ clinical objectives:

- 1.
- 2.

Based upon the above behavior(s) the following contract is established with the student:

- 1.
- 2.
- 3.

The goals established in this contract must be met for the student to successfully complete the requirements for NURS _____. This documentation will be shared with nursing faculty in subsequent courses. Failure of the student to meet the objectives outlined in the PIP or failure to meet any of the clinical objectives of the course will result in a course failure.

Faculty _____ Date _____

Student _____ Date _____

Student Comments:

Outcome of Contract:

Faculty _____ Date _____

Revised 5/2017

UNIVERSITY OF SOUTHERN INDIANA
COLLEGE OF NURSING AND HEALTH PROFESSIONS
UNDERGRADUATE NURSING PROGRAM

Professional Code of Conduct & Meeting Attendance Contract

Meeting Etiquette:

- All attendees of professional meetings, conventions, and conferences shall conduct themselves in a professional and courteous manner showing respect to other at all times.
- All attendees shall keep their badge in full view at all times while attending the event.
- All members shall conduct themselves in accordance with the NSNA Code and USI College of Nursing and Health Professions Code of Professional conduct.
- All attendees are required to arrive on time to meetings, events, and programs and attend all sessions.
- Professional business attire or business casual attire is an acceptable style of dress for professional meetings or conferences.
- For conferences held on the University of Southern Indiana (USI) campus, USI nursing polos, khakis, and a white USI Nursing lab coat are the required attire.
- Students will also attend all key note and conference sessions throughout the day unless prior arrangements have been made with faculty.
- In the event that this code of conduct agreement is breached by the student, the student may be subject to discipline, including clinical failure.
- Students are expected to sign in and sign out of the conference with the appropriate course faculty.

When attending a national, state, or regional conference, such as the Association of Student Nurses National Conference, the following expectations are added to the above:

- Officers will attend meetings appropriate to the position.
- Students will connect at least twice daily with the faculty who are attending the convention.
- In the event that this code of conduct agreement is breached by the student, the student will forfeit reimbursement from the organization and absence from course activities including clinical will not be excused.
- It is expected that the student will share information attained at the conference with the student nurse organization at the meeting following the conference.

The following Code of Conduct for Meeting Attendees is found at NSNA at <http://www.nsna.org/Meetings/CodeofConduct.aspx>.

By signing this agreement, you agree to the terms stated within.

Student Signature

Date

Witness

Date

College of Nursing and Health Professions
Social Media Policy
Approved May 2022

The use of social media has grown exponentially in the last decade and continues to reshape how society communicates and shares information. Social media can have many positive uses in health care; it can be used to establish professional connections, share best practices in providing evidenced based care, and educate professionals and patients. However, communication about professional issues can cross the line and violate patients' privacy and confidentiality, whether done intentionally or not. Health professionals, including students in health profession disciplines, have a legal and ethical obligation to protect the privacy and confidentiality of each patient's health information and privacy. The unauthorized or improper disclosure of this information, in any form, violates state and federal law and may result in civil and criminal penalties. Health professionals, including students in health care profession disciplines, have an obligation to respect and guard each patient's privacy and confidentiality at all times.

Postings on social media sites must never be considered private, regardless of privacy settings. Any social media communication or post has the potential to become accessible to people outside of the intended audience and must be considered public. Once posted, the individual who posted the information has no control over how the information will be used. Students should never assume information is private or will not be shared with an unintended audience. Search engines can find posts, even when deleted, years after the original post. Never assume that deleted information is no longer available.

Policy

- Patients (and their families) and clinical experiences with patients must **never** be discussed on any social media site. A patient's identifying information is only to be discussed with faculty and other health care providers who have a need to know and have a role in the patient's care. Discussion of a patient's case may occur with faculty and peers in a course related assignment in a place where such discussion can't be heard by people who are not involved in the clinical experience. Patients (and their families) are never to be discussed in a negative manner. At no time during course discussions is the patient to be identified by name or any other personally identifying information such as any relationship to the student. Students are prohibited from using any form of social media to discuss patients, their families or any of their patients' families medical or health care information.
- No photos or videos of clients/patients (and their families) or of any client/patient health records may be taken on any personal electronic devices (such as, but not limited to, cameras, smartphones and tablets), **even** if the patient gives you permission.
- No photos or videos of patients/clients (and their families) or clinical field work or internships may be taken on personal electronic devices (such as, but not limited to, cameras, smartphones and tablets), unless the video or photo is a specific requirement of the internship experience and is requested in writing by an authorized representative of the clinical site.
- Students may not post messages that: incite imminent lawless action, are a serious expression of intent to inflict bodily harm upon a person, are unlawful harassment, are a violation of any law prohibiting discrimination, are defamatory or are otherwise unlawful.
- Students are prohibited from uploading tests/quizzes, faculty generated presentations, or faculty information to any website.
- Students are prohibited from claiming or even implying that they are speaking on behalf of the University.

Sanctions

Students may be subject to disciplinary action or removal from a clinical experience if they:

- violate University policy or HIPAA regulations;
- share any confidential patient and/or University-related information;
- make unprofessional or disparaging comments or posts related to patients, patients' families, or employees of third party organizations which provide clinical experiences for University students.

I HAVE READ THIS POLICY CAREFULLY AND UNDERSTAND I AM BOUND BY ITS TERMS.

Printed Name _____

Student's Signature _____

Date: _____

University of Southern Indiana
College of Nursing and Health Professions
RN-BSN Program

Request for readmission to the USI RN-BSN Program

Name: _____ ID: _____

USI email: _____ Personal email: _____

Phone: _____

Course failure: Year _____ Semester _____

Course: Subject/course number/section number (ex. NURS 327.AO1) _____

Request readmission

Semester _____ Year _____ Term 1 or Term 2 _____

Please explain factors that contributed to the course failure and your plans for future success

Signature: _____ Date: _____

Email the form to Julie St. Clair, Chair of Undergraduate Nursing Admissions and Progressions Committee at jstclair@usi.edu.