

# UNIVERSITY OF SOUTHERN INDIANA



## College of Nursing and Health Professions

### Department of Nursing

# BACCALAUREATE NURSING STUDENT HANDBOOK

**2022-2023**

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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**

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

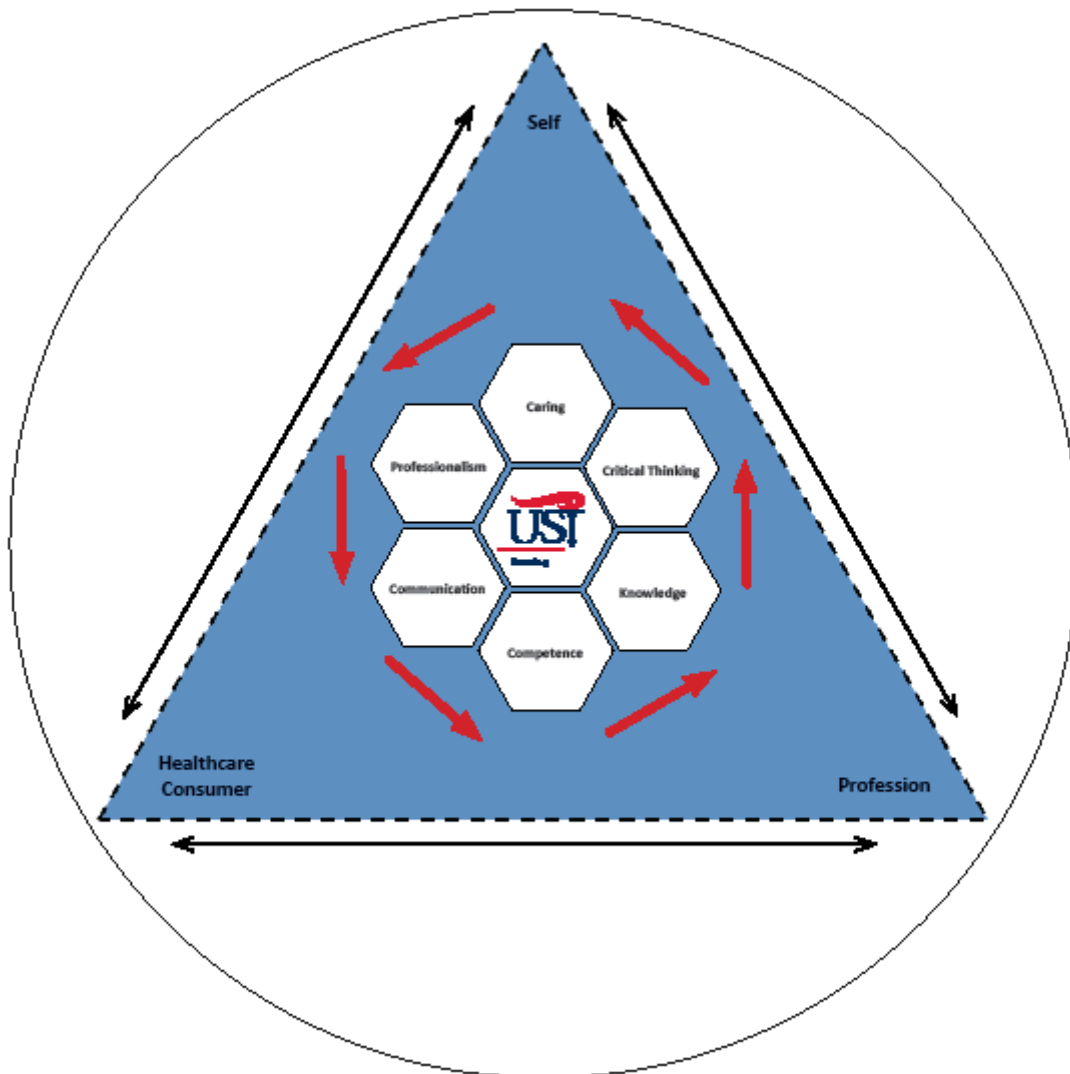
### **Nursing Program Goals Goal Statements**

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.

## 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.

### **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

## **NATIONAL GUIDELINES/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 a guide 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 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 , Essentials of Masters Education in Nursing, Criteria for evaluation of NP programs, Clinical Nurse Specialist Core Competencies, Population – focused nurse practitioner competencies, Adult Gerontology Acute Care NP competencies, The National League of Nurses Scope of Practice for Nurse Educators, The American Organization of Nurse Executives 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.

## **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 environments.
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.

## 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).

### ***ANA Code for Nurses:***

#### **Provision 1**

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

#### **Provision 2**

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

#### **Provision 3**

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

#### **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.

#### **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.

#### **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.

#### **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.

#### **Provision 8**

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

#### **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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American Nurses' Association. 2015*

**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 lifestyle. 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 patients 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 patient, 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 patient assessments and nursing actions is necessary for maintenance of patient 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 patients, staff and self and to provide competent nursing care to patients, groups, and/or communities. The nursing process is used to make clinical decisions in the care of all patients. A fundamental principle that underlies all decision making is the respect for human worth and the unique needs and values of each patient, group or community. Decision making is directed toward meeting the holistic needs of the patient, 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 patient 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 patient’s condition can occur only with the patient’s permission and informed consent unless disclosure is required by law. In addition, discussion of patient experiences or information outside of the appropriately restricted learning environment is absolutely prohibited and may be grounds for dismissal from the program. Discussion of patients, hospital personnel, or experiences in the clinical setting should not occur in any arena including Facebook, twitter, chat rooms, blogs, or any other type of social networking site. Students may access only the records of patients for whom they are providing

care. Additionally, patient records may not be removed from a clinical agency, photocopied, or electronically transmitted. Any information that identifies a specific patient 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 patients, 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 patients 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.

## Undergraduate Nursing Program

### ADMISSION TO PROGRAM

Admission to the USI undergraduate nursing program requires admission to the University and a separate application to the nursing program. Admission occurs through either Direct, Conditional Direct, or Holistic Admissions.

#### **Direct Admission**

Direct admission to the undergraduate nursing program may occur prior to entrance to the University for high school students with outstanding high school achievement and high SAT/ACT scores.

To qualify for direct admission, students must have both a:

- high school GPA of 3.5 or above on a 4.0 scale;
- Minimum ACT of 26 or a SAT of 1240 (math and reading only) with a minimum score of 580 in math and reading.

To maintain direct admission status students must:

- maintain a required cumulative GPA of 3.0 on 4.0 scale on first year required courses.
- achieve a grade of “C” or better in Biology 121\*, Biology 122\*, Chemistry 141\*, English 101, English 201, CMST 101 or 107, and Psychology 201
  - \*Students may have the option to take both Chemistry 142 Survey of General Chemistry **AND** Chemistry 143 Survey of Organic & Biochemistry (4 credit hours each) combination that is the equivalent of Chemistry 141 (4 credit hours). If students take the two-course option, the grades for each will be averaged for the points to be applied to the student’s application.
- in order to progress in nursing courses students must also achieve a grade of “C” or better in Biology 272\*, Nutrition 376\*, Sociology 121 (or Social Inquiry Category)

**\*Students earning less than a “C” grade in two required science and/or nutrition courses will not be eligible to enroll in nursing courses**

Students begin their nursing course work in the spring semester of their second year of university study.

Students applying for admission to the USI Nursing Program may enroll in the required science courses a **maximum of two times per course** including transfer credits from any university or college. (Effective for incoming students 2021-2022 academic year)

### **Conditional Direct Admission**

Conditional direct admission to the undergraduate nursing program may occur prior to entrance to the University for high school students with outstanding high school achievement and high SAT/ACT scores.

To qualify for conditional direct admission, students must have a:

- high school GPA of 3.4 on a 4.0 scale; and minimum ACT 25 or SAT 1210 (math and evidenced-based reading) with a minimum score of 580 in math and reading.

To maintain conditional direct admission status students must:

- maintain a required cumulative GPA of 3.3 on 4.0 scale on first year required courses.
- achieve a grade of “C” or better in Biology 121, Biology 122, Chemistry 141, English 101, English 201, CMST 101 or 107, and Psychology 201
  - Students may have the option to take both Chemistry 142 Survey of General Chemistry **AND** Chemistry 143 Survey of Organic & Biochemistry (4 credit hours each) combination that is the equivalent of Chemistry 141 (4 credit hours). If students take the two-course option, the grades for each will be averaged for the points to be applied to the student’s application.
- in order to progress in nursing courses students must also achieve a grade of “C” or better in Biology 272, Nutrition 376, Sociology 121 (or Social Inquiry Category)

**\*Students earning less than a “C” grade in two required science and/or nutrition courses will not be eligible to enroll in nursing courses**

Students begin their nursing course work in the spring semester of their second year of university study.

Students applying for admission to the USI Nursing Program may enroll in the required science courses a **maximum of two times per course** including transfer credits from any university or college. (Effective for incoming students 2021-2022 academic year)

### **Holistic Admission**

**Holistic Admission** to the undergraduate nursing program may occur after completion of 31 hours of required university courses. Students accepted through the holistic admission process must maintain eligibility by completing all prerequisite second-year courses according to the curriculum.

USI's undergraduate nursing program uses a paperless application system. Applicants will complete the initial undergraduate nursing program application and required supplemental documentation online.

The date for the initial undergraduate nursing program application will be posted online at <https://www.usi.edu/health/nursing/program-admission/bachelor-of-science-in-nursing-admission/bsn-standard-admission-2022/>. Accepted by the University as an undergraduate student required first

The deadline for submission of all the required supplemental documentation will also be posted online at <https://www.usi.edu/health/nursing/program-admission/bachelor-of-science-in-nursing-admission/bsn-standard-admission-2022/>

1. Personal statement
2. Leadership and community engagement resume
3. Completion of all pre-requisite courses
4. In person interview - Applicants will be notified of specific time and location after the document deadline.

*Mission of the Holistic Admission Process:* The mission of the BSN Holistic Admission process is to identify compassionate, dedicated applicants, with diverse experiences in leadership and community engagement, who possess a broad knowledge base, and the communication skills necessary to grow into nurses who are safe, competent, critical thinkers prepared to meet the constantly evolving needs of the community.

*Vision of the Holistic Admission Process:* Develop nurses who embody attributes needed to become change agents within a global society.

## **Holistic Admission Process**

**Admission to the program is competitive and the selection of applicants is based upon the applicant's academic performance, personal statement and resume, and interview. The maximum achievable score is 100.5 points.**

### **Academic Performance (50.5 points)**

GPA in required first year prerequisite courses x 10 for a maximum possible 40 points. First year courses used for the GPA are as follows:

ENG 101 Rhetoric and Composition I	ENG 201 Rhetoric and Composition II
BIOL 121 Human Anatomy and Physiology I	MATH 114 Quantitative Reasoning
BIOL 122 Human Anatomy and Physiology II	CHEM 141* Principles of Chemistry

PSY 201 Introduction to Psychology  
UNIV 101 First Year Experience  
KIN 192 Concepts in Health & Wellness

HP 115 Medical Terminology  
CMST 101 or CMS 107 101: Intro to  
Public Speak or Interpersonal  
Communications

\*Students may have the option to take both Chemistry 142 Survey of General Chemistry **AND** Chemistry 143 Survey of Organic & Biochemistry (4 credit hours each) combination that is the equivalent of Chemistry 141 (4 credit hours). If students take the two-course option, the grades for each will be averaged for the points to be applied to the student's application.

- Additional points for grades in BIOL 121, BIOL 122, and CHEM 141 for a maximum 7.5 points, as follows: **A**=5 pts; **B+**=2.0 pts; **B**=1.5 pts; **C+**=1.0 pts; **C**=.5 pts.
- One additional point per each of the three classes BIOL 121, BIOL 122, and CHEM 141 taken at USI for a maximum possible 3 pts.
- Anatomy and physiology and chemistry course credit must be earned or equivalent competence demonstrated within five years of enrollment in clinical nursing courses.

To be eligible for admission to the Nursing Program, all Students must receive a grade of "C" or better in each of the classes listed below:

- BIOL 121
- BIOL 122
- CMST 101 or 107
- PSY 201
- ENG 101



- ENG 201
- CHEM 141 (or both Chemistry 142 & 143)

**Science Eligibility rule:**

Any student who receives **more than one** 'D' or 'F' in any of the required science or nutrition courses prior to beginning the professional nursing courses is ineligible for the nursing program at USI.

Students applying for admission to the USI Nursing Program may enroll in the required science courses a **maximum of two times per course** including transfer credits from any university or college. This rule applies to all students admitted to the university as of August 2020.

**Personal Statement and Leadership and Community Engagement Resume (20 points)**

The student will submit a personal statement of 150 words or less describing why they want to become a nurse.

The student will complete a form showcasing leadership and community engagement activities. List the most current extra-curricular and community service activities, awards/honors, and work experience first. Describe work experience and include any leadership roles if applicable. **Do not duplicate any entries.**

**Interview (30 points)**

The student will participate in a personal interview and individual time slots will be assigned.

**Application Requirements:**

- Acceptance to the University of Southern Indiana as an [undergraduate](#).

- Application to the Bachelors of Science in Nursing Program at the College of Nursing and Health Professions.
- Submission of a Personal Statement and Leadership and Community Engagement Resume.
- Participation in a personal interview.
- ***Non-native speakers of English must meet English proficiency requirements as established by the USI Center for International Programs.***

### **Second Degree Admission**

The second-degree option is offered to potential students who have completed a baccalaureate degree in another field. Admission to the program is competitive and selection of applicants is based upon the standard admission criteria.

### **Mandatory Requirements for All Students**

All students selected for admission to the nursing program must also meet clinical agency requirements, be able to perform essential functions, be eligible for RN licensure, and capable of fulfilling clinical practice requirements.

### **Drug Screening and Criminal Background Checks**

Information regarding the College of Nursing and Health Profession's Drug Screening and Criminal Background policies are found in the College of Nursing and Health Professions Handbook.

### **CastleBranch**

Students admitted into USI's BSN program are required to purchase and complete all CastleBranch requirements one week prior to the start of Spring semester. Students who have not completed the CastleBranch requirements by the due date will not be admitted into the BSN program and will be administratively removed from the spring nursing courses (NURS 246, NURS 247, NURS 251).

Submission and verification of all required documents is through CastleBranch (certifiedbackground.com). Students are responsible for updating all required documents through the program.

# USI Baccalaureate Nursing Program Curriculum

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**A grade of C or better is required in all Nursing courses.** A typical semester-by-semester course schedule is listed here. Refer to the [Nursing department page](#) for information about the program, including BSN admission requirements.

## FIRST YEAR PRE-REQUISITE COURSES (31 hours)

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**All first-year courses must be successfully completed to be eligible for admission into the Nursing program.**

- ENG 101 - Rhetoric and Composition I: Literacy and the Self **Credits: 3**
- BIOL 121 - Human Anatomy and Physiology I **Credits: 4**
- CMST 107 - Introduction to Interpersonal Communication **Credits: 3** or
  - CMST 101 - Introduction to Public Speaking **Credits: 3**
- MATH 114 - Quantitative Reasoning **Credits: 3** or
  - Foundations Math course **Credits: 3-4**
- UNIV 101 - First Year Experience **Credits: 1**
- KIN 192 - Concepts in Wellness and Fitness **Credits: 1**
- ENG 201 - Rhetoric and Composition II: Literacy and the World **Credits: 3**
- BIOL 122 - Human Anatomy and Physiology II **Credits: 4**
- PSY 201 - Introduction to Psychology **Credits: 3**
- CHEM 141 - Principles of Chemistry **Credits: 4**
- HP 115 - Medical Terminology For The Health Professions **Credits: 2**
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## SECOND YEAR (34 hours)

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### Non-nursing Nursing Courses (24 hours)

- NUTR 376\* - Principles and Applications in Nutrition **Credits: 3**
- BIOL 272\* - Medical Microbiology **Credits: 3**
- HP 302\* - Biostatistics **Credits: 3**
- IPH 356\* - Ethics and Healthcare in a Pluralistic Society **Credits: 3**
- Bachelor of Science/Social Science **Credits: 3**
- Ways of Knowing - WLC, CAE, or HI **Credits: 3**
- Bachelor of Science/World Languages and Culture **Credits: 3**
- IPH 401 – Interprofessional Global Health **Credits: 3**
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### First Semester Nursing Courses (10 hours)

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**All courses with a prefix of NURS must be completed with a C or better.**

- NURS 246 - Introduction to Professional Nursing **Credits: 4**
- NURS 247 - Health Assessment **Credits: 4**
- NURS 251 - Introduction to Population Health **Credits: 2**

\*Course must be completed prior to taking second (2<sup>nd</sup>) semester nursing courses.

## Third YEAR (30 credit hours)

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### Second Semester Nursing Courses(15 hours)

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- NURS 353 - Nursing Research and Evidence Based Practice **Credits: 3**
- NURS 356 - Pharmacology for Nurses **Credits: 4**
- NURS 357 - Introduction to Patient Care **Credits: 4**
- NURS 358 - Nursing Care of Adults I **Credits: 4**
- 

### Third Semester Nursing Courses (15 hours)

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- NURS 362 - Care Coordination and Healthcare Delivery **Credits: 3**
- NURS 363 - Mental Health Nursing **Credits: 4**
- NURS 364 - Care of Children and Families **Credits: 4**
- NURS 368 - Nursing Care of the Adult II **Credits: 4**

## FOURTH YEAR (29 credit hours)

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### Fourth Semester (16 hours)

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- NURS 455 - Population-Focused Nursing Practice **Credits: 4**
- NURS 456 - Nursing of Women and Families **Credits: 4**
- NURS 468 - Nursing Care of Adults III **Credits: 4**
- NURS 461 - Care of Adults Through the Lifespan **Credits: 4**

### Fifth Semester (13 hours)

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- NURS 467 - Professional Nursing and Healthcare Issues **Credits: 3 or**
- IPH 401 - Interprofessional Perspectives on Global Health **Credits: 3**
- NURS 488 - Leadership in Care Delivery **Credits: 6**
- NURS 498 - Internship in Professional Nursing **Credits: 4**

## Additional Information

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All nursing courses with the exception of NURS 353, NURS 356, and NURS 467 include either seminar hours (2 seminar hours = 1 hour) or skills lab/clinical experiences (3 clinical hours = 1 hour).

## COURSE DESCRIPTIONS

### **Nursing 246: Introduction to Professional Nursing (4 Credits; 3 hours lecture/1 hour seminar)\***

This course introduces students to essential characteristics of professional nursing practice in today's healthcare system and the interconnected global community. Concepts to be explored include the history and theoretical basis of the nursing profession, the profession as part of a wider healthcare community and delivery system, professional communication, self-understanding and self-care as means to promote health and wellness of self and others. An introduction to the responsibility of self-directed, life-long learning and evidence-based practice is included. An emphasis will be placed on the complexity and holism of culturally sensitive nursing care in relation to the diversity of patients.

**Nursing 247: Health Assessment (3 Credits)**

This course focuses on beginning skill development in psychosocial and physical assessment of the health status of individuals across the lifespan. Emphasis is on the collection of subjective and objective data, physical examinations and documentation. The importance of culturally sensitive care and evidence-based practice are integrated into all aspects of patient assessment.

**Nursing 251: Introduction to Population Health (2 Credits)**

This course provides an introduction to population focused health. Emphasis is placed on the foundations of population health, clinical preventive services and health promotion, clinical practice and population health, and health systems and health policies. Students focus on individual and population-oriented prevention and health promotion efforts through quantitative and analytical skills using the nursing process across the lifespan.

**Nursing 353: Nursing Research and Evidence Based Practice (3 Credits)**

This course focuses on preparation of the student as a consumer of research. As consumers of research, students learn quantitative and qualitative research methodologies and perform critical review of the research process. Steps of the research process are included with emphasis on critique of published nursing research and research accessed via the Internet.

**Nursing 356: Pharmacology for Nurses (4 Credits; 3 hours lecture/1 hour seminar)\***

This course provides the student with an introduction to pharmacotherapeutics, safe administration of medications, and medications related to the care of patients with specific disorders. Pharmacokinetic, pharmacodynamics, pharmacogenetics, principles of medication administration, medication terminology, systems of measurement and conversion, and medication calculations are discussed. Drug classifications, actions, side effects, adverse effects, and nursing implications of medication administration are presented. Through class and seminar experiences the student will learn to apply the nursing process to safely administer medications and provide patient centered care related to pharmacotherapy.

**Nursing 357: Introduction to Patient Care (4 Credits; 2 hours lecture/2 hours clinical)\***

This course explores concepts essential to nursing practice with a focus on nursing interventions. An emphasis is placed on the development of knowledge, competence, communication, and caring with the nurse's professional role. Through class and clinical laboratory experiences, students learn to apply principles of safe and effective nursing care.

**Nursing 358: Nursing Care of Adults I (4 Credits; 2 hours lecture/2 hours clinical)\***

This course focuses on the application of the nursing process and further develops

cognitive, affective, and psychomotor skills necessary to provide nursing care for adults within a legal, ethical, and culturally sensitive framework. Students will integrate concepts from the sciences, liberal arts and nursing theory as a basis for their nursing practice. Evidence-based practice will be the foundation for providing care to patients on the continuum of illness and wellness.

**Nursing 362: Care Coordination and Healthcare Delivery (3 Credits)**

Students engage in the exploration of care coordination and the healthcare delivery system. Key concepts include collaborative care models, applying systems thinking, and policy implications in healthcare delivery. The course will enable students to identify, assess, and evaluate healthcare delivery models in relation to economic, organizational, and political perspectives.

**Nursing 363: Mental Health Nursing (4 Credits; 2 hours lecture/2 hours clinical)\***

This course focuses on therapeutic interaction, emphasizing the communication process and the concept of professional caring. Patterns of human responses associated with mental health and mental illness are examined across the lifespan. Within this framework, human responses to mental health and illness are identified. Students practice the therapeutic use of self, and implement culturally sensitive mental health nursing interventions in multiple clinical settings while utilizing methods of evidenced-based practice.

**Nursing 364: Care of Children and Families (4 Credits; 2 hours lecture/2 hours clinical)\***

This course focuses on the care of the child and adolescent specific to developmental levels. Age specific culturally sensitive health promotion issues and health problems through theoretical and clinical application are addressed. The course emphasizes the interrelationship of pathophysiology, clinical symptoms and complications, disease specific assessment, risk factors, nursing process, collaborative management, and expected outcomes. Emphasis will be placed on evidenced based practice.

**Nursing 368: Nursing Care of the Adult II (4 Credits; 2 hours lecture/2 hours clinical)\***

This course focuses on the utilization of the nursing process as a basis for providing nursing care to adult patients in acute and community based settings. The role of the nurse as a collaborator in the health care team will be emphasized. Students will apply concepts from the sciences, liberal arts, and nursing theory as a basis for their nursing practice. Students will examine culturally sensitive human responses along the continuum of illness and wellness utilizing evidenced based practice.

**Nursing 455: Population-Focused Nursing Practice (4 Credits; 2 hours lecture/2 hours clinical)\***

This course emphasizes population-focused, community/public health nursing practice. Diverse multicultural, social, and environmental factors that influence population health are studied. Students focus on health promotion, disease prevention, health protection, health teaching and counseling, and coordination of care as the nursing process is

applied across the lifespan to patients with multidimensional health needs in a variety of community settings.

**Nursing 456: Nursing of Women and Families (4 Credits; 2 hours lecture/2 hours clinical)\***

This course explores reproduction, pregnancy, selected women's health issues and newborn care through theoretical and clinical application. Individual family and cultural influences are explored as they relate to nursing care of the family unit. Specialized assessment techniques are integrated through clinical practice. Delegation and prioritization of nursing care are emphasized and integrated throughout the course.

**Nursing 468: Care of the Adult III (4 Credits; 2 hours lecture/2 hours clinical)\***

This course focuses on human responses to complex, multi-dimension health problems of adult patients. The student will study care of the patient across the continuum of acute illness, chronic illness, and rehabilitation. The role of the nurse as coordinator of care will be emphasized. The course examines the interrelationships of pathophysiology, clinical symptoms and complications, risk factors, nursing process, collaborative management, and expected outcomes.

**Nursing 461: Care of Adults through the Lifespan (4 Credits; 2 hours lecture/2 hours clinical)\***

This course focuses on human responses to complex, multidimensional health problems of adults. The student will study care of adults across the continuum of acute illness, chronic illness, rehabilitation, and long term health care needs facilitating holistic wellness. The course integrates concepts of aging, chronicity, standards of practice, cultural influences, role of caregivers, and pertinent public policy into the assessment, intervention, and evaluation of adult patients.

**Nursing 488: Leadership in Care Delivery (6 Credits; 4 hours lecture/2 hours clinical)\***

This course provides prelicensure nursing students knowledge and skills for the application and synthesis of leadership theories, principles and practices within the context of care delivery. Management of care for groups of patients with multidimensional health problems is emphasized and integrated within the clinical experience. Students will analyze and apply quality improvement and safety principles and practices to discern the impact on error reduction, patient outcomes, and quality of care.

**Nursing 498: Internship in Professional Nursing (4 Credits)\***

This course provides the students with a concentrated clinical experience designed to synthesize nursing knowledge and evidence-based practice. Students will refine leadership and management skills as they function as integral members of the health care team. Students provide and coordinate direct care for groups of patients in an approved clinical setting. Seminar discussion topics will be related to current clinical practice issues.

\* (Total course hours; didactic credit hours/clinical credit hours).



## 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”

### COLLEGE OFFICES

The offices of the Dean of the College of Nursing and Health Professions, the Assistant Dean, Program Chair, and Faculty are located on the second floor of the USI Health Professions Center. In locating a specific office, inquire at the Administrative Assistant's Desk or consult the directory board located outside of Room 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 must be submitted to the Registrar's Office.

### TECHNOLOGICAL REQUIREMENTS

- **A Reliable Computer:** a dedicated computer with an updated operating system, such as Windows 7 or later, or Mac OSX.
- **High-Speed Internet Connection:** (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meeting, exams, and assignment submission.
- **Office 365** (USI login needed) & [Adobe Acrobat Reader](#) installed.
- **Supported Web Browser:** [Firefox](#) or [Google Chrome](#)
- Microphone & Webcam

\* More information on the system requirements for taking online courses can be found at [USI Online Learning System Requirements](#)

#### **Minimum Technical Skills**

- Students should have basic computer skills to navigate the Blackboard learning system and access MYUSI email
- Students should have the ability to utilize a computer to create basic documents in a word processing software (ie: Word).
- Students should also have some basic knowledge how to use and create PowerPoint and Excel documents.
- Students will need to utilize online virtual streaming software (VoiceThread, ZOOM, etc.) for assignments and online virtual classroom meetings

For further technical assistance students may access Technical Support under the Tools and Resources link in Blackboard

#### **Minimum Digital Information Literacy Skills**

- Students will need to use online libraries and databases to locate and gather appropriate information
- Students will need to use computer networks to locate and store files or data

- Students should be able to use online search tools for specific academic purposes, including the ability to use search criteria, keywords and filters
- Students should be able to cite information sources
- Students should be able to prepare a presentation of research findings

### **Your USI email Address**

The USI Computer Center assigns a free e-mail account to every newly enrolled student which is maintained throughout your time as a student. If you have any questions about your USI e-mail, contact the Computer Center Help Desk at 812-465-1080.

**Avoid forwarding email to a different account:** It is possible to have the email forwarded but there is a very real risk that an email will not go through or get blocked and you will miss important information. It will be important that you have established an e-mail account before your first class meeting.

### **CAR POLICIES**

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

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

Information concerning registration of your car and parking at clinical agency sites will be provided by course instructors.

### **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.

### **NO SMOKING POLICIES**

Smoking and the use of e-cigarettes is prohibited in all hospitals, health care organizations, and on the USI campus except in designated areas near the residence halls. Students are not allowed to smoke in any clinical facility or during the hours of the clinical assignment.

### **RESPIRATORY TRIGGERS**

To avoid respiratory triggers, please consider using perfume and cologne in moderation. Perfume or colognes **must not** be worn during any clinical experience due to potential client/staff allergic response.

### **BEHAVIOR IN THE CLASSROOM**

Professional behavior is an expectation in the classroom. This includes respect for faculty and students while presenting content or voicing an opinion. Students are expected to be prepared to participate in class discussion and to be on time in attending

class sessions. Students who demonstrate unprofessional behavior may be asked to leave the classroom and/or receive a performance improvement plan.

### **PERSONAL INJURY/EXPOSURE TO BLOOD AND BODY FLUIDS**

Students who are injured or exposed to blood and body fluids in the clinical setting are to report the incident **IMMEDIATELY** to their instructor and complete both an agency and College incident report. The College incident report forms are available in the Infection Control Section of this handbook. The College incident report will be on file in the nursing office.

### **PROFESSIONAL INSURANCE**

All USI College of Nursing and Health Professions students are required to purchase liability insurance. A fee of \$20.00 will be assessed to a class each fall semester to purchase this insurance. This fee is subject to change.

### **WORK HOURS WHILE ENROLLED IN THE NURSING PROGRAM**

The rigor of the nursing program requires a major time commitment and effort. Students should be mindful of the number of hours worked in order to provide sufficient time for necessary study and clinical preparation. Students are not to work the shift immediately preceding a scheduled clinical experience.

#### **Clinical Automobile Insurance**

Students are required to have automobile insurance to throughout the entirety of the nursing program.

#### **GIFT POLICY**

No gifts are to be accepted from clients.

### **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. A USI ANS student representative will participate in the Nursing Faculty meetings.

## **CLINICAL AGENCY REQUIREMENTS**

All students selected for admission to the nursing program must also meet clinical agency requirements and be able to perform essential functions as outlined in the CNHP Handbook, be eligible for RN licensure, and capable of fulfilling clinical practice requirements.

### **CPR Requirements**

All students are required to have current "Healthcare Provider" CPR. CPR documentation is submitted and approved through CastleBranch. Students who are not in compliance with current CPR certification in CastleBranch will not be admitted to the clinical agencies.

### **HIPAA Requirements**

The USI College of Nursing and Health Professions complies with HIPAA standards for patient confidentiality and personal health information. Students must complete the USI CNHP HIPAA education program and submit to CastleBranch for approval annually. Students who do are not in compliance with HIPAA requirements in CastleBranch will not be admitted to the clinical agencies.

### **OSHA Requirements**

The USI College of Nursing and Health Professions adheres to the OSHA standards for infection control and exposure. Students must complete the USI CNHP OSHA education program and submit to CastleBranch for approval annually. Students who do are not in compliance with OSHA requirements in CastleBranch will not be admitted to the clinical agencies.

A student whose CPR, HIPAA, and/or OSHA documentation is not submitted and approved in CastleBranch by the determined due dates each semester will be given a performance improvement plan (PIP) contract for not being prepared for clinical and may be administratively dropped from the course.

No documentation for CPR, HIPAA, and/or OSHA can expire before the end of the semester. Any documentation that is due to expire during the course should be renewed, submitted, and approved through CastleBranch by the expiration date to prevent any disruption in clinical attendance. Failure to renew and submit documentation by the expiration date could result in a PIP and may impact student's progression in the nursing course and program.

### **CNHP Infection Control**

Students must adhere to the USI CNHP Infection Control Policy as outlined in the CNHP Handbook

### **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.

## **HEALTH REQUIREMENTS**

Information regarding the College of Nursing and Health Profession's essential functions that are necessary to meet the clinical/practice/field/work can be found in the College of Nursing and Health Profession's Handbook.

### **IMMUNIZATION SCHEDULE**

The immunization schedule must follow the College of Nursing and Health Professions' Infection Control Policy.

### **DOCUMENTATION OF HEALTH REQUIREMENTS**

Students are required to follow the college infection control policy regarding maintenance of health records, immunization requirements, and TB testing and/or certificate. Each student:

1. Must have all required documentation submitted and approved by CastleBranch prior to the determined due dates. A scanner for student use is in the Day Learning Resource Center of the Health Professions Center.
2. A student whose documentation is not submitted and approved in CastleBranch by the determined due dates each semester will be given a Performance Improvement Plan (PIP) contract for not being prepared for clinical and may be administratively dropped from the course.
3. No documentation can expire before the end of the semester. Any documentation that is due to expire during the course should be renewed, submitted, and approved through CastleBranch by the expiration date to prevent any disruption in clinical attendance. Failure to renew and submit documentation by the expiration date could result in a PIP and may impact student's progression in the nursing program.
4. Any student whose CastleBranch requirements are incomplete and requires clinical make-up, that make-up will be scheduled at faculty's discretion once requirements are completed.
5. Failure to complete CastleBranch requirements following a PIP may impact student's progression in the nursing program. Students can refer to the PIP policy in the BSN Handbook.

## **PREGNANCY AND CHANGE IN HEALTH STATUS**

Student pregnancy or a change in health status is to be reported to the clinical instructor. A physician's consent is required for students to continue clinical agency experiences. After surgery or other hospitalization, a physician's release to return to clinical is required.

## **HEALTH INSURANCE AND HEALTH CARE RESPONSIBILITY**

Students are expected to have health care insurance while enrolled in the program. The student is responsible for all costs related to their health care, including any costs associated with any type of clinical exposure, while enrolled in the program

## **ACADEMIC 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. It is strongly recommended that students contact their advisor by phone or e-mail to schedule an appointment for advising instead of relying on "drop in" advising. Faculty office hours are posted, but occasionally schedule variances may mean that they are not in during the posted time. Students may benefit from contacting their advisor prior to pre-registration each semester to discuss their plans. This may be done by appointment or may be accomplished by phone or e-mail.

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

Dr. Ryan Butler, Interim Undergraduate Program Chair  
(812) 461-5396 or [rmbutler@usi.edu](mailto:rmbutler@usi.edu)

Kim Sullivan, Admissions Coordinator, (812) 461- 5218 [kmsullivan1@usi.edu](mailto:kmsullivan1@usi.edu)  
Advising and Recruitment: (812) 228-5042  
Constance Walker, Director [cbwalker@usi.edu](mailto:cbwalker@usi.edu)

## **GRADING SCALE**

The grading scale for the Undergraduate Nursing Program is:

A =90-100%	B =83-86%
B+ =87-89%	C =75-79%
C+ =80-82%	F =69%and below
*D =70-74%	

\*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. Students also must achieve a pass in clinical to progress to the next nursing course. During clinical in which students are supervised by

a preceptor, the preceptor provides feedback to the faculty and the faculty determines if the student successfully passed the clinical experience.

## **PROGRESSION, WITHDRAW, READMISSION, AND DISMISSAL POLICIES**

### **PROGRESSION POLICIES**

Students selected for admission to the nursing program must also meet clinical agency requirements, present evidence of satisfactory health status, be eligible for RN licensure, and capable of fulfilling clinical practice requirements.

#### **Pre-Requisites and Minimum Grade Requirements**

1. Students must complete the following courses with a minimum grade of "C" prior to beginning Nursing 246-Introduction to Professional Nursing and Nursing 247-Health Assessment:

ENG 101, ENG 201, BIOL 121, BIOL 122, CHEM 141, PSYCH 201, CMST 101 or 107, MATH 114, UNIV 101, KIN 192, and HP 115.

2. All remaining University Core curriculum and all required non-nursing courses (Except IPH401) must be completed prior to or concurrent with Nursing 246-Intro to Nursing and Nursing 247-Nursing Assessment. Students will not be able to progress into Nursing 357-Introduction to Patient Care if these courses have not been completed.
3. Anatomy and physiology and chemistry course credit must be earned or equivalent competence demonstrated within five years of enrollment in clinical nursing courses.
4. *Only one course within nutrition and science courses may be repeated.* Students achieving less than a "C" in two or more of these courses will be dismissed from the program and are not eligible for admission or progression.
5. Students must achieve a minimum grade of "C" in all nursing courses. In order to achieve a grade of "C" or better in a nursing course, a student must achieve a "Pass" in the clinical component in addition to a "C" or better in the theory component. Letter grades are not given for clinical nor is a clinical "pass" utilized in computing the course grade, other than the requirement that the student must pass the clinical in order to earn a "C" grade or better. Students who do not receive a "pass" grade in the clinical will receive a letter grade of "F" in the course.
6. Students must retake a nursing course in which a grade of a "D" or less is earned (see Delay in Progression policy). Both theory and clinical must be repeated. If the repeated grade is acceptable ("C" or above) only the higher grade will be reflected in the student's GPA. If a "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.

## **Delay in Progression and Readmission**

Progression through the nursing program will be delayed if a student:

- Withdraws from a nursing course (with or without evaluation)
- Postpones enrollment in any nursing course
- Fails to achieve a "C" or higher in a nursing or pre-requisite course

Any of these circumstances require readmission into the Nursing Program, and a change in plan of study. The student must submit a Request for Readmission form to the Chair of the Admission and Progression Committee for review, no later than 5 business days after the conclusion of the course in which these circumstances occur.

The Undergraduate Nursing Admission and Progression Committee will meet to review the request, and the student will be notified of the decision to accept or deny readmission.

Students may only be readmitted to the Nursing Program **one** time.

Readmission to the Nursing Program is **not guaranteed**.

Readmission will likely delay graduation date and will require a revised plan of study.

Licensure and graduation papers will not be completed until the final semester of the program.

Factors that will be considered in the decision to readmit a student include, but are not limited to:

- Availability of space in courses.
- Course sequencing.
- Student performance including grades, professional behavior, and clinical performance.

## **Withdrawal Policy**

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.

## **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 at the University's Academic Integrity and Appeal Policy (<http://www.usi.edu/deanofstudents/academic-integrity>)
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.

Faculty who meet with students who are delayed or dismissed from the program will complete the Exit Questionnaire and submit to the Program Chair.

University of Southern Indiana  
Undergraduate Nursing Program  
Application for Readmission to the Nursing Program

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Advisor Name \_\_\_\_\_

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Nursing Course Number in which unsuccessful/withdrew \_\_\_\_\_

**Discuss factors contributing to delay in progression:**

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**Discuss your plans for performance improvement if readmitted:**

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**Instructions**

A student who is not successful in a Nursing course, or withdraws from a Nursing course must:

- Meet with the Course Coordinator.
- Submit an electronic copy of the Request for Readmission form to the Chair of the Admission and Progression Committee for review, **no later than 5 business days after the conclusion of the semester.**

Factors that will be considered in the decision to readmit a student include, but are not limited to:

- Availability of space in courses.
- Course sequencing.
- Student performance including grades, professional behavior, and clinical performance.

Students may only be readmitted to the Nursing Program once. Students will be notified regarding readmission decisions electronically via their USI Eagle email address.

Submit form **electronically** to Julie St. Clair, Chair, Undergraduate Admission and Progression Committee Chair [jstclair@usi.edu](mailto:jstclair@usi.edu)

Revised 2/2019

## **Performance Improvement Plan**

Students not meeting course of clinical expectations may be formally notified of their deficiencies and an improvement plan developed that addresses these deficiencies. The improvement plan should include measurable student outcomes, a timeline, and reflect expected outcomes of the course.

Course and clinical faculty will prepare the performance improvement plan, review it with the student, and secure the student's signature. Copies of the completed plan will be added to the student's file. The student will also receive a copy. Any email communication with the student should also be recorded in the student's file.

Faculty are responsible for sharing the course improvement plan with the Program Chair prior to discussing with the student. If a student receives a 3rd PIP at any time during the program the student's individual case will go before the Undergraduate Admission and Progression committee.

In a course, a student may receive one PIP. This PIP will include a written plan that specifies specific behaviors in which the student must meet in addition to all of the clinical objectives by the end of the course. 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.

**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

### **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 for 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. An "incomplete" will not be used to allow for remedial work; student work must be passing.
3. Students are required to remove the incomplete before enrolling in the next clinical nursing course.

### **Transfer Students**

Students requesting a transfer to USI's undergraduate nursing program from another nursing program must:

1. Be admitted to the University of Southern Indiana.  
Admission to USI DOES NOT guarantee admission to the nursing program.
2. Meet the Undergraduate Nursing Admission Criteria.
3. Complete the undergraduate nursing application process. The application is found on the undergraduate nursing website. All students must meet the admission criteria and apply by August 1.
4. After admission to the nursing program, course faculty will review those nursing courses completed within the last three years. In collaboration with the Undergraduate Program Chair, the course faculty, will determine if any transfer nursing courses are equivalent to USI undergraduate nursing courses.
5. Students who have two nursing courses with grades less than a D or F are not eligible for USI's undergraduate nursing program. However, should the student feel that extenuating circumstances existed and contributed to their unsuccessful nursing courses, an appeal letter may be sent to the Nursing Admission and Progression Committee for review.
6. Anatomy and physiology and chemistry course credit must be earned or equivalent competence demonstrated within five years of enrollment in clinical nursing courses.

## ASSESSMENT TECHNOLOGIES INSTITUTE, INC (ATI)

ATI is a comprehensive program that assists in identification of student mastery of content (level 2 proficiency) in the undergraduate nursing program and prepares the student for the NCLEX exam. Most nursing courses have an assigned ATI exam(s) which may be administered outside of the regularly scheduled class time. Each test will take approximately 1-2 hours to complete.

The ATI content exams (first time taking exam) will constitute 5% of the course grade in most circumstances. In order to be awarded the full ATI points, the student must achieve the Level 2 proficiency on the first attempt. The student who does not achieve the Level two proficiency on the first attempt but does so on the retake will be awarded half of the initial ATI points. The student who fails to achieve the Level 2 proficiency on the ATI retake will receive no points for the ATI exam. The distribution of points for completion of an ATI exam will be delineated in each course syllabus.

A student who fails to achieve a minimum level of mastery of content on the first attempt will be strongly encouraged to complete additional study and testing. Suggestions for remediation materials include ATI books, online learning modules, and a non-proctored online ATI examination. The student will be expected to continue to utilize non-proctored exams in preparation for a second proctored exam. The scheduling of the second proctored exam will be coordinated by the Course Coordinator or faculty designee.

The following ATI exams will be taken:

Nursing 246 – Self Assessment Inventory (will not count in the course grade)

Nursing 357 – Fundamentals of Nursing

Nursing 363 – Mental Health Nursing Care

Nursing 364 – Nursing Care Of Children

Nursing 455 – Population-Focused Nursing Practice

Nursing 456 – Maternal Newborn Care

Nursing 461 - Pharmacology for Nursing Practice

Nursing 468 – Medical Surgical Nursing Care

Nursing 488 – Nursing Management

Nursing 498 – Students will complete both A and B practice Pharmacology exams with at least a 90%. Students will be able to retake practice tests after a 24-hour lapse from their previous attempt until they achieve the 90%.

\*\*ATI RN Predictor Exam:

The ATI RN Predictor Exam will be taken by all student in the last semester of their program.

## **FACULTY GUIDELINES FOR ATI**

1. Faculty will introduce the purpose and value of ATI in the first nursing courses. In subsequent courses, faculty will continue to emphasize and reinforce the usefulness of the ATI materials for class preparation – encourage the use of these materials by using them as examples in class, using test questions to demonstrate how they could be of value, etc.
2. Students must have completed one “non-proctored” exam with a score of 85% or better to be eligible to take the proctored ATI exam.
3. After ATI tests are given, faculty will present summary class information to each section so students will know where they performed in relationship to the class and national standards.
4. Faculty should ensure that students know that the ATI tests are important and will affect the course grade and their ability to move to other courses.
5. Scores on selected ATI exams will count for 5% of the TOTAL course points. ATI points will not be calculated into the course grade until the student has achieved the required 75% average on unit exams.

## **ACADEMIC INTERVENTION AND ASSISTANCE (AIA)**

The purpose of the Academic Intervention and Assistance is to assist the beginning student who is experiencing academic difficulties to master nursing content and achieve success in passing nursing courses.

In the event that any student earns less than 75% on an exam in Nursing 246 and Nursing 247, the Academic Intervention and Assistance policy will be initiated.

1. The student must meet with the Course Coordinator or faculty designee prior to the next exam to determine a plan to achieve mastery of nursing content covered on the failed test.
2. A description of possible referral resources for test taking strategies are listed below.

**Referral** follow-up activities required of the student may include:

- a. Student study group
- b. Academic Skills (464-1743)
- c. Peer Tutoring
- d. Counseling Center (464-1867)
- e. Other referrals may be made based on student's individual needs.

- f. Evolve electronic resources (or other electronic resources as included with text book purchases).

For students currently enrolled in other nursing courses, it is the responsibility of the student to seek assistance from faculty when exam scores minimally meet or do not meet course requirements.

### **ATTENDANCE AND ABSENCE POLICIES**

Prompt attendance and preparation for classroom, scheduled learning lab, and clinical experiences are required. Attendance records will be maintained by the faculty. Faculty reserve the right to dismiss a student from clinical for tardiness, dress code violations, being unprepared, being physically or mentally compromised, or for any evidence of unprofessional conduct.

Planned absences for non-university related activities must be pre-approved by the BSN program chair at least one month before the absence. Any assignments missed should be completed before the absence. If the student is absent for an exam, the exam should be taken within 24 hours of return. The student is responsible for making an appointment to meet with the program chair to discuss the absence following approval from course/clinical faculty. The form must document a plan for make-up of missed assignments, clinical, and/or exams.

If a student will be absent for a university related activity, the university advisor will notify faculty. The student is responsible for communication with course faculty to develop a specific plan for make-up of missed assignments, clinical, and/or exams.

#### **ATTENDANCE**

In the event that the student must be absent from a seminar, skills lab or clinical, it is the student's responsibility to notify the faculty a minimum of two hours prior to the start of the seminar, skills lab or clinical day. The student must provide the following information:

1. Student name.
2. Reason for student's absence.
3. Activity (class, learning lab, clinical experience, etc.) from which the student will be absent.
4. Name of instructor who should be notified of the absence.
5. Hospital/agency and clinical unit to which the student is assigned (if assigned to clinical that day.)



## **TARDINESS**

Professional behavior requires that students be present at the start time of class and to be prepared for clinical experience. Two times of tardiness in the clinical setting will constitute an absence, will require clinical make-up, and may result in a PIP.

Absences and tardiness jeopardize a student's ability to achieve the objectives of the course and are inconsistent with professional behavior. If problems are noted with class attendance or tardiness, the student will be counseled and issued a letter of warning. A copy of the letter will be placed in the student's academic file in the College Office. Excessive absences may affect progression in the nursing program and result in dismissal from the program.

## **PREPARATION**

Students are expected to prepare for clinical assignments. A student unprepared for a clinical assignment will be dismissed from clinical, and may be issued a PIP. A student dismissed from clinical for being unprepared will be required to make up the experience. Lack of preparation for clinical experiences may result in clinical failure.

## **ASSIGNMENTS**

Written assignments are essential to meeting course objectives and must be submitted to faculty by the announced date. If problems are noted with written assignments, the student will be counseled and potentially issued a PIP. A copy of the PIP will be placed in the student's academic file in the College Office. Failure to submit written assignments on time may result in the student being given a "0" for the assignment.

## **CLINICAL MAKE-UPS**

The purpose of the policy for clinical make-up is to ensure consistency of clinical hours in all courses and to comply with state and national accreditation standards. Clinical experience will be defined but not limited to seminar, skills lab, simulation experience, and agency rotations.

Students must complete clinical make-up for each hour of clinical missed. If a student is late two times, the student will be required to do a four-hour clinical make-up time. Clinical make-up experiences will be directed by course faculty.

Any clinical time missed by a student will be documented and recorded on the clinical evaluation. Missing more than 2 clinical days in a nursing course may constitute a clinical failure. Missing more than 6 clinical days in one academic year is grounds for dismissal from the program. Documentation regarding the clinical absences and submitted by a student will be reviewed by the course faculty and the Program Chair. A determination of student progression in the curriculum will be made based upon student and clinical faculty documentation.

**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: \_\_\_\_\_

## **Promotion of Patient Safety and Error Prevention**

### **Clinical**

Students will have clinical experiences caring for patients in acute care. The students are expected to prepare for clinical. Students may NOT witness a will or sign legal documents such as surgery permits or nursery footprints. Students may NOT administer or hang blood or any blood products. Students may NOT pull central line catheters. Students may monitor vital signs and complete assessments while blood products are infusing. All other clinical activities may be performed at the discretion of the clinical faculty and as directed by the nursing unit or agency.

### **Safe Medication Administration & Medication Administration Safety Exam**

**Regardless of the student course or level, all medications must be directly supervised by a registered nurse.** Students must know: the action, indication, classification, safe dosage range, route of administration, required assessment if indicated, and safety monitoring of all administered medications. If the student is unable to articulate the medication information, they shall not administer the medicine. Students must follow the medication administration policy of the facility. The student will be expected to communicate this knowledge to the registered nurse overseeing medication administration.

The following guidelines will be implemented concerning medication administration safety in the undergraduate courses:

A medication administration safety exam will be administered in the following courses.

- Pharmacology (NURS356)
- Introduction of Patient Care (NURS 357)
- Nursing Care of Adults I (NURS358)
- Nursing Care of the Adults II (NURS368)
- Mental Health Nursing (NURS 363)
- Care of Children and Families (NURS364)
- Population-Focused Practice (NURS 455)
- Nursing of Women and Families (NURS456)
- Care of Adults through Lifespan (NURS 461)
- Nursing Care of Adults III (NURS468)
- Leadership in Care Delivery (NURS488)

Other nursing courses may include a medication administration safety exam. The number of points on the exam will be at the course faculty's discretion. Other exams in the courses listed above will have a minimum of 5% medication administration questions independent of the medication administration safety exam.

- The score received on the first medication administration safety exam will be the score included in the course exam average.

- The student must obtain a minimum of 90% on the medication administration safety exam. A student who is unsuccessful on the medication administration safety exam will be required to complete remediation designated by the course faculty.
- Students who do not obtain a 90% on the medication administration safety exam or complete remediation prior to clinical will be unable to administer medication without a USI clinical faculty. Failure to complete these requirements could result in a clinical failure.
- Students should refer to their course syllabus for information regarding medication administration safety exam information and remediation.

### **EXAMINATION AND TEST REVIEW POLICIES**

Each student must have a cumulative minimum average score of 75% on all course exams and quizzes to pass the course unless there is a specific statement in the syllabus stating otherwise. Points for the ATI Exam and any other course assignments will be averaged in for the final grade but will not count toward meeting the minimum cumulative exam average.

1. Students should arrange themselves in the classroom to provide space between students.
2. Time allowed for each test will be communicated by the faculty.
3. Students will complete all course exams in person, on campus. Students will need to bring a laptop or tablet to complete online exams in the designated USI classroom. Students are not permitted to take exams remotely without faculty approval and proctoring. Students who access the test remotely without faculty approval and appropriate proctoring will be in violation of the University's Academic Integrity and Appeal Policy.
4. Students will not be allowed to have any electronic storage devices in their possession during an exam or test review other than the device they are using to complete an online exam. This includes but is not limited to cell phones, IPADs, advanced capability watches (Apple watch), activity trackers, etc. Simple wristwatches may be utilized during testing. During an exam, if a student is found with an electronic device on his or her person or work area, a 10% deduction on the exam or quiz will occur on total exam points.
5. Faculty will provide calculators to students if math questions are required.
6. Students are not permitted to keep any examination paper.

7. Students who engage in academic misconduct and are found by faculty to be in violation of the University's Academic Integrity and Appeal Policy (<http://www.usi.edu/deanofstudents/academic-integrity>) will have a penalty assessed as outlined under the University's Academic Integrity and Appeal Policy.
8. If a student is going to miss an exam, the student must notify the course coordinator prior to the start of the exam. Failure to notify the faculty prior to the exam start can result in a "0" grade on the exam or quiz. With prior notification of the absence, the faculty will administer an alternate test within one week of the student returning to class.
9. 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. Students will not be allowed to take notes or images during test reviews. No electronic devices may be used or present in the student work area.
10. Computerized exams are arranged by the course faculty. 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.
11. No students may ask a question during an examination except for clarification about a typographical or grammatical error.
12. English as a second language students may use an electronic translator for classroom tests until their last two semesters after translator is approved by a faculty.
13. Exams may not be reviewed after subsequent exams are given. For example, exam one cannot be reviewed after exam two is administered.
14. Students who need to leave the room during an exam must first ask permission of the instructor. Faculty reserve the right to accompany students out of the room.
15. No food will be allowed during testing.
16. No hats/caps are allowed to be worn during testing. Cultural practices should be communicated with faculty.

## **CLINICAL LEARNING POLICIES**

### **CONFIDENTIALITY**

Students will have access to confidential medical/personal client and family information, and to sensitive agency information as part of the clinical learning experience. 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 clinical unit, agency or classroom. Violation of this policy may result in dismissal from the USI nursing program.

### **CLINICAL AND SKILLS LAB EXPERIENCES**

The clinical and skills lab experience is a scheduled part of the nursing courses where students have the opportunity to observe and apply knowledge of nursing. With the guidance and supervision of an instructor, students provide nursing care for selected clients. Student appearance and conduct must be appropriate to comply with the high standards of the profession.

1. Students are to report to the instructor on the assigned clinical unit 10 minutes before the scheduled hour for clinical experience.
2. The client's name must not be placed on information removed from their record. The client's initials may be placed on client care plans and other written assignments.
3. Students are to remember the hospital/agency is a quiet area and should avoid loud behaviors when in the clinical area.
4. Students going to the clinical unit to gather information for clinical assignments must be in proper attire (see Dress Code Policies) and should not give client care.
5. Periodic conferences will be held to evaluate the student's clinical performance during the course. 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 pass/fail grade to each student's clinical performance.
6. Students are required to abide by the policies and procedures of the agency in which they have clinical experience.
7. In the event of a disaster, students on the clinical units will be free to participate in the implementation of the agency's disaster plan. Utilization of students will be based on the individual unit's needs and the clinical faculty's discretion.

### **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 clinical laboratory 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 a witness to an incident shall make out an agency incident report as appropriate.

### **REVIEW OF 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.

### **Child Abuse**

If for any reason a student suspects child abuse during any clinical experiences, the course/clinical coordinator and or the assigned clinical faculty should be notified immediately, and the policy of the institution will be followed.

### **Clinical Experience**

Clinical rotations will be organized based on nursing unit or agency availability and course requirements. Preceptors may be used in selected nursing courses with faculty coordination. Input from preceptors will be an integral component of the clinical evaluation. Faculty are responsible for awarding the final clinical grade in each course. Faculty may move students from one course section to another based on clinical site availability and on student progression.

### **DRESS CODE POLICIES**

#### **Student Nurse Uniform**

1. The student is responsible for keeping all uniform items clean, neat, well-fitted and in good repair.
2. The USI student nurse uniform includes:
  - a. Approved red uniform top.
  - b. Navy uniform skirt or pants
  - c. White lab jacket with USI logo
  - d. Uniform and lab coat must be wrinkle free
  - e. Socks should be black, white, or dark navy.
  - f. White, black, or navy leather shoes - no sandals, clogs, open-toed or sling back shoes

- g. Long sleeved shirts should not be worn under the uniform. White t-shirts cannot hang below any uniform apparel
  - h. USI name badge with picture
- 3. The student is expected to be well groomed, hair should be secured so that it will not fall forward. Headbands should be a solid color of red, white, blue, brown, or black; one inch in width; and hold hair in place to promote a professional appearance.
  - a. Fingernails are to be short, clean, and carefully filed. Only clear fingernail polish may be worn. No artificial nails.
  - b. Perfumes and colognes must not be worn due to potential client/staff allergic response.
  - c. Chewing gum is not permitted.
  - d. Make up should be lightly applied, if used.
- 4. Pierced body ornamentation is limited to two earrings per ear. The earrings need to be a small post, approximately the size of a typed letter "O". No jewelry or body adornments outside of the ear are permitted including tongue studs, eyebrow, and/or nose rings. Ornamentation that stretches or gauges the earlobe is not permitted. No rings except a single flat band to promote good aseptic technique and client safety are permitted. In some clinical settings, students may be required to remove all jewelry.
- 5. All tattoos must be covered unless they are on the arm below the elbow and are no larger than the hospital/USI ID badge. Tattoos left uncovered below the elbow must not contain profanity or nudity. If an agency policy has more restrictions regarding tattoos, that agency's policy will be followed.
- 6. During clinical experience, the student should have a watch with a second hand, a black ball point pen, paper, penlight, and a stethoscope. **NO smart watches may be worn during the clinical experience.**
- 7. **Students are required to wear professional attire during all patient care experiences including simulation and anytime the student is representing USI as a nursing student unless directed differently by the instructor.**
- 8. Students will wear the required USI polo shirt and khaki pants to attend all required educational conferences and selected clinical experiences. All aspects of the dress code should be observed except hair may be worn down and the student may wear jewelry.
- 9. The hems of the scrubs must have no frayed edges, and may not touch the floor.
- 10. Students may be dismissed from clinical if not properly attired for their assignment at the discretion of the clinical instructor.



### **PROFESSIONAL BEHAVIOR**

The University's Student Right's and Responsibilities: Code of Student Behavior will be followed. <http://www.usi.edu/student-handbook>

### **PROFESSIONAL AGREEMENT FORM**

Students are expected to review and sign a professional behavior agreement form each year. This form will be completed and uploaded through CastleBranch annually. Initials and signature on this form signifies the student understands the policies and understands that violation of those policies will result in disciplinary action, which may include dismissal from the program.

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

**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 that I am responsible for updating and maintaining my health forms and CPR Health Care Provider certificate.

\_\_\_\_\_ 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 Baccalaureate Nursing Handbook and agree to abide by all policies and procedures contained therein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

**CNHP Social Media Policy**  
**College of Nursing and Health Professions**  
**Social Media Policy**  
**Approved: August 2015**  
**Revised: May 2021**

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, families, or any visitors, are allowed using any type of electronic device. Photos or videos of other students or selfies must not be taken at a clinical site or in a healthcare setting. In addition, no photos or videos 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.

- 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.
- No photos or videos of patients/clients, families, any visitors for clinical, fieldwork, 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 course requirement as documented in the course syllabus or other course documents or is requested in writing by an authorized representative of the clinical site and must not be published or utilized for any other purpose.

**Sanctions**

- Violations of patient privacy will be subject to the policies outlined in the University’s Student Rights and Responsibilities: A Code of Student Behavior Handbook and HIPAA procedures/guidelines and sanctions.
- Students may be subject to disciplinary action if they:
  - violate University policy or HIPAA regulations;
  - share any confidential patient and/or University-related information;
  - make what the University considers to be unprofessional or disparaging comments or posts related to patients (their families), students and 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 Signature

Date: \_\_\_\_\_

**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

## Preceptor

In the clinical nursing courses, students may complete required clinical learning hours with preceptors. The preceptor is a registered nurse licensed in the state of practice with 18 months of experience in the selected clinical practice area. The preceptor serves as a preceptor for the nursing student in collaboration with the clinical nursing faculty. Approval of the preceptor and clinical sites must be obtained from faculty prior to students beginning clinical hours

The clinical faculty provides guidance to the nursing student and preceptors to develop and implement a quality clinical experience. Input on student performance is requested from the preceptor while the faculty remains responsible for assigning the clinical grade for that course. Students may be required to visit campus to demonstrate clinical competency. The following guidelines have been approved for the selection, monitoring, and evaluation of the clinical experience.

### Criteria for Selection:

Preceptors will be selected based on the following criteria:

1. Current unencumbered licensure as a registered nurse in the state of practice.
2. Minimum of three years' work experience as a registered nurse.
3. Demonstrate competence in practice as designated by the institution in which they are employed.
4. Approved by the nurse manager of chair of the area or institution.

### Roles and Responsibilities of Faculty

1. Select and approve clinical teaching associate.
2. Provide written clinical objectives to the preceptors prior to the clinical experience.
3. Provide the evaluation tool to the preceptors prior to the clinical experience.
4. Be available in person or by phone during the clinical experience.
5. Consult with the preceptors to monitor and evaluate student learning.
6. Coordinate and monitor the clinical experience for no more than 10 students.
7. Orient students and preceptors to the respective roles and responsibilities.
8. Ensure that appropriate agreements are signed with agencies and preceptors.

### Roles and Responsibilities for Preceptors

1. Provide clear direction and supervision appropriate to the student's level of knowledge, skill, and experience.
2. Participate in student instruction while serving as an expert, role model, and consultant during clinical experience.
3. Provide the student with clinical experiences to meet the course and clinical requirements, objectives, and specific educational expectations.
4. Provide feedback on the student's performance to the student and clinical faculty.
5. Notify the clinical faculty immediately of any unsafe nursing practices.
6. Notify the clinical faculty of any reportable incident as defined by the institution.

## Undergraduate Nursing Program Preceptor Agreement

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Preceptors for the undergraduate nursing program are chosen in collaboration with the clinical facility's management and leadership team. Each preceptor must have a minimum of 3-years nursing experience as a registered nurse and an unencumbered RN license within the state in which they will be assigned.

- As a preceptor, I have reviewed the clinical expectations and agree to provide the student with clinical experiences that meet the course and clinical objectives. I will facilitate the learning objectives, review the student's performance with the student and provide feedback to the course faculty. I understand there will be no remuneration for this service.
  
- I agree to serve as a preceptor for the University of Southern Indiana Undergraduate Nursing Program for a period of one year unless I submit written notification of termination of the agreement. Dates and times of the clinical experience will be determined by the student, preceptor, and clinical faculty.

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Preceptor Name – please print \_\_\_\_\_

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Preceptor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Preceptor Information**

Title / Position: \_\_\_\_\_

Highest Nursing Degree: \_\_\_\_\_ Certifications: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Unit or Office: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Unit or Office Phone: \_\_\_\_\_

Preceptor Preferred Email address: \_\_\_\_\_

Professional License Number \_\_\_\_\_ State Issued: \_\_\_\_\_

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***For office use only:***

**Date received:** \_\_\_\_\_

**Approved as a Clinical Preceptor:** \_\_\_\_\_yes \_\_\_\_\_no

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved 05/2021**



**UNIVERSITY OF SOUTHERN INDIANA NURSING PROGRAM**  
**UNDERGRADUATE NURSING**  
**GUIDELINES FOR CLINICAL PRECEPTORS AND STUDENTS**

**Schedules**

Student schedules will be determined by either 1) the student contacting the preceptor to determine a clinical schedule, or 2) USI clinical faculty establishing the clinical schedule. Students will need to complete clinical hours as determined by the course. Students should work no more than 40 hours per week, with days scheduled in sequence whenever possible to maximize continuity of experiences.

**Clinical Objectives**

The anticipated learning needs and clinical objectives will be provided by course faculty.

**Alternate Preceptor**

As the preceptor, if you are unable to attend work on a day previously scheduled with a student please identify an alternate nursing preceptor who will agree to assume responsibility in your absence. Please discuss the clinical expectations. If you are floated to another unit, the student should accompany you for the new assignment. In accordance with Indiana's State Board of Nursing, preceptors and alternates preceptors must have 3 years of nursing experience.

**Orientation**

Most students will be assigned to units in which they are familiar; however, some students may need an orientation period. The orientation will be individualized and require Preceptor/Clinical Faculty/Student collaboration. Students are expected to assume the patient assignment as determined by the course.

**Direct Supervision**

Students will need direct preceptor supervision with specific nursing tasks until they have proven proficiency. Nursing tasks are determined by the nursing course and level of student. Please refer to the clinical objectives to determine the nursing tasks and student expectations.

**Regardless of the student course or level, all medications must be directly supervised by a registered nurse.** Students must know the: actions and indications, classification, safe dosage range, route of administration, required assessment if indicated, and safety monitoring of all administered medications. If the student is unable to articulate the medication information, they shall not administer the medicine. Students must follow the medication administration policy of the facility. The preceptor is expected to assess student's knowledge on all medications prior to administration.

The following should serve as guidelines. If the preceptor is in doubt, consult with the clinical faculty.

### **Student Activity**

Perform shift assessment required.

Nursing procedures

Charting/documentation

Medications

Administer narcotics

Medication Verification

Perform central line dressing changes

### **RN Requirements**

RN co-signature or validation statement

RN must directly supervise until proficient. (Invasive procedures such as IV insertion, central line dressing change, drawing blood from central line, trach change, etc **MUST** always be supervised)

RN to co-sign as determined by facility.

RN must directly supervise and co-sign.

RN must directly supervise, and co-sign documentation as directed by facility.

Any medication requiring two RNs to verify must be verified by two RNs (the student cannot be the second).

RN must directly supervise and co-sign

### **Procedures or Tasks Students May NOT Do**

According to USI policy, students are **not permitted** to:

- enter physician orders
- witness consent forms
- witness or hang blood or blood component products
- administer chemotherapy
- remove central lines.

If the facility requires special training for a procedure or task, the student may not complete the procedure or task but should observe. Students may perform bedside glucose monitoring **only** if allowed by the facility. Preceptors should use prudent nursing judgment and facility guidelines in deciding whether to allow students to perform select nursing procedures independently.

### **Concerns About Student's Clinical Performance**

USI faculty will make rounds but are always available to come to the unit when needed. There will always be an assigned USI clinical faculty accessible by phone and/or available to come to the unit/facility. In the event the student's performance is questioned or an incident occurs that needs immediate attention, please contact the clinical faculty as soon as possible.

If at any time the preceptor feels the student's performance is unsafe, the preceptor should intervene directly, and immediately stop the student from engaging in the behavior or giving client care. The USI clinical faculty should be notified as soon as

possible. Depending on the situation, the clinical faculty will come to the unit to directly evaluate the student or terminate the experience.

The USI clinical faculty can be contacted at any time if either the preceptor or student has questions.

There are some instances when a USI Faculty must be contacted to evaluate the student and/or situation and complete appropriate documentation.

1. Student illness or injury

Examples:

- Student passes out and hits head on IV pump.
- Student trips and gets a gash in his leg that may require stitches.

2. Patient injury involving a student

Examples:

- Patient falls when student transferring him to the chair.
- Student inadvertently dislodges a central line when changing the dressing.

3. Medication errors

Examples:

- Student administers the wrong dose of a medication.
- Student incorrectly administers an IV med (wrong rate).

4. Student is exposed to biohazard materials.

Examples:

- Contents of a JP bulb splash into a student's eye.
- Student acquires a needle stick from a contaminated needle.

**For student exposure to biohazardous materials, certain forms must be completed by the faculty. The patient will be asked to consent to testing as directed by facility policy and the student will be advised to seek appropriate medical care.**

## Feedback

Preceptors will provide feedback regarding student performance. The USI Clinical Faculty will determine whether the student has achieved a "Pass" in all clinical objectives.

Thank you for participating as a preceptor for the USI nursing program.  
9/2021

## ACADEMIC RIGHTS AND APPEAL POLICIES

Refer to the University Policy at:

<http://www.usi.edu/deanofstudents/academic-integrity>

### **EDUCATIONAL RIGHTS AND PRIVACY ACT:**

The University of Southern Indiana College of Nursing and Health Professions adheres to standards set forth in the Family Educational Rights and Privacy Act of 1974. A copy of the Act is available from the College Office. Any personal data/information about students or graduates of the University of Southern Indiana of Nursing and Health Professions will be protected under the tenets of this Act. Students may request review of their academic file. Students usually provide permission for the College to provide information to employers and other educational institutions when they are admitted to the Nursing Program by signing the "Permission to Disclose Personal/Confidential Information" form.

## 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.

**DEGREE COMPLETION AND LICENSURE FEES**

The following information is provided to assist you in planning for costs associated with the nursing program. The costs are approximate and are in addition to tuition and fees. Costs are subject to change.

License Application	\$ 400
College Pin	\$ 30-\$100
Graduation Costs	\$ 25-50
NCLEX Review	\$ 350

**DRESS REQUIREMENTS FOR RECOGNITION CEREMONIES**

**Recognition Ceremonies**

Business attire suitable for the role of the professional nurse.

## **DAY LEARNING RESOURCE CENTER**

The Charles E. Day Learning Resource Center (LRC) is a designated student learning space for the College of Nursing and Health Professions. This resource area, located on the second floor of the Health Professions Center, includes 20 computers, printing, scanning, models, charts, specialized learning software, a library of learning items, a quiet study space in addition to group study spaces, and excellent Internet connectivity. Students are welcomed into the LRC for study, skills practice, or testing and have access to a multitude of health related resources.

## **THE CLINICAL SIMULATION CENTER**

The Simulation Center at USI is a safe, realistic clinical learning environment. Through the use of high fidelity manikins, standardized patients and task trainers, nursing and health professions students are exposed to a variety of scenarios and situations that add both skill and depth of knowledge to their educational experience in a risk-free environment that is highly realistic for the learner and the patient.

## **WRITING SKILL REQUIREMENTS (APA)**

The Nursing Programs will abide by the 6<sup>th</sup> Edition of the APA Manual for written assignments. Faculty will provide guidelines regarding minimal expectations for adherence to APA style. Additional guidance for writing in APA style may be found at the library web site.

## **STUDENT ORGANIZATIONS AND PARTICIPATION**

Students are required and/or encouraged to actively participate in college and university organizations.

### **Conference Attendance**

The number of hours the students actually attends the conference will be given for clinical hours. Clinical hour credit to be divided between clinical courses taught concurrently in eight weeks. Clinical faculty have the discretion to say 'no' to conference hour acceptance. Maximum number of hours is 24 hours in a week for clinical credit. Clinical hours may be added to the student experience if clinical outcomes are not being met by students.

### **USI ASSOCIATION OF NURSING STUDENTS**

A chapter of the National Student Nurses' Association (NSNA) has been established in the USI College of Nursing and Health Professions. Nursing students enrolled in the program are required to participate in this organization.

The National Student Nurses' Association is the largest independent health professional student organization in the United States. Membership benefits include scholarships, NSNA publications, NCLEX Review Course fee discount, low-cost malpractice

insurance, participation in local, state and national meetings and projects.

The Indiana Association of Nursing Students (IANS) is the state affiliate to the National Student Nurses' Association. Nursing or pre-nursing students preparing for registered nurse licensure, or registered nurses pursuing a BSN are eligible for membership in National Student Nurses' Association, Indiana Association of Nursing Students, and the University of Southern Indiana Association of Nursing Students (USIANS).

The USIANS elects the following officers: The Board of Directors will consist of: President, Vice President, Secretary, Treasurer, Projects Chairperson, and Newsletter Correspondent, Break-Through to Nursing Chair, and Community Projects Chair during the spring semester. A copy of the minutes and treasurer's report for each Association of Nursing Student Chapter meeting are on file in the College Office and with the Indiana Association of Nursing Students State Board and are available upon request.

All Association of Nursing Students projects must be approved by a University of Southern Indiana Association of Nursing Students advisor. Faculty advisors are approved by the Dean. A copy of the University of Southern Indiana Association of Nursing Students Bylaws is available for review in the College Office. Applications for membership in Indiana Association of Nursing Students and National Student Nurses' Association are available through the Association of Nursing Students Membership Committee or from the Faculty Advisor.

### **DEAN'S STUDENT FORUM**

Interested students, class representatives and the officers of the Association of Nursing Students will meet periodically with the Dean to advise and provide consultation in the development and evaluation of nursing program policies and to promote the general welfare of students.

### **PROGRAM AND COLLEGE COMMITTEES**

Students are invited to attend and participate in Program and College committee activities. Information about meetings will be communicated.

### **OMICRON PSI CHAPTER, SIGMA THETA TAU**

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.

### **FUND RAISING AND OTHER COLLEGE ACTIVITIES**

Student involvement in fund raising or any activities identified with the USI nursing program must have the approval of the Assistant Dean of Nursing. Proposal and final project forms for fund raising and other College activities are available in the Day Learning Resource Center. A formal written plan must be submitted to the Dean's office 30 days prior to implementation of the plan. The proposal must be signed by the organization's faculty advisor before submission to the Dean. Upon completion of the project/activity a final report must be submitted. This information is maintained in a fund raising file to assist students in selecting future projects/activities.