NEUMANN UNIVERSITY

Undergraduate Nursing Program
Student Bulletin

Original Publication 1971; Revised 01/2016
## Table of Contents

General Information ........................................................................................................... 1
Introduction ......................................................................................................................... 1
Nursing Program Accreditation and Approval ........................................................................ 1
MISSION OF THE NURSING PROGRAM ............................................................................. 2
PHILOSOPHY OF THE NURSING PROGRAM .................................................................... 2
Nursing Policies .................................................................................................................. 2
Student Learning Outcomes .............................................................................................. 3

### II. ACADEMIC INFORMATION

Admission Criteria ............................................................................................................. 4
Participation in the Program (Technical Standards) .............................................................. 4
Progression Criteria/Degree Requirements ........................................................................... 6
Exception to Policy Process ................................................................................................. 7

### III. CURRICULUM


### IV. UNDERGRADUATE NURSING STUDENT CLINICAL/ LABORATORY PRACTICE

Professional License and Liability Insurance .......................................................................... 8
Confidentiality ...................................................................................................................... 8
Clinical Practice Requirements ............................................................................................ 8
Annual Education ............................................................................................................... 8
Basic Life Support Certification ........................................................................................... 9
Health Requirements .......................................................................................................... 9
Clearances ........................................................................................................................... 10
Transportation .................................................................................................................... 10
Clinical Attendance ............................................................................................................ 10
Clinical Lateness: .............................................................................................................. 11

**Laboratory Lateness:** ................................................................................................... 11

Dress Code .......................................................................................................................... 12
Drug and Alcohol Policy for Students at a Clinical Agency ................................................... 14

### V. NURSING PROGRAM: GENERAL POLICIES

Appointments with the Faculty/Dean ................................................................................ 15
VI. UNDERGRADUATE STUDENT INVOLVEMENT ................................................................. 19
   Student Representatives to Committees ........................................................................ 19
   Student Nurses’ Association at Neumann University ....................................................... 19
   Student Government and Clubs ..................................................................................... 20
   Sigma Theta Tau International: Delta Tau Chapter-at-Large ........................................... 20
   Membership Criteria ....................................................................................................... 20
   Clinical/Laboratory Absence/ Lateness Form .................................................................. 21
VII. SIGNATURE PAGE: Essential Nursing Competencies & Legal Standards .................. 22
General Information

Introduction

The Undergraduate Nursing Program is governed by the policies and procedures published in the Neumann University Undergraduate Catalog (Catalog) and Student Handbook (Handbook). The purpose of the Undergraduate Nursing Program Student Bulletin (Bulletin) is to provide students with additional information and guidelines specific to the Program and to facilitate the student’s personal and professional learning experience.

Students are responsible for the information published in the Neumann University Undergraduate Catalog, the Neumann University Student Handbook, and the Undergraduate Nursing Bulletin. The Nursing Program reserves the right to modify the program of studies, policies, procedures, and/or guidelines presented in these documents to meet students’ academic and/or professional needs. Modifications/revisions are distributed to students in writing.

Nursing Program Accreditation and Approval

The Neumann University Nursing Program is fully accredited by the Accreditation Commission for Education in Nursing and approved by the State Board of Nursing of the Commonwealth of Pennsylvania.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326
Phone: 1-404-975-5000 Fax: 404-975-5020
Email: info@acenursing.org Web: http://www.acenursing.org

Commonwealth of Pennsylvania State Board of Nursing
PO Box 2649 Harrisburg, PA 171005-2649
Phone: 717-783-7142 Fax: 717-783-0822
Email: st-nurse@state.pa.us

Web: http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing
MISSION OF THE NURSING PROGRAM

In accordance with Neumann University’s Mission and Vision Statements, the purpose of the Nursing Program is to enhance professional nursing practice and to foster the provision of quality nursing education and care in the Franciscan tradition to persons of diverse populations and in varying circumstances and environments. Franciscan values and traditions are linked to strong liberal arts and professional education. Graduates of the Baccalaureate and Master’s Nursing Programs will have the knowledge, skills and attitudes required for competent, ethical, professional practice; for lifelong development of that practice; for advanced study in nursing; and for fulfillment of professional and societal responsibilities.

PHILOSOPHY OF THE NURSING PROGRAM

The Neumann University Core Values of reverence, integrity, service, excellence, and stewardship infuse the educational process of the professional nurse. Neumann University students learn the art and science of nursing in a caring educational community. The science of nursing is based on clinical reasoning derived from the liberal arts and sciences, and theories of nursing. The art of nursing is based on ethical behavior, caring, and respect for human dignity.

Franciscan values provide a central focus for care of persons within the multicultural local, regional, national, and global communities.

Persons are holistic beings with interdependent physical, psychological, sociocultural, political, interpersonal, and spiritual dimensions. The discipline of nursing promotes evidence-based, patient-centered healthcare, and reflects advances in nursing, inter-professional practice, and technological knowledge. The overall goal of nursing is to maintain the highest level of health for persons along a continuum of wellness to illness.

Through the educational process, students develop the foundation for clinical reasoning, effective communication, competent delivery of quality care, research, professional accountability, advocacy, and leadership. Baccalaureate education provides the foundation for the development of professional knowledge, skills, and attitudes. Master’s specialty education prepares the nurse with advanced knowledge, skills, and attitudes to practice as primary care providers, or as nurse educators.

Graduates of Neumann University Nursing Programs are prepared to practice to the full extent of their educational preparation. Graduates will provide leadership to influence the profession of nursing and effect health care practice within increasingly complex systems of care.

Nursing Policies

Students are responsible for policies and requirements related to the Nursing major that appear in the Neumann University Undergraduate Catalog, the Neumann University Student Handbook, the Undergraduate Nursing Student Bulletin, and Specific Course Syllabi. This information can be accessed through the Neumann University Website and NU Learn.
Student Learning Outcomes

Upon completion of this program, the graduate will earn a Bachelor of Science with a major in Nursing and will be able to:

- Synthesize theories and concepts from the humanities and fine arts, and the physical, behavioral, social, and nursing sciences as a foundation for practice.

- Ensure provision of holistic, compassionate nursing care in all settings with individuals from diverse backgrounds across the lifespan.

- Integrate evidence-based knowledge and clinical reasoning in the delivery of safe, effective, and efficient nursing care.

- Integrate information systems and health technologies in the provision of nursing care.

- Examine the implications of health policy on issues of access, equity, affordability, and social justice in health care delivery.

- Implement leadership strategies to promote quality health care delivery through communication, collaboration, coordination, and consultation with individuals, families, communities, and members of the interdisciplinary team.

- Incorporate health promotion and disease and/or injury prevention when caring for individuals, families, communities, and populations across the health care continuum.

- Assume personal responsibility for excellence in practice, lifelong learning, and professional growth and development.

- Integrate the Nursing Code of Ethics and Franciscan values (reverence, integrity, service, excellence, and stewardship) in professional practice.
II. ACADEMIC INFORMATION

Admission Criteria

Refer to the Neumann University Catalog for the academic year you were admitted to the nursing major. Students from a non-English speaking country or for whom English is a second language, results of the Internet-based Test Of English as a Foreign Language (TOEFL) or the Cambridge Michigan Language Assessment Battery (MELAB) must be submitted. For admission, the Nursing Program requires an Internet-based TOEFL with a minimum overall score of 84, and a minimum score of 26 on the verbal subtest; the MELAB requires a minimum overall score of 81 with a speaking score of 3.

Participation in the Program (Technical Standards)

Nurses must be able to function safely and effectively in a wide variety of clinical situations. To become a licensed professional nurse, certain types of learning, including clinical training, are required; and specific legal standards must be met as well. The threshold for participation in the Neumann University Nursing Program, then, is whether the prospective student can meet both academic and technical standards, and can qualify under licensing law and other applicable laws, rules, and standards.

In preparation for professional nursing roles nursing students at Neumann University are expected to demonstrate the ability to meet the demands of a professional nursing career. The goal of Neumann University is to prepare every nursing student to think critically, and practice nursing competently with compassion in a rapidly changing practice environment. All efforts are designed to build nursing knowledge, foster professional integrity, and ultimately improve the health outcomes of patients, families, and communities across the continuum of care. Certain functional abilities are essential for the delivery of safe, effective nursing care. Qualified applicants and students are expected to meet all admission criteria, as well as technical standards with or without reasonable accommodations within the confines of safety to the patient and the student.

Qualified applicants and students are expected to satisfactorily demonstrate these standards for progression through the program.

The technical standards that have been identified as necessary to meet the nursing curriculum are the following:

**General Abilities:** The nursing student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses is able to be integrated, analyzed and synthesized in a consistent and accurate manner. The student must be able to observe a patient accurately at a distance to perceive pain, pressure, temperature, position, equilibrium and movement. A student must be able to respond promptly to urgent situations that may occur during clinical training activities and must not hinder the ability of other members of the health care team to provide prompt treatment and care to patients.

**Observational Ability:** The student must have sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities. The student must also be able to document the observations on either written or computer sources. The student must possess the functional use of senses and sufficient motor capacity to carry out the necessary assessment activities.
Communication Ability:
The student must be able to communicate effectively both verbally and non-verbally to explain information to others. Each student must have the ability to read, write, comprehend and speak the English language to facilitate communication to patients, families, and other members of the healthcare team. The student must be able to maintain accurate patient records, present information in a professional, logical manner and provide patient counseling and instruction to effectively care for patients and their families. The student must possess verbal and written communication skills that permit effective communication with instructors and students in both the classroom and clinical settings.

Motor Ability: The student must be able to perform gross and fine motor movements required to provide all nursing care including the ability to perform inspection, palpation, percussion, and auscultation. Other psychomotor skills necessary for patient care include; assisting with procedures, treatments, administration of medications, and emergency interventions including CPR if necessary. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe patient care. Students must be able to bend, squat, reach, kneel and balance. The student is expected to be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in the clinical setting. Safety of the patient and the student is of utmost concern.

Intellectual –Conceptual Ability: The student is expected to have the ability to develop and refine problem solving skills and demonstrate the ability to establish plans of care and set priorities. The student must be able to measure, calculate, reason, analyze and synthesize objective and subjective data in a timely manner and make decisions that reflect consistent and thoughtful deliberation of the appropriate data. The student is expected to be able to listen, speak, read, write, reason, and perform mathematical functions at a level which allows the student to possess and understand the materials presented in both a written and a verbal format throughout his or her course of study.

Behavioral and Social Attributes: The student is expected to have the emotional stability required to exercise sound judgement, and complete assessment and intervention activities. Compassion, integrity, motivation, and concern for others are personal attributes required of those in the nursing program. The student must fully utilize intellectual capacities that exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients, families, and other health team members. Students are expected to have the ability to establish rapport and maintain sensitive and confidential interpersonal relationships with individuals, families, and groups from diverse social, emotional, cultural, and intellectual backgrounds. The student is expected to have the flexibility to function effectively under stress, including emergency situations; the student is expected to be able to learn to adapt to changing environments, to display flexibility, arrive on time and meet the demands for timely performance of duties, accept and integrate constructive criticism given in the classroom and clinical/laboratory setting; and effectively collaborate in the clinical setting with other members of the healthcare team.

Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant’s ability to complete all components of the program. Reference: AACN.nche.edu/educational resources/Technical_Standards.pdf (Retrieved October 11, 2015).

Students should refer to the Undergraduate Catalog for detailed information about Admissions and Disabilities services.
Progression Criteria/Degree Requirements

Progression in the Nursing major is based on academic achievement, clinical practicum performance, laboratory performance, and professional behavior.

As students of Neumann University, Nursing majors are expected to comply with the “Student Code of Conduct,” as presented in the Student Affairs Handbook. This Code includes, but is not limited to, respect for others in all interactions, whether on or off campus.

The Code of Ethics for Nurses (American Nurses Association, 2015) identifies the ethical values, duties, and commitments of professional nurses. It is expected that all Nursing majors will adhere to the provisions of this Code. Any violation of the Code constitutes grounds for course failure or dismissal from the Nursing Program.

Progression in the Nursing major leading to a Bachelor of Science degree requires students to:

- Maintain a minimum cumulative GPA of 2.00.
- Achieve a grade of “C” in every required Allied course.
- Achieve a grade of “C” or higher in every required Nursing theory course.
- Achieve a grade of “Pass” in every Nursing Clinical Practicum/Laboratory course.
- Complete a minimum of 122 credits.
- Complete standardized Nursing examinations at intervals during their baccalaureate program.

The Division of Nursing and Health Sciences have determined that all students are to be assessed according to the following grading scale for all Nursing theory courses for which they have registered. Final course grades, expressed to the hundredths place, will not be rounded to the nearest whole number. As an example, a final course grade of 76.95 yields a course grade of D+. Therefore, the minimum passing grade earned in theory courses must be 77.00.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Minimum Passing Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>93.00-100</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>89.00-92.99</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>85.00-88.99</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>81.00-84.99</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>77.00-80.99</td>
</tr>
<tr>
<td>D+</td>
<td>Poor</td>
<td>74.00-76.99</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>69.99 or less</td>
</tr>
</tbody>
</table>

Laboratory and/or clinical practicum courses provide students the opportunity to apply theoretical concepts to clinical practice, and are graded as Pass or Fail. Students must earn a grade of “Pass” in order to successfully complete the laboratory and/or clinical practicum courses.

The application of theory in practice is integral to professional nursing practice. Therefore, students must pass theory courses with a grade of 77.00 (C) and associated laboratory and/or clinical practicum courses with a grade of “Pass” in order to progress.

When a grade less than 77.00 is earned in a theory course, the course must be repeated. When a grade of “Fail” is earned in a laboratory or clinical practicum course, the course must be repeated.

When students withdraw from a theory course, they must withdraw from the associated laboratory or
clinical practicum course if the laboratory or clinical practicum course has not been completed. However, students who withdraw from a laboratory or clinical practicum course may remain in the associated theory course.

Required Nursing and Allied courses may be repeated only one time, whether the repetition is a consequence of student withdrawal from a course, institutional withdrawal from a course, theory course grade of less than “C” in Nursing or Allied courses, science lab grade less than “C”, or a nursing laboratory/clinical practicum course of “Fail”. The student must successfully complete the repeated course with a minimum of “C” or “Pass” the second time enrolled.

**Failure to earn a minimum grade of “C” in a repeated Nursing course will result in the student’s dismissal from the Nursing major.**

**Failure to earn a minimum grade of “C” or “Pass” in more than one nursing course will result in the student’s dismissal from the Nursing major.**

Students seeking to repeat a course will only be enrolled after all students registering for the first time are accommodated. Enrollment of students repeating the course is dependent upon the availability of clinical facilities and staffing, and cannot be guaranteed.

All degree requirements must be completed within five years after beginning the first Nursing course, NUR 206 Health Assessment and Modalities or its equivalent, Exception to this time limitation must be applied for in a written request submitted to the Dean, Division of Nursing and Health Sciences before the end of the five year period. The request for extension must include the situations(s) contributing to the need to extend the program beyond five years.

**Exception to Policy Process**

The Nursing Program adheres to the grievance procedure of the University; however, there are unique situations in the Nursing Program for which a student may request review and/or exception to a specific academic policy. Students are directed to meet with their Nursing academic advisor to discuss the procedure for submitting their request for a hearing by the Admissions and Progression Committee. The Committee meets regularly during the academic year; meetings are scheduled as needed during the summer.

### III. CURRICULUM

Refer to Neumann University Undergraduate Catalog for projected course requirements and course sequencing for the pre-licensure options.
IV. UNDERGRADUATE NURSING STUDENT CLINICAL/LABORATORY PRACTICE

In as much as it is possible, clinical experiences are scheduled during the weekdays or weekend days for Nursing majors enrolled in the Full-Time Day Course Sequence and during weekday evenings and weekend days for Nursing majors enrolled in the Part-Time Evening Nursing Course Sequence. All students are advised, however, that agency and faculty availability may require clinical attendance during weekdays, weekends, and/or evenings to assure that all who are registered for a specific course meet the course/clinical objectives during the semester of enrollment. Failure to meet clinical practice requirements will prevent lab and/or clinical participation and will result in lab or clinical practicum failure.

Professional License and Liability Insurance

LPNs who are pursuing the Bachelor of Science with a major in Nursing option must provide evidence of a current and unrestricted license as a practical or vocational nurse from Pennsylvania or their state of practice. RNs who are pursuing the Bachelor of Science with a major in Nursing option must provide evidence of a current and unrestricted Pennsylvania RN license. In the event that student clinical placement is in Delaware or New Jersey, the RN must submit licensure from the state of clinical placement. RN’s are encouraged to carry professional liability insurance.

Confidentiality

Confidentiality is both an ethical and legal responsibility of all professional nurses. Students must maintain confidentiality of all patients, this includes but not limited to identity, diagnosis, treatment, family problem(s) or life style. This information should not be discussed or otherwise passed on to any individuals in a public environment. Sharing of information for the purpose of learning inside or outside the agency or class/clinical conferences is acceptable with vigilance not violate HIPPA protocols.

Confidentiality is also an essential component in the nursing laboratories especially simulations. This means that it is inappropriate to discuss the details of your simulation or the performance of other students in the laboratory/simulation.

Clinical Practice Requirements

These clinical practice Requirements apply to all Nursing majors, both full-time and part-time.

Annual Education

Each year, students will be required to submit evidence of successful understanding of Health Insurance Portability and Accountability Act (HIPAA) and Standard and Transmission-Based Precautions. See Neumann’s Website.
Basic Life Support Certification

Prior to the first clinical Nursing major course(s), each student is required to present proof of certification in Basic Life Support for the Health Care Provider (American Heart Association). Thereafter, evidence of current recertification must be presented to the secretary to the nursing department. Failure to provide evidence of certification will prevent participation in clinical experiences.

Health Requirements

The Nursing Program Health Requirements must be completed and submitted to the secretary to the nursing department by August 1st for pre-licensure Full-Time Day option and December 1st for the pre-licensure Part-Time Evening option. Forms are available from the secretary to the nursing department. These Health Requirements apply to all Nursing majors, both pre-licensure full-time and part-time options and the RN-BS option. Required immunizations and lab reports must be completed at the time health forms are submitted. If proper health forms are not submitted, the student will not be permitted to participate in clinical practicums.

The following is a list of Health Requirements and updates required:

- Yearly physical
- Annual flu shot vaccine immunization (students seeking waiver may be prohibited from placement at selected clinical sites.
- Measles immunity as documented by a positive IgG antibody titer
- Mumps immunity as documented by a positive IgG antibody titer
- Rubella immunity as documented by a positive IgG antibody titer
- Varicella immunity as documented by a positive IgG antibody titer OR proof of 2 doses of the vaccine
- Tetanus/Pertussis immunity as documented by a recent dose of the acellular pertussis/diphtheria/tetanus booster (Tdap or Adacel)
- Hepatitis B immunity as documented by a series of 3 doses of the vaccine and a positive hepatitis B antibody OR a signed declination form
- Tuberculosis Screening
  - If a negative PPD (TST) history, a two-step PPD (TST) is required. (A two-step requires 2 PPD’s (TST,s) placed 1-3 weeks apart) OR a negative quantiferon blood test.
  - If positive PPD (TST) history, a copy of a chest x-ray report or a letter from the primary care practitioner documenting absence of disease.
  - Yearly one-step PPD (TST) after the initial two-step PPD (TST)
- Meningitis vaccination documented by the date of vaccinations OR a signed waiver form.

Additional requirements may be imposed by the affiliating clinical agencies. Students with cardiac, pulmonary or immunity issues, or that are pregnant or have any condition that may keep the student out of clinical are required to submit a letter from their primary care practitioner clearing them to return to school, lab and/or clinical practicum.

The student is responsible for maintaining current medical insurance and for notifying the secretary to the nursing department immediately of any changes in his/her status of medical insurance coverage. Failure to maintain medical insurance or comply with health standards will prevent participation in laboratory and/or clinical experiences.
Clearances

Students are required to submit to substance abuse screening prior to clinical placement and random screening, during clinical experiences, or if there is reasonable suspicion of drug or alcohol abuse in classroom, laboratory, or clinical settings. Students testing positive will be referred to Counseling and Health Services for assessment and assistance with their substance abuse problem. Such referral, however, will not preclude the University from taking other disciplinary actions, up to and including removal from the clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. RN or LPN students with a positive substance abuse screening will be reported to the State Board of Nursing, as required by state law. Students are responsible for costs incurred for these screenings. For additional information, please contact the Dean of Nursing and Health Sciences. **This screening must be updated annually**

Students are also required to apply for, obtain, and present to the Dean of the Division of Nursing and Health Sciences a current **FBI Fingerprint Clearance**, a **State Child Abuse (Yearly)**, and **Criminal Background Clearances (Yearly)**, as required by clinical agencies, **prior to their participation in clinical courses**. A criminal record and/or a history of child abuse may prohibit clinical placement and, subsequently, result in failure to meet degree requirements.

State Boards of Nursing may deny or revoke licensure when the applicant “has been convicted, has pleaded guilty, has entered a plea of no contest, or has been found guilty by a judge or jury of a felony or crime of moral turpitude; or received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the settlement of felony charge.” Similarly, “possession, use, acquisition, or distribution of a controlled substance or caution legend drug for other than an acceptable medical purpose” may be cause for denying application for professional licensure *(Commonwealth of Pennsylvania, Professional Nursing Law, Act 69, Section 14)*.

**Students failing to obtain required clearances will not be eligible for clinical placement resulting in failure to meet degree requirements.**

Transportation

Each nursing student is responsible for transportation to and from clinical practice sites throughout the entire Nursing Program. Transportation requires that each student has personal access to a car.

Clinical Attendance

The Nursing Faculty (Faculty) believes attendance demonstrates professional accountability and is the responsibility of the student. The Faculty also believes attendance is necessary to master the body of knowledge needed for safe clinical practice and adequate preparation for licensure.

**Students are expected to be present for class, testing, laboratory, and clinical/laboratory orientation sessions, and/or clinical/lab experiences. (This includes the weeks of orientation, and to all clinical experiences.)**
Regular attendance in **clinical** is essential to completing required university course objectives along with the Pennsylvania Board of Nursing requirements. If the student has any clinical absences during the semester, he/she will be required to complete a mandatory make-up day. There will be no imposed fee for make-up of the first **excused** clinical or laboratory absence.

Charges to student account for any unexcused absence, or a second excused absence:

- **Clinical**: $20.00 per hour per clinical day.
  - 5 hour clinical day = $100.00,
  - 10 hour clinical day = $200.00,
  - 12 hour clinical day = $240.00.
- **Lab**: $20.00 per hour of lab.

This fee must be paid to the Business Office no later than the first of the next semester. A clearance from the business office must be presented to the Dean’s Office in order to participate in the Nursing course(s). For seniors in their final semester, this fee must be paid to the Business Office in order to graduate.

Clinical and laboratory make-up experiences may be scheduled on university holidays, weekends, or designated off-peak hours based on the instructors’ schedule and agency/unit/laboratory availability.

**Clinical Lateness:**

The student is responsible to arrive at the unit assigned in the clinical agency at the prescribed time. If the student anticipates being late he/she must notify the instructor and/or agency according to course policy and instructor direction. If the student’s arrival to the clinical unit is past the designated time, the student will be unable to accept the patient care assignment and must leave the agency. This will allow for the least amount of disturbance to patient care and safety, the clinical unit, and nursing staff. This lateness will be considered an unexcused absence and will need to be made up by the end of the semester.

**Laboratory Lateness:**

The student is expected to arrive **before** the scheduled start time of the clinical laboratory. If the student’s arrival to the lab is past the scheduled start time, the student may be unable to participate in the laboratory. This allows for the least amount of disturbance to the learning activities and other students. This lateness will be considered an unexcused absence and will need to be made up as scheduled by the laboratory faculty or course coordinator.

**There may be a time when absence from class, lab or clinical may be unavoidable. Examples of unavoidable absences include:**

- A health alteration or diagnosed infectious disease that would prevent the student from performing their clinical/laboratory duties.
- Death in the immediate family.
- Participation in a University sanctioned activity. Student must provide documentation to the Dean’s office prior to the scheduled activity.
- Jury duty. Student must provide a copy of the subpoena and/or court documents to the Dean’s office prior to the scheduled court date(s).
- Subpoena to appear in court. Student must provide a copy of the subpoena and/or court documents to the Dean’s office prior to the scheduled court date(s).
All “No Notification”, and/or “No Show” laboratory and/or clinical events will be reported to the course coordinator and considered an unexcused absence.

If it is determined by the faculty team that a student will be unable to meet course objectives due to clinical and/or laboratory absences, he/she will be counseled to withdraw from the course and/or be at risk for course failure. Failure to complete all required clinical and laboratory hours, including required make-up assignments, by the end of the semester will result in an incomplete with impending clinical failure if not completed by the designated date.

A Clinical/Laboratory Absence/Lateness Form must be completed and signed by the student. (See last page of this bulletin)

Dress Code

Uniform

White uniform tunic tops with the official Neumann University logo and navy blue uniform pants issued through the designated uniform company are required during clinical experiences. Students may wear a plain white long sleeve shirt under the tunic top which is available through the uniform company. Students are encouraged to purchase two complete uniforms to assure that a freshly laundered uniform is worn each day. Uniforms should be neatly pressed. Undergarments are not to be visible beneath, above, or below the uniform. No fancy colored ornaments or pins should be worn.

Uniform ordering information will be presented to students during their NUR 206 course. Students will then be referred to the Neumann University Nursing Program webpage for instructions regarding uniform ordering.

Shoes and Hosiery

Closed heel and toe, professional nursing oxford or athletic shoes provide comfort, protection, and support. Shoes should be all white and worn with plain white hosiery or socks that cover the ankle completely. Clogs, boots, or ballerinas are not permitted.

Clinical Identification Badge

Students are required to wear their University-issued Student Identification Badge during clinical experiences in all clinical settings. The badge should contain the student’s name/ID photo and be prominently displayed. Agency identification cards should be worn according to agency policy.

Hair

Hair should be neat and off the face and collar. Hair is to be of natural color, no pink, blue, green, purple, yellow, etc. is acceptable. Plain, neutral-colored (beige, white, black) ornaments or black or brown hair nets should be used only to keep loose hair controlled. Facial hair should be neatly trimmed.

Jewelry

A watch with a second hand is necessary during laboratory and clinical experiences. A single pair of small, inconspicuous stud earrings may be worn. Gauges or buttons are not acceptable. Additional earrings or body piercings are not permitted. A plain wedding band is acceptable. No other jewelry should be worn. Jewelry related to religious/ cultural beliefs need to be approved by the dean.
Miscellaneous
Natural nails that are maintained less than ¼ of an inch in length are required. False nails, gels, overlays, and/or nail polish are not permitted in the clinical setting. Body art must not be visible.

Equipment
A black ink pen, pencil, bandage scissors, hemostat, stethoscope, pen light, and goggles are required for clinical experiences. Community Health also requires a blood pressure cuff. Students must comply with additional regulations as set by the clinical agency.

There are many elements of the dress code that may be related to religious practices. Students requiring exception to the rule must petition the dean for consideration.

Students must adhere to any additional clinical agency’s policies regarding dress and professional appearance.

Revised: 1/9/2016; approved 1/15/2016
Drug and Alcohol Policy for Students at a Clinical Agency

Abuse or illegal use of drugs or alcohol jeopardizes patient safety, violates practice law, and may prevent licensure on program completion. Furthermore, abuse or illegal use of drugs or alcohol prohibits participation in classroom, laboratory, and/or clinical experiences. Students who are taking any prescribed narcotic analgesic prior to or during patient care may experience actual/potential alteration in cognitive and/or psychomotor function, placing the patient at risk. Therefore, students must present documentation from the health care provider regarding the prescribed narcotic analgesic purpose and dose and may not attend clinical experience until the prescribed analgesic is discontinued for at least 24 hours.

Students are required to comply with mandatory yearly and random drug screens, the cost of which will be borne by each student and applied to his or her University account. The addition of a random drug screen is to assure, after clinical placement, that the student remains drug-free.

When requested, a random drug screen must be completed within 48 hours of the request or notification. Any student refusing to comply with the request for a random drug screen will be removed from clinical, which may result in failure to meet degree requirements. Any student, who tests positive for a specific drug, will be removed from clinical and referred to Counseling and Health Services for assistance with a substance abuse problem. A student’s refusal to comply with the request to complete a random drug screen, or a positive drug screen will not preclude the University from taking other disciplinary actions, up to and including clinical failure and/or expulsion from the program/University, depending upon the circumstances.

If the student is suspected of alcohol consumption, drug abuse, or use of prescribed narcotic analgesics prior to or during the clinical/laboratory experience, the instructor will immediately:

- Remove the student from clinical/laboratory practice.
- Discuss with the student the suspicion of substance abuse or prescribed use of narcotic analgesics.
- Document the incident, providing a copy to the student.
- Contact the Office of the Dean to arrange for student transportation from the clinical site to the University.
- Refer the student to the University Counseling and Health Services.
- Notify the Course Coordinator and Dean.

Students removed from clinical may be required to submit to immediate substance screening. Students testing positive may be referred to Counseling and Health Services for assistance with a substance abuse problem. Such referral, however, will not preclude the University from taking other disciplinary actions, up to and including removal from clinical placement (which may result in failure to meet degree requirements) and/or expulsion from the program/University, depending upon the circumstances. Students will be required to submit to substance screening, and be found negative, before a decision about returning to the clinical area will be determined. Students are responsible for costs incurred for these screenings. For additional information, please contact the Dean of Nursing and Health Sciences.
V. NURSING PROGRAM: GENERAL POLICIES

Appointments with the Faculty/Dean
Faculty post scheduled office hours outside their offices. Appointments with faculty members must be made individually by the student. Appointments with the Dean are scheduled with the Dean’s secretary (Room 245) or by calling 610-558-5561.

Advising
Advising in the Nursing Division respects the individual’s unique needs, interests, and goals. Each student admitted to the program is assigned to a nursing faculty member or the nursing program advisor for academic advising. The list of advisors and advisees is located on the bulletin board in Room 238 Bachman Main Building above the nursing student mailboxes.

Advisor assignments are communicated in writing to each student. The faculty member is available for advisement and assistance throughout the semester, at pre-registration, and during registration periods.

Each semester, students must meet with their advisor to plan course selections for the following semester. At pre-registration time, students with less than 45 credits must pick up scheduling forms from the Office of the Registrar (course schedules may also be accessed online), plan what courses will be taken the following semester, and meet with the advisor to discuss plans and complete the required forms. Students with more than 45 credits, must meet with the advisor to plan courses for the upcoming semester. The advisor must release the student to self-register.
Students are encouraged to seek out and confer with advisors at other times of the school year for issues related to academics as well as professional development and career planning.

Communication
Every effort is made to communicate information from administration, faculty, and staff to all concerned. Students are responsible for being knowledgeable about materials posted on NU Learn (Blackboard Learn), nursing bulletin boards, distributed in student mail folders, e-mailed, or received in US Postal Service mailings.

The primary communication tool used by the University and the nursing division is the Neumann email. It is an expectation of students in the nursing program to regularly check their University email accounts to obtain important information sent out by University faculty, staff, and administration. It is the student’s responsibility to ensure their University email account is functioning. Refer to the Neumann website, IT department for further direction and support.

Class Attendance
Classroom attendance is crucial in order for students to fully comprehend the theoretical component of the Nursing curriculum and is essential for competence and safety in practice. Students are expected to attend all scheduled classes for the entire time scheduled. Arriving late or leaving early does not constitute professional behavior and is considered an absence. The student is responsible for all material presented in class and for signing the attendance sheet each day. A student who is absent from class, as a matter of courtesy, should inform the instructor in advance of the absence. If absences occur, it is the student's responsibility to contact the instructor with regard to making up the work missed. Permission to make up course assignments will be granted solely at the discretion of the instructor.
Refer to the Neumann University Undergraduate Catalog for information concerning course drop, add, and withdrawal, leaves of absence, tuition refunds, and institutional withdrawals.

**Classroom Code of Conduct**

Nursing faculty strive to create an optimal learning environment based on Franciscan values; for example, respectful relationships among students and faculty. The following are expected behaviors for conduct in support of the Mission of Neumann University:

- Punctual submission and return of assignments so students may benefit from ongoing evaluation and commentary in support of academic growth.
- Respect for individuals; interactions between faculty and students, and students to students, taking into account civility and language.
- Timely response to communications via phone calls, e-mails, and other written requests.
- Appropriate phone etiquette including self-identification, timing of calls, and the use of call-back phone numbers.
- Respect for the schedules of others: starting and ending class on time, keeping appointments, and communicating delays or cancellations.
- Maintaining cleanliness and order of the classroom, laboratories, equipment, desks. All trash is to be placed in the proper receptacle upon leaving the room.
  - Food is not to be brought into any nursing laboratory. Covered beverages are permitted but must be kept away from the computers, manikins and other electrical devices/equipment. Drinks are permitted in nursing classrooms.
- Classroom and hallway environments free from distracting behavior, non-contributing conversations, and cell phone/pager noise.
- Hallways should be free from obstruction in that it is a safety hazard. Sitting on the floor not only is safety hazard but also a health hazard, sitting on the floor transmits bacteria from the floor to your clothing. Sitting on the floor in uniform also poses a risk to transmit infection to the patient.
- Cell phones and other electronic devices should be TURNED OFF during class, examinations, labs, and clinical experiences, unless otherwise instructed.
- If late to class, do not walk in front of the instructor. Sit in the nearest available seat, and be as quiet as possible so not to disturb the class.
- Any unprofessional behavior in the classroom, laboratory, or clinical setting may result in removal from the setting, development of an Action Plan for improvement, or sanctions consistent with the Code of Ethics for Nurses (2015).

**Academic Honesty Policy**

Neumann University highly values honesty. Honesty with self and others is an essential condition of Christian Humanism. An environment which is characterized by honesty is necessary if the following broad objectives of the University are to flourish:

- To place the quest for truth as the highest value.
- To encourage a cultured response to the aesthetic treasures of the past, present and the promise of the future.
- To sharpen social awareness and responsibility to the needs of others.
- To provide a solid foundation for graduate study.
- To prepare for intelligent, competent, dedicated service to the professions.
Honesty is expected in all aspects of living. It is, however, neither possible nor desirable for others to monitor honesty in all of its dimensions. This activity is the primary task of the individual for personal benefit to fellow human beings—all made in the image of their Creator.

NOTE: There are, however specific acts of dishonesty, defined in the Neumann University Undergraduate Catalog that you should read and understand. Such infractions are subject to specific sanctions. Breaches of academic honesty also violate the Code of Ethics for Nurses (2015). As stipulated in the Undergraduate Catalog, “any violation of the Code of Ethics for Nurses constitutes inappropriate professional behavior and may result in course failures or dismissal from the Nursing Program.

Academic Resources

° The Academic Resource Center (ARC): The ARC offers academic services and resources to assist students in pursuit of academic and personal success. These services are offered free of charge and include time management, tutoring for non-nursing courses, writing support, study skills workshops, computers and tutorial software.

° Students Requiring Academic Accommodations: Students requiring special accommodations for a disability should contact the Coordinator for Disabilities Services in the Academic Resource Center (610-361-5471). Please refer to the “Students with Disabilities” section of the Neumann University Catalog, or the Neumann University website, Current Students, Disabilities Services for specific procedures.

  Students are required to contact the Coordinator for Disabilities Services each semester, immediately before beginning classes, to assure that reasonable accommodations are communicated to faculty in a timely manner.

° Facilitated Learning/Nursing Tutoring: All nursing students are encouraged to participate in facilitated learning/tutoring for nursing courses. The approach to tutoring is to facilitate learning in small groups with the faculty member as a resource and guide. These services are free of charge to all students.

  NOTE: Students earning less than an 80 on any nursing exam should seek weekly tutoring.

° Nursing Academic Skills Support: Academic skills support, including varied strategies such as time management, note taking, study strategies, critical thinking, test-taking, and anxiety/stress management is provided by an academic skills specialist and available to all students. Seminars addressing these topics are available throughout the academic year. Personal consultation is also available on a one-to-one basis. These services are free of charge to all students. All students are encouraged to attend these seminars and seek personal consultation as needed. NOTE: Students earning less than an 80 on any nursing exam should attend academic skills support workshops throughout the semester.

° Learning Resource Center and Nursing Skills Labs: Time for independent student practice with and without supervision by nursing faculty, journal club discussions, viewing nursing videos, and supervised clinical scenarios/simulations are provided for students. These services are offered free of charge.

Refer to the Orientation to the Learning Resource Center Brochure and the NU Learn Nursing Academic Resources website for additional resources.
Test Administration and Evaluation

1. Students are expected to attend all scheduled examinations.
2. Students are expected to notify the course coordinator or course faculty of an absence prior to the exam time.
3. If a student is absent on a scheduled exam date, faculty may institute, at their discretion, one of two actions:
   a) Distribute alternate format exams consisting of short answer, essay, and fill in questions at their discretion. The student must schedule a time to make up the exam with the course faculty prior to the next scheduled class date whenever possible.
   b) No make-up will be available and the percentage allocated to the missed unit examination will be added to the final exam.
4. Prior to the start of an exam, students will place all personal belongings in the area designated by the faculty. Students are permitted to keep a simple calculator. No PDAs or other electronic devices are permitted. Cell phones are to be turned OFF.
5. Students are expected to arrive on time for all examinations. If a student is late, no additional time will be given to complete the test. The test will be handed in the same time as other students. Faculty will consider circumstances surrounding the lateness. This applies to classroom testing and to testing in the Academic Resource Center.
6. No student questions will be answered during an exam. Students with a concern about an item may write their concern on the test booklet in the space indicated. This information will be included on the first page (directions) of the exam.
7. Faculty will time the exam according to the number of questions on the exam and the student level. Students will be notified as to when the exam will start and end. All students must turn in their test when the faculty/proctor indicates the testing session is ended. Refer to Course Syllabus for additional information.
8. Examination grades will be posted on NU Learn 3-5 school days after test administration. Students will not receive mid-term or final grades on NU Learn but may obtain mid-term and final grades from the Registrar’s Office through WebAdvisor.
9. Students may review their examination in detail during the exam reviews scheduled one to two weeks following the release of the exam grade. Students may review ONLY the exam scheduled for review; resolution to specific test items must take place during this time. Students will NOT have access to exams during any other point in the course. This means that test items may not be challenged following the assignment of the final course grade.
10. During exam review, students are not permitted to write on the original exam. An exam review form will be provided for students to write key concepts. Any student receiving a grade of 80 or less must contact their course coordinator and seek academic support through the resources available. (Refer to Resources previously in this Bulletin.

Standardized Testing (HESI)

All students are required to complete the standardized test(s) (HESI Exam) associated with the course. This test and associated remediation are course requirements and must be completed. Failure to complete the standardized testing will result in an “Incomplete” course grade. Failure to complete required remediation will result in inability to progress to the next course(s) or to graduate. Refer to Course Syllabus for specific information about remediation, grading, etc.
Professional (RN) Licensing Procedures

Pennsylvania
The Pennsylvania application forms for licensure and the National Council Licensing Examination (NCLEX-RN) are available to students online.

Other States
Most all states provide application forms for licensure and information about the National Council Licensing Examination (NCLEX-RN). The students must contact the appropriate State Board of Nursing to clarify questions or procedures. This information should be accessed by the student **BEFORE** the student’s final semester.

Special Accommodations
Students requiring special testing accommodations should contact the appropriate State Board of Nursing as soon as possible. Accommodations usually require:
- A written request from the candidate with reasons for the accommodations
- A letter from the candidate’s school stating what the accommodations are necessary and have been provided
- A letter from a diagnostician describing the disability, giving a specific diagnosis, and recommended accommodation.

VI. UNDERGRADUATE STUDENT INVOLVEMENT

Student Representatives to Committees

The Bylaws of the Nursing Faculty Organization include opportunity for students to participate as representatives on several committees. These committees include: Student Development, Social Justice, Undergraduate Curriculum and Program Evaluation. Representatives participate with nursing faculty to discuss and respond to issues raised by the Nursing faculty and students and deliberate on matters related to the function of the specific committee. Committee meeting date will be forwarded to the President of SNA and posted on the Student Nurses’ Association bulletin board.

Student Nurses’ Association at Neumann University

The Student Nurses’ Association at Neumann is an active club whose purpose and function is to:
- Assume responsibility for contributing to nursing education in the provision of quality care through current evidence based practice;
- Participate in service learning activities in order to give back to the community;
- Represent the Association in all matters pertaining to the University and outside nursing associations;
- Be a steward for the University RISES
- Foster school spirit and enthusiasm toward nursing as a profession;
- Encourage respectful student-student and student-faculty working relationships;
- Provide a means for communication, cooperation, and understanding among members;
Promote professional behavior and professional social networking; provide experiences to develop leadership qualities;

Introduce and promote membership in professional organizations’

Activities include monthly general meetings, fundraisers, service activities, participation in Open House for potential students, attendance at the National Convention, and participation in the Student Government Association activities. Students are strongly encouraged to join the Student Nurses’ Association at the national and state level. Officers of the SNA at Neumann University are elected annually. Information regarding SNA elections and meetings can be accessed on the official SNA bulletin board located in the nursing wing.

Student Government and Clubs

Nursing students are eligible to become officers or representatives in the Student Government Association. Students are encouraged to participate in other clubs, which address other academic, service, or sport interests.

Sigma Theta Tau International: Delta Tau Chapter-at-Large

Sigma Theta Tau International is the International Honor Society of Nursing. Sigma Theta Tau International is dedicated to improving the health of people worldwide by increasing the scientific base of nursing practice. Members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership, Sigma Theta Tau International believes that broadening the base of nursing knowledge through knowledge development, dissemination and use offers great promise for promoting a healthier populace. The Honor Society is committed to furthering nursing research in health care delivery and public policy. It sustains and supports nursing development and provides a vision for the future of nursing and health care through a network of worldwide community of nurse scholars. Delta Tau Chapter-at-Large was established by Neumann University and Holy Family University in 1980. Immaculata University and Eastern University subsequently joined this Chapter-at-Large.

Membership Criteria

Undergraduate nursing students are invited to join the Honor Society if they meet all of the following requirements:

1) have completed at least half of the nursing curriculum
2) achieved academic excellence with minimum of a 3.0 GPA (based on a 4.0 grading scale)
3) rank in the upper 35 percentile of the graduating class
4) meet the expectation of academic integrity

Application Procedure- Students meeting the above criteria will be invited to join Sigma Theta Tau. The candidate must then submit an electronic copy of the application through the website at www.nursingsociety.org.
Clinical/Laboratory Absence/ Lateness Form

Date(s) of Clinical/Laboratory Absence/Lateness: ____________________________________________

Total number of hours missed: __________________________________________________________

Total Cost for make-up: __________________________________________________________________

I am aware that I am responsible for paying for missed clinical/Laboratory time at a rate of $20.00 per hour missed.

I am aware that I will be scheduled for the make-up time according to the availability of faculty and agency.

I am aware that if I do not make up the missed clinical/Laboratory time by the date given by the course coordinator, I will receive a failing grade for the clinical/laboratory practicum and will have to retake it the next semester.

My signature below indicates that I have read this information, will attend the clinical “make-up” experience(s), and bear the responsibility to pay for this experience.

_______________________________________________     ________________________
Printed Name               Student I.D. Number

_______________________________________________     ________________________
Signature                  Date

_______________________________________________     ________________________
Faculty Signature          Date

Date(s) of Scheduled Clinical “Make-up”: ________________________________________________

Professor(s) Supervising Experience: _____________________________________________________

Clinical Site(s): ________________________________________________________________

NOTE TO FACULTY: After completing this form with your student, please submit it to the Dean’s Office for processing.

CC: Student
    Business Office
    Student File
VII. SIGNATURE PAGE: Essential Nursing Competencies & Legal Standards

My signature below indicates that I have received and read a copy of the Undergraduate Nursing Student Bulletin and understand it.

I understand that it is my personal responsibility to clarify any guidelines or procedures that I do not understand by questioning the nursing faculty or dean, not other students or faculty outside of the major.

I understand that failure to obtain required clearances will make me ineligible for clinical placement and subsequently resulting in failure to meet degree requirements.

I understand that a criminal record and/or history of child abuse may prohibit clinical placement and subsequently result in failure to meet degree requirements.

I understand that the State Board of Nursing may deny or revoke licensure if the applicant ‘has been convicted, has pleaded guilty, has entered a plea of nolo contendere, or has been found guilty by a judge or jury of a felony or crime of moral turpitude; or received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the settlement of felony charge.’ Similarly, possession, use, acquisition, or distribution of a controlled substance or caution legend drug for other than an acceptable medical purpose’ may be cause for denying application for professional licensure. (Commonwealth of Pennsylvania, Professional Nursing Law, Act 69, Section14).

I understand that if I have a disability that interferes with my performance of nursing competencies or standards, I may apply for reasonable accommodations through the Coordinator of Disabilities Services (610-361-5492).

___________________________________________
STUDENT’S SIGNATURE      DATE

___________________________________________
STUDENT’S NAME PRINTED

___________________________________________
WITNESS’S SIGNATURE      DATE

___________________________________________
WITNESS’S NAME PRINTED
PLEASE SIGN AND GIVE TO THE SECRETARY OF THE NURSING DEPARTMENT TO BE KEPT ON FILE.