



**INDIANA UNIVERSITY
EAST**

**SCHOOL OF NURSING HANDBOOK
FOR BSN STUDENTS**

2011-2012

“WE ARE WHAT WE REPEATEDLY DO.

EXCELLENCE, THEN, IS NOT AN ACT, BUT A HABIT.”

~ Aristotle

PURPOSE OF HANDBOOK FOR NURSING STUDENTS

The purpose of this handbook is to assist nursing students in understanding more fully the policies, practices, and procedures of the IU East School of Nursing.

This handbook and the materials in it are intended to be used throughout the entire nursing program. However, this handbook is not all inclusive and does not replace the [Indiana University East Bulletin](#), Indiana University's [Code of Student Rights, Responsibilities, and Conduct](#), or Indiana University East's [Student Handbook](#). In instances where there is a conflict between this handbook and any University or School of Nursing document, (e.g. Code of Student Rights, Responsibilities, and Conduct), the University or School of Nursing document shall take precedent.

The material in this guide is subject to change. Updates will be posted in a timely manner.

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IU EAST SCHOOL OF NURSING INFORMATION

INDIANA UNIVERSITY EAST MISSION STATEMENT

Indiana University East, a regional campus of Indiana University, offers residents of eastern Indiana, western Ohio and beyond a broad range of bachelor's degrees and selected master's degrees and certificates through its traditional main campus in Richmond, off-campus sites, and online program options.

Indiana University East challenges students to grow intellectually and personally in a supportive and scholarly environment where faculty teaching skills and participation in the creation and dissemination of new knowledge and artistic work enhance learning opportunities for all. Indiana University East values a diversity of backgrounds, experiences, and intellectual perspectives among its faculty, staff, and students and in its contributions to the cultural and economic development of the communities it serves.

INDIANA UNIVERSITY EAST VISION STATEMENT

Indiana University East Leads the Region as the premier four-year and master's public institution in eastern Indiana and western Ohio. IU East is both a traditional campus that excels in innovative learning options and a virtual campus with select online degree completion programs. Our customized bachelor's and master's programs anticipate the growing needs of citizens in our region, state and nation. We welcome students, faculty, and staff from a wide diversity of backgrounds and cultures.

Our Faculty Leads the Community through their national and international accomplishments. Their teaching/learning innovations and their research, scholarship, and creative activities continue to enrich the citizens of the region, the state, and beyond. Whether teaching online or in the classroom, our faculty is dedicated to creating active learning environments and personalized instruction.

Our Employees Lead the Campus through their commitment to student success and their service to the higher educational needs of the region's citizenry. Dedicated to a supportive educational environment for our students, all employees focus on ensuring that visitors and students experience a positive and productive atmosphere on campus. Our employees play a major role in sustaining the economic and cultural well-being of the communities they serve. Our collaborative relationships with Ivy Tech Community College, Purdue University College Technology, and Reid Hospital and Health Care Services enhance the quality of life for all citizens in the region.

Our Students Lead the Future through active engagement in pursuit of their educational goals within an inclusive learning community. Students utilize the expertise of faculty who are committed to student success and who challenge them to reach their full potential as productive citizens in a global society. In preparing for the opportunities of the modern world, our students engage in experiential and international programming, fine and performing arts opportunities, and intercollegiate athletics.

IU East exemplifies the Indiana University tradition of excellence that will propel students, faculty, and community into the challenging decades ahead.

INDIANA UNIVERSITY EAST SCHOOL OF NURSING, IU EAST VISION AND MISSION

The vision of the School of Nursing is to promote the optimal levels of health, wellness, and quality of life for citizens and communities of east central Indiana and beyond. The mission of the school is to create a community of learning that addresses society's need for knowledgeable, competent and caring nursing professionals, while nurturing students, faculty and staff.

SCHOOL OF NURSING DIVERSITY STATEMENT

Recognizing the rapidly increasing diversity of America and of higher education, and in support of the mission of IU East School of Nursing and IU East, faculty and staff are committed to promoting an educational environment that values, respects, and reflects a global view of diversity.

Diversity includes consideration of socioeconomic class, gender, age, religious belief, sexual orientation, and...disabilities, as well as race and ethnicity. Diversity recognizes that individuals learn from exposure to and interaction with others who have backgrounds and characteristics different from their own. Recognizing and valuing diversity...also means acknowledgement, appreciation, and support of different learning styles, ways of interaction, and stimulating forms of discourse derived from interaction and collaboration with persons from diverse backgrounds and experiences. (American Association of Colleges of Nursing's Statement on Diversity and Equal Opportunity, 1997, p.1).

In order to fulfill this commitment, Indiana University East School of Nursing:

- Promotes curriculum content that reflects diversity.
- Develops a comprehensive academic success model.
- Recruits, retains, and graduates students from diverse background in all programs with attention to transition across degrees.
- Recruits and retains faculty and staff from diverse backgrounds.
- Establishes and maintains linkages with the diverse communities of the city, the state, the nation, and the world.
- Identifies local, regional, national, and international resources that support diversity, promote academic excellence, and enrich the academic environment for all members of the School of Nursing community.
- Promotes research that reflects cultural diversity.
- Promotes culturally competent practice among students, graduates, and faculty.

GUIDELINES FOR THE NURSING MAJOR

PRINCIPLES AND PRACTICES OF PROFESSIONAL CONDUCT

The Principles and Practices of Professional Conduct serve as a guide to faculty, students, and staff who learn and work at Indiana University East School of Nursing, East Campus. As members of the Indiana University East School of Nursing community we are primarily engaged in learning activities that develop both our personal and professional potentials within the context of an educational system and a professional calling that emphasizes respect, compassion, service, and integrity.

To foster professional conduct and a sense of community, we shape an environment that challenges its members to aspire. Within this environment, we embrace diversity and welcome the transformation and changes that arise from the diversity of experience each member brings to the learning community; the mutual engagement of community members; and the shared experience of learning and working in our community. The mission of Indiana University School of Nursing community members is to provide the highest quality of undergraduate and graduate teaching and learning experiences in educating nurses who epitomize the values of professional nursing. These values include but are not limited to respect for persons, commitment to peace and justice, engagement within society, concern for human, physical, and intellectual resources, rigorous intellectual integrity, and high standards of personal and professional conduct.

RESPECT:

As a respectful community, we emphasize the inherent worth of all individuals and honor the unique contributions they make to our work and learning. We practice respect by creating a welcoming, inclusive environment that celebrates diversity, promotes trust, values the open civil exchange of ideas and opinions, and seeks the well being and maximum accomplishment of each member.

COMPASSION:

The principle of compassion incorporates caring, which is a central value in the profession of nursing, and includes the motivation to act in support or aid of others in our community and world. We practice compassion by listening intently to those around us, by caring for the world we inhabit, and by seeking to improve human society locally and at a distance.

SERVICE:

Service is imbedded in the development and implementation of invited community partnerships that model collaboration and interdisciplinary work. The goal of this engagement is to promote the health and safety of the community, local and global. We serve through sharing our knowledge and skills to promote individual and community well being.

INTEGRITY:

Integrity is fundamental to the academic community and assumes that there is a general commitment to truth, honesty, civility, formally acknowledging the ideas and works of others, only taking credit for one's ideas and work, and taking responsibility for one's own behaviors. Integrity is practiced through all our dealings with others regardless of professional role or social status.

The fulfillment of these principles and practices would be seen in the following actions:

- Being fully aware of actively engaged in all interactions
- Using intellectual capabilities to think through conflicts to arrive at mutually agreeable solutions
- Seeking ways to embrace the ideas, values, and beliefs of others into all interactions
- Being truthful and honest when representing your works or the works of others in verbal or written exchanges
- Using environmental resources responsibly and appropriately
- Managing personal time to maximize established outcomes and priorities
- Being mindful of other's time by respecting deadlines and competing time priorities
- Respectfully treating others as you expect others to treat you
- Creating a learning environment free from distracting or disruptive human or technologically generated noises (examples: pagers, cell phones, watch alarms, palm pilots).

- Encouraging the therapeutic use of respectful and appropriate humor to deal with stress, deadlines, and competing priorities
- Fulfilling individual responsibilities to the best of one's abilities in accomplishing team or group endeavors
- Taking responsibility for one's own behavior and outcomes related to this behavior
- Challenging comments and behaviors of others that threaten the climate of civility and mutual respect

CODE OF STUDENT ETHICS

Students are subject to the standards of conduct as defined in the Indiana University's [Code of Student Rights, Responsibilities, and Conduct](#). The process will be followed for any student found to be in violation of this code. All Indiana University students are responsible for acquainting themselves with and adhering to policies outlined in this document. The Code is available on line at <http://dsa.indiana.edu/Code/index.html>.

ESSENTIAL ABILITIES POLICY

The School of Nursing faculty has specified essential abilities critical to the success of students in any IU nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations. Each student who enters the program must sign an Essential Abilities Form, which will be kept in the student's permanent file.

1. Essential judgment skills to include: ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem solving around patient conditions and coming to appropriate conclusions and/or course of actions.
2. Essential neurological functions to include: ability to use the senses of seeing, hearing, touch and smell to make correct judgments regarding patient conditions and meet physical expectations to perform required interventions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological and physical functions include, but are not limited to observation, listening, understanding relationships, writing, and psychomotor abilities consistent with course and program expectations.
3. Essential communication skills to include: ability to communicate effectively with fellow students, faculty, patients, and all members of the health care team. Satisfactory skills include verbal, written, and non-verbal abilities as well as information technology skills consistent with effective communication.
4. Essential emotional coping skills: ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.
5. Essential intellectual/conceptual skills to include: ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.
6. Other essential behavioral attributes: ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the School of Nursing and as a developing professional nurse consistent with accepted standards of practice.

Students questioning their ability to meet these essential abilities criteria are encouraged to address their inquiries to the appropriate academic advisor. At IU East, pre-nursing students should direct inquiries to the pre-nursing advisor. Matriculated students should direct inquiries to their nursing faculty advisor. Students failing to meet these essential abilities, as determined by faculty, at any point in their academic program may have their progress interrupted until they have demonstrated their ability to meet these essential abilities within negotiated time frames.

Students will be dismissed from their program of study if the faculty determines that they are unable to meet these essential abilities even if reasonable accommodations are made. Students failing to demonstrate these essential abilities criteria, as determined by the faculty, may appeal this adverse determination in accordance with the Indiana University's appeal procedures.

VIOLATION OF STUDENT RIGHTS

There may be times when a student perceives that his/her rights have been violated. The School of Nursing thinks that it is extremely important for individuals to learn a process whereby conflict can be resolved in a constructive manner. The following are identified as constructive steps to be used in resolving conflicts that may arise:

- Step 1 When a student believes that a violation of his/her rights has occurred, he/she should make an informal complaint to the person involved. Therefore, he/she should make an appointment with the faculty member or staff person involved to discuss the perceived violation. This meeting should be within five working days of the incident. It is important to remember that a violation of rights is defined by the IU Student Code of Ethics and includes discrimination based on race, color, national origin, ethnicity, religion, gender, age, marital status, disability, sexual orientation or veteran status.

- Step 2 Within five working days after Step 1, if the perceived violation is not resolved between the student and faculty member or staff person then the student needs to send a letter to the faculty member or staff person indicating the following information:
 - a. Description of the specific circumstances that caused the student to believe that his/her rights have been violated
 - b. A justification for the appeal. Be specific.

- Step 3 The involved faculty member or staff person will send a written response to the student within five working days.

- Step 4 If this resolution is not satisfactory, the student may choose to file a formal complaint. The formal complaint should be made to the Dean of Nursing. Formal complaints must be in writing and signed by the complainant. A formal complaint must be filed within 21 calendar days after the termination of discussions with the person involved in the complaint. A copy of the signed complaint will be given to the individual charged.

- Step 5 The Dean of Nursing will act on the complaint within 21 calendar days. The Dean of Nursing will inquire into the facts of the complaint and discuss the matter individually with the student and the person involved in the complaint. The Dean of Nursing may ask the student and the person involved

in the complaint to meet together with the Dean in order to resolve the complaint. If the complaint is not resolved to satisfaction of both parties within the 21 calendar days from when it was filed, the campus grievance process may be pursued.

Remember, objective information and a constructive approach is most likely to result in constructive conflict resolution.

ONLINE SOCIAL NETWORKING POLICY

The purpose of this policy is to ensure the preservation of the Indiana University East and the SON brand identity, integrity and overall reputation while minimizing residual risks from online communication and collaboration. It is also intended to protect student, faculty, and staff privacy while following clinical agency guidelines.

1. This policy applies to IU East SON students for any written electronic communication published online regarding SON-related matters and information, public or private.
2. Confidentiality of students, faculty, staff, and clinical clients are to be maintained at all times. Client information or clinical situations should never be discussed on social networking sites.
3. The use of/posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos or IU East School of Nursing materials is strictly prohibited.
4. Students shall not use online social networking to harass, threaten, or discriminate against other students, faculty, staff or any member of the public. Text, photos, e-mails, or videos that are demeaning, belittling or insulting to faculty, staff, or students may not be used/posted.
5. Personal information about students, faculty, staff, and clinical sites will not be shared on networking sites without written permission from all involved parties.
6. Social networking, texting, e-mail, and other recreational computer use will not be done during class or clinical time.
7. Students who use online social networking and identify him/herself as associated with IU East School of Nursing must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of IU East School of Nursing.
8. Faculty and staff have the right to search for and monitor any comments or discussions about IU East School of Nursing employees, students, clinical sites/patients or other matters directly related to IU East School of Nursing.
9. On campus computing resources and network capacity may not be used for illegal purposes. Examples of illegal purposes include:
 - a. Intentional harassment of other users
 - b. Intentional destruction of or damage to equipment, software, or data belonging to IU or other users
 - c. Intentional disruption or unauthorized monitoring of electronic communications
 - d. Unauthorized copying of copyrighted material.
10. Computing resources and network capacity should be used in accordance with the high ethical standards of the University community as described in the "Code of Student Rights, Responsibilities, and Conduct" and the "Academic Handbook". Examples of unethical and/or illegal use are outlined below:

- a. Unauthorized use of computer accounts, access codes, and network identification numbers assigned to others.
- b. Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth).
- c. Academic dishonesty (plagiarism, cheating).
- d. Violation of software license agreements.
- e. Violation of network usage policies and regulations.
- f. Violation of another user's privacy.

11. Violation of this policy will result in disciplinary action, including program expulsion.

CONTROLLED SUBSTANCE ABUSE POLICY FOR CLINICAL STUDENTS

PURPOSE

Indiana University East School of Nursing recognizes its commitment to provide quality nursing education while acknowledging the importance of each student's effective functioning as a competent health care team member. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the workplace. With this in mind, the Clinical Substance Abuse Policy for Students was developed:

- 1) to insure the positive reputation of the University as worthy of the responsibilities entrusted to them in providing quality nursing education and client care;
- 2) to establish and maintain a productive, safe and healthy environment, and;
- 3) to provide assistance toward rehabilitation for any student who seeks help in overcoming a substance abuse problem.

DEFINITIONS

The term controlled substance is defined in Indiana law, and includes but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. (I.C. 35-48-1-9)

According to Indiana University [Code of Student Rights, Responsibilities, and Conduct](#) (2005), use or possession of alcoholic beverages, controlled, substances, or drug paraphernalia on University property or in a course of a University activity is strictly prohibited. Being under the influence of one of these substances during clinical courses is also strictly prohibited.

PROCEDURE

In order to provide a safe environment for patients, employees, students and visitors, Indiana University East prohibits the use of illegal drugs as well as the abuse of legal drugs, including alcohol and prescription or over-the-counter drugs. Regardless of the setting, students must report to all clinical experiences in a fit condition physically and mentally.

When a faculty member has reason to believe that a student is under the influence of chemical intoxicants, is impaired and/or unable to perform duties, he/she will validate observations with another appropriate staff member or faculty member. Observations noted that indicate intoxication may include, but are not limited to:

- | | |
|--------------------------------------|---|
| A. inappropriate physical appearance | G. smell of alcoholic beverage on breath |
| B. altered speech | H. inappropriate actions |
| C. uneven gait | I. chronic absenteeism or patterns of absence/tardiness |
| D. uncommon changes in behavior | J. accidents during clinical |
| E. lack of judgment | K. impaired memory or attention |
| F. decreased performance | |

UPON DETERMINING POSSIBLE IMPAIRMENT THE FACULTY MEMBER WILL:

1. Gather and document data on behaviors.
2. If the student demonstrates impaired behaviors on any clinical setting the faculty will relieve the student of any patient care or contact. In consultation with the Dean of Nursing, the student may be required to submit to drug testing.
3. Based on the faculty member's assessment, the student may be requested to leave the clinical site. Arrangements for safe transportation will be made by the student and faculty member.
4. The student will meet with the Dean of Nursing and the appropriate faculty to discuss the situation.
5. The student may be referred to a state approved treatment center for evaluation.
6. Based on the center's evaluation:
 - A. The center does not substantiate the problem and the student continues in the program.
 - B. The center substantiates a problem, the student consents to treatment, and the student continues in the program based on the agreed upon plan.
 - C. The center substantiates a problem but the student refuses treatment, the student is dismissed from the program.

Any costs incurred related to any incident will be the responsibility of the student. All incidents will remain confidential and will be confined to a "need to know" basis. Any diagnosed substance abuse problem must be reported to the state board of nursing in which licensure will be secured. If a student refuses to comply with this policy of Indiana University East School of Nursing, the student may be administratively removed from the program.

SEX OFFENDERS POLICY (ZACHARY'S LAW)

The IU East School of Nursing has implemented the Sex Offenders Screening Policy. This policy simply states that any student enrolled in an undergraduate nursing program who has been convicted of a sex offense against children shall be dismissed from the program. Further declarations of this policy include:

- ❖ Indiana University East will review the Indiana Sex Offenders Registry for each nursing student prior to admission and periodically after admission.
- ❖ Any student whose name appears in the Registry will be ineligible for admission to any undergraduate nursing program.
- ❖ Any student requesting transfer from another nursing program whose name appears in the Registry will be denied transfer.
- ❖ Any student already admitted to an undergraduate nursing program, whose name appears on the Registry during the time of enrollment in the nursing major, shall be ineligible for continuation or completion of his/her current course work.

Students affected by this policy shall be notified of their ineligibility and their reason for such ineligibility. Students having questions or concerns regarding this policy are encouraged to discuss specifics with their academic advisor.

CONFIDENTIALITY POLICY

In accordance with the "ANA Code for Nurses," each student must judiciously protect information of a confidential nature. Information of a confidential nature is any information that identifies the client in any health care setting or site of clinical experience, which includes, but is not limited to:

- Family relationships
- Diagnosis and prognosis
- Treatment modalities
- Nursing plan of care
- Demographic information

A nurse holds this information in confidence using sound judgment and careful consideration of the consequences, both harmful and beneficial, before sharing it when deemed necessary. This information must only be share with other health team members involved in the client's care. Any unauthorized disclosure of client information violates a client's right to privacy and will result in disciplinary action. Each student is responsible for maintaining confidentiality concerning all clients with whom they come in contact. Each student will be required to sign an agreement of confidentiality upon entering the nursing program. The original signed agreement will be placed in the student's permanent file.

HIPAA

PATIENT CONFIDENTIALITY AND THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The federal government enacted HIPAA in 1996. Rules regarding the privacy of health information became effective April 14, 2003. In general, privacy is about who has the right to access personally identifiable health information. The rule covers all individually identifiable health information in the hands of covered entities, regardless of whether the information is or has been in electronic form. Students are required to complete education in HIPAA annually.

THE PRIVACY STANDARDS:

- limit the non-consensual use and release of private health information;
- give patients new rights to access their medical records and to know who else has accessed them;
- restrict most disclosure of health information to the minimum needed for the intended purpose;
- establish new criminal and civil sanctions for improper use or disclosure;
- establish new requirements for access to records by researchers and others.

THE NEW REGULATION REFLECTS THE FIVE BASIC PRINCIPLES OUTLINED AT THAT TIME:

- **Consumer Control:** The regulation provides consumers with critical new rights to control the release of their medical information
- **Boundaries:** With few exceptions, an individual's health care information should be used for health purposes only, including treatment and payment.
- **Accountability:** Under HIPAA, for the first time, there will be specific federal penalties if a patient's right to privacy is violated.
- **Public Responsibility:** The new standards reflect the need to balance privacy protections with the public responsibility to support such national priorities as protecting public health, conducting medical research, improving the quality of care, and fighting health care fraud and abuse.
- **Security:** It is the responsibility of organizations that are entrusted with health information to protect it against deliberate or inadvertent misuse or disclosure. (Information quoted directly from <http://www.hipaadvisory.com/regs/HIPAAprimer1.htm>)

COMMUNICATIONS

Each student is responsible for seeking IU East School of Nursing information (e.g., scheduling for registration, meeting notices, room changes, special events, CPR, etc.). Pertinent program information, notice of activities and events, or other information will be communicated to students via official Indiana University East e-mail. Students should get into the habit of checking this e-mail on a regular basis, including during the summer/breaks. The bulletin boards outside of Hayes Hall 015 may also be used to post pertinent program, scholarship or employment information. It is advisable that students check these bulletin boards on a weekly basis. Significant policy and program changes that effect student admission, progression, and graduation will be mailed to the student at their last known address.

UNIFORM INFORMATION AND CLINICAL DRESS CODE POLICY

BSN students must have uniforms at the beginning of the sophomore year. The purpose of the uniform policy is to promote professional appearance and the use of Standard Precautions.

CLINICAL EXPERIENCES THAT REQUIRE UNIFORMS

1. Students must wear a standard wine colored uniform from Cherokee. The uniforms are to be clean and pressed. The uniform top needs to be long enough to cover the top of the pants. The pants will be of length that will not touch the floor. Students who are pregnant may wear either a wine or white maternity top/dress. An IU School of Nursing patch must be worn on all student uniforms if the new student identification pin (IUE Block Log) is not worn. This patch must be purchased at the Bursar's office and will be distributed to the students by the Administrative Secretary to the Dean of Nursing. This patch must be worn on the upper left chest of the nursing uniform. If the uniform has a

pocket, the patch will be centered over the pocket. If students choose to wear lab coats, the IU School of Nursing patch or new name tag, must be on the lab coat, following the same placement guideline. Plain white t-shirt (short sleeved or long-sleeved) or turtlenecks may be worn under the uniform. The white shirts must be tucked in or not visible beneath the uniform top. The short sleeve white shirt must not be visible below the uniform sleeve. Students are required to wear appropriate undergarments. If using the IU Block name pin, it will be placed on the upper left chest of the uniform in lieu of the patch.

2. Students must wear enclosed shoes that are white, clean and are in good repair. Socks are mandatory, must be white and at least ankle high. Students wearing dresses or skirts must wear full length flesh-tone or white hosiery. No high top tennis shoes are allowed.
3. Students must have long hair pulled back off of the face and shoulders. Beards, sideburns, and mustaches must be neatly trimmed. Students should keep jewelry to a minimum. No drop earrings, bracelets, necklaces, or multiple rings are to be worn. Only one pair of small stud earrings is allowed. If students have gauged earrings they are to be removed and either replaced with flesh-tone plugs or the earlobe should be covered with flesh-tone band-aids during clinical/lab times. No body piercing or tattoos are to be visible. Nails must be short and clean. No artificial nails are permitted. Only clear nail polish may be worn. Make-up should be kept to a minimum. Perfumes or scented lotions should not be worn into clinical settings. Gum is not permitted in clinical/lab settings.
4. Students must wear IU East name badges during clinical/lab times. The badge is to be worn on the right chest (opposite the nursing patch or if the new tag on the left in lieu of the patch).
5. If there are any questions about attire, faculty should be consulted. Students who do not follow the above dress code will be asked to remedy the situation or will be removed from the clinical/lab site.

CLINICAL EXPERIENCES THAT DO NOT REQUIRE UNIFORMS

1. Students will wear IU East name badges during clinical/lab times and during research. When appropriate, lab coats will be worn.
2. Students should dress in a professional manner at all times while on the clinical unit. Students must wear dress clothes or scrubs during clinical experiences. This includes dress pants, skirts, dresses for female students. This does not include jeans, halter tops, abbreviated clothing, open toes shoes, etc. If there are any questions about attire, faculty should be consulted.
3. Students should keep jewelry to a minimum. No drop earrings, bracelets, necklaces, or multiple rings are to be worn. Only one pair of small stud earrings is allowed. No body piercing or tattoos are to be visible. Nails must be short and clean. No artificial nails are permitted. Only clear nail polish may be worn. Make-up should be kept to a minimum. Perfumes or scented lotions should not be worn into clinical settings. Gum is not permitted in clinical/lab settings.
4. Students will be informed of any additional dress requirements for specialty areas.

Other required supplies for clinical/lab experiences.

- | | |
|---|-----------------|
| 1. Bandage scissors | 6. Black pen |
| 2. Stethoscope | 7. PDA |
| 3. Penlight | 8. ECG calipers |
| 4. Hemostat | |
| 5. Watch with a second hand or with an LED second readout | |

NAME TAGS

Nametags are to be worn during time spent in a clinical/practicum experience. It is suggested that students purchase two (2) nametags; one for the uniform and one for the lab coat.

HOSPITAL-SPECIFIC IDENTIFICATION BADGES/PASSWORDS

Depending on the clinical facility, students may have hospital-specific identification badges (e.g. MAK badges at Reid Hospital) or computer passwords for the purposes of care delivery (e.g. access to computers and medication administration). Students must not share these badges or passwords for use by others as the student is accountable for all transactions made using the badge/password. Due to the sensitive nature of these badges/passwords, students should make every attempt to keep them secure. In instances when a badge may be lost, the student is to notify the faculty member IMMEDIATELY. The faculty member will direct the student regarding replacement of badge. At the end of each semester, these badges should be returned to the faculty member for safekeeping or return to the agency as appropriate.

ANNUAL REQUIREMENTS

TB test and a yearly national criminal background check are required to be completed annually between **May 1 and August 1. All results/documentation must be in the Office of the Dean NO LATER THAN 5pm on AUGUST 1.**

TB

Each student will be responsible for updating immunizations and tests, annually, as required. Immunizations must not expire during the course of the academic year. Therefore updated TB test (Mantoux/PPD) must be completed between May 1 and August 1. The due date for submission of required immunizations is August 1st for new and returning students. Students may sign a waiver to immunizations if immune suppressed or as advised by a physician. Students who have a positive reaction to the TB testing, must provide evidence of a chest x-ray with clean results. No additional x-rays are needed unless there is suspicion of TB exposure. All immunizations are at the student's expense. Students can consult their physician, county health department or the Center for Health Promotion as an economical source for TB testing.

NATIONAL CRIMINAL HISTORY CHECKS

Many of the clinical sites where students complete clinical experiences are now requiring verification of criminal history before students can be placed in their organizations. Based on requirements of these agencies, as well as state and federal regulations, all students must provide evidence that they have submitted to a national criminal history check. Background checks must **be submitted annually between the dates of May 1 – August 1. Students are required to visit CertifiedBackground.com and purchase the background check service each year.** Please note national criminal history checks **will only be accepted from CertifiedBackground.com.** Students should keep in mind that the results of the background check must be available to the Office of the Dean no later than August 1. Therefore, background check submissions should be completed at least two weeks prior to the August 1 deadline to assure processing is complete by the required deadline.

CPR

The expectation for each nursing student is to be basic CPR certified as a healthcare provider. This certification includes adult, child, and infant CPR, one and two man and use of AED (automatic external defibrillator). CPR certification is for two years. All students will need to be basic CPR certified prior to beginning clinical in the fall of the junior year. **Students are expected to submit a copy of their CPR card indicating the 2 year certification date to the School of Nursing by August 1.** Should a student need to recertify during their time at the School of Nursing,

recertification should be done between May 1 and August 1 so that certification does not lapse during clinical coursework.

TECHNOLOGY REQUIREMENTS

A BSN student is required to purchase a notebook (laptop) computer as well as a Handheld Digital Device.

Indiana University School of Nursing at IU East has implemented a technology requirement for all admitted nursing students effective fall 2006. This requires nursing students to have a notebook and handheld digital device. The equipment will be integrated in classroom and clinical use. Specifics for the equipment are as follows:

OPTIONS FOR NOTEBOOK COMPUTER:

When purchasing be sure to let your customer service representative know that you are an Indiana University student to receive any discounts. DO NOT purchase the MS Office package (Word, Excel, etc), IU East students can download it for free <http://iuware.indiana.edu/> or purchase a disk from the bookstore at a minimal cost.

The laptop you purchase should meet the following minimum requirements:

1. 2GB RAM (minimum)
2. Intel dual core CPU (Core 2 Duo preferred)
3. 160GB (minimum), DVD burning; wireless networking
4. 56Whr Lithium Ion Battery (6 cell) or larger
5. Windows 2007 Operating System
6. Highly recommend a 3 year warranty

Resources

1. The IU website - <http://www.iue.edu/administration/it/>
2. Dell's website - www.dell.com
3. Any other vendor that deals with computer sales

* These costs change on a daily basis depending on where they are purchased.

HANDHELD DIGITAL DEVICE INFORMATION:

1. Handheld device that will run Unbound Medicine software: Nursing Central can be installed to most Palm, Windows Mobile (Pocket PC), Android, BlackBerry, and iPhone/iPod Touch devices. The iPod Nano is not currently a supported device.
2. 42 MB minimum
3. Nursing Central Package: (cost from Unbound Medicine \$135.96)
 - a. Taber's Encyclopedia Medical Dictionary, 21st edition
 - b. Davis Drug Guide
 - c. Disease and Disorders: A Nursing's Therapeutic Manual
 - d. Davis's Comprehensive Handbook of Laboratory and Diagnostic Tests with Nursing Implications, 2e
4. Nursing Central web component (Unbound MEDLINE): allows you to track leading journals in your field and search the medical literature from a PDA, wireless device or the Web. Unbound's Journal Browser delivers tables of contents and abstracts from the latest journal issue to your handheld on synchronization. To read full text online, simply tap "More online", sync, and link to the full text.

5. Optional Software: The Handbook of Nursing Diagnosis for Mobile Devices (total cost when purchased along with the Nursing Central Package = \$169.92)
6. Yearly renewal price is \$99.95

Here are Indiana University East's discount links for Nursing Central. The top link is for Nursing Central only, and the second one is for Nursing Central supplemented with the Handbook of Nursing Diagnosis. There is also included a short video link demonstrating what Nursing Central can do.

Nursing Central Discount Link:

http://www.unboundmedicine.com/store/nursing_central?dcode=iuedisc

Nursing Central with *The Handbook of Nursing Diagnosis* Discount Link:

http://www.unboundmedicine.com/store/nursing_central_diagnosis?dcode=iuedisc

Online Demonstration:

<http://www.youtube.com/user/unboundmedicine>

IMMUNIZATIONS

Immunizations are required to help protect both students and patients. Clinical agencies also require these immunizations. **Students will NOT be permitted to attend any nursing class or clinical until the immunization record is submitted to the School of Nursing.** The following immunizations are required:

TETANUS/DIPHTHERIA: Must be no more than 10 years old.

HEPATITIS B VACCINE: This vaccination is given in a series of 3 injections with one month between the first and second injection and 6 months between the first and third injections. You must have had at least the first injection before you can begin nursing classes. When you receive the second and third injections, you must add them to your immunization record.

MANTOUX (PPD SKIN TEST): Must be within one year and needs to be repeated each year of program. The results **must be recorded as follows:**

mm of induration	_____	Date read	_____
Date given	_____	By whom administered:	_____

If positive then must have a negative chest X-ray report:

Chest film results	_____	Date given	_____
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Please note that chest X-rays need only be repeated after exposure or development of disease symptoms.

RUBEOLA: Persons born after 1957 who have not had physician diagnosed Rubeola must show evidence of receipt of two doses of live measles vaccine after the first birthday, separated by at least one month or other evidence of immunity (e.g., laboratory evidence).

MUMPS: Those who have not had physician diagnosed mumps must show evidence of receipt of live mumps vaccine after the first birthday or other evidence (e.g., laboratory evidence).

RUBELLA TITER OR RUBELLA VACCINATION: Rubella titer of 1: 10 or receipt of Rubella vaccination with live virus vaccine on or after the first birthday.

VARICELLA: Those who have not had physician diagnosed Varicella (chicken pox) must show evidence of immunization with two doses of Varicella virus vaccine or other evidence (e.g., laboratory evidence).

INFLUENZA: Although not required, it is recommended that students receive a yearly influenza vaccination.

HIV OR HBV POSITIVE

PATIENT CARE

No nursing student may refuse to treat a patient solely because the patient is at risk of contracting, or already has contracted, an infectious condition such as HIV, AIDS, or Hepatitis B. Appropriate use of universal precautions should prevent exposure to infection and should be incorporated into clinical practice as appropriate. Students are held responsible for appropriately implementing universal precautions in caring for patients.

STUDENTS

Qualified individuals will not be denied admission to nursing courses solely because they have positive HIV or hepatitis B status. According to the U. S. Centers for Disease Control, there is no scientific evidence that health care workers infected with HIV or HBV place patients at risk as long as: 1) they do not perform specific invasive procedures considered to be “exposure-prone” (as defined by each clinical agency) and 2) they adhere to universal precautions while caring for patients.

The appropriate procedures to be followed in this situation are as follows:

- Any student involved in clinical practice who believes he or she may be at risk of HIV or HBV infection is encouraged to seek voluntary testing for confirmation.
- The student who is seropositive for HIV or hepatitis B infection is encouraged to voluntarily report this status to the Dean of Nursing. Effort will be made to ensure that:
 - All infection information is kept confidential;
 - The student is receiving appropriate treatment and counseling from a qualified healthcare professional;
 - The student uses universal precautions consistently in clinical practice;
 - Responsibilities for the infected student do not require the performance of exposure-prone invasive procedures.
- Any modifications in clinical activity must take into account the nature of the clinical activity, the technical expertise of the infected student, the risks imposed by HIV or HBV carriage, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

PROTOCOL FOR NEEDLES OR OTHER CONTAMINATED INJURIES

PROCEDURE:

1. Make site bleed for needle stick or sharp object as indicated.
2. Wash the area thoroughly with soap and water.

3. Report incident immediately to faculty member.
4. Complete any required health agency forms (incident reports), make a copy for IU East and notify Employee Health Representative of the agency.
5. Obtain follow-up service of student's choice:
 - a. See own private physician
 - b. Obtain HIV testing at county health department for a nominal fee. There is no residency requirement.
 - c. Go to Emergency Room at student's own expense
 - d. See IUPUI Student/Employee Health Services (fee required).
6. Then depending on the service option chosen: if puncture from needle or instrument associated with known patient who has:
 - a. No history of hepatitis or syphilis
 - (1) Obtain tetanus booster if not current
 - (2) Complete agency incident report
 - (3) Inform Infection Control Nurse or Department of Infection Control
 - b. History of possible Hepatitis
 - (1) Consider prophylaxis with Immune Serum Globulin (ISG) or
 - (2) Consider Hepatitis B Immune Globulin (HBIG)
 - (3) Consider Hepatitis B vaccine
 - (4) Report pertinent information on the index patient (known patient) for 6c and 6d also.
 - c. History or possibility of syphilis
 - (1) Complete incident report of agency, following 4 and 5, if the patient has a positive VDRL with or without primary or secondary syphilis
 - (2) Pursue chosen follow-up service and advise that after 90 days a VDRL should be reported on the exposed individual
 - d. History or possibility of (+) HIV.
 - (1) Complete incident report of agency
 - (2) Pursue chosen follow-up service following the Protocol for Personnel exposed to Acquired Immune Deficiency Syndrome.
7. If the puncture wound is not associated with known patient (i.e., item found in linen or trash). Do as in 6a; inform Infection Control Nurse or Department of Infection Control. ISG 3cc is given and Hepatitis B vaccine series initiated. Advise a titer level be drawn prior to vaccine especially if previous vaccine given.
8. If questions arise concerning the proper procedure to follow, the Department of Infection Control of the clinical agency should be consulted.

BLOODBORNE PATHOGEN

On December 6, 1991, the Occupational Safety and Health Administration (OSHA) promulgated a final rule entitled *Occupational Exposure to Bloodborne Pathogens*. The purpose of this standard is to minimize occupational exposure to the hepatitis B virus (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens. Staff with occupational exposure to blood and other potentially infectious materials containing bloodborne pathogens face a significant health risk. This risk can be minimized or eliminated using a combination of engineering and work practice controls, personal protective equipment (PPE), training, monitoring of compliance, hepatitis B vaccination, biohazard labeling, and other provisions described.

The Indiana State Department of Health Universal Precautions Rule required health care providers to comply with the OSHA Bloodborne Pathogens Standard. This Rule also requires the posting of signage “Patient Rights and Universal Precautions.” Universal (Standard) Precautions is the primary strategy for preventing the transmission of infectious agents, including bloodborne pathogens, from one person to another in the process of providing health care related services.

Students are required to update their training in universal (standard) precautions prior to beginning their nursing courses and annually throughout the remainder of their nursing program. This training is done at nursing student orientation prior to the beginning of each fall semester.

LIABILITY INSURANCE

Indiana University provides liability insurance to each nursing student while in the clinical setting, provided the student is enrolled in clinical nursing course work. Students not enrolled in clinical courses are not covered by liability insurance. Students who are employed in a health care facility should check with their employer regarding liability insurance requirements. IU does not cover students beyond classroom and/or clinical course settings.

PERSONAL HEALTH INSURANCE

Personal health insurance coverage is mandatory for all nursing students while enrolled in the nursing program. Students may be asked to demonstrate continued insurance coverage at any time during their enrollment.

STUDENT CLINICAL/LAB LATENESS/ABSENCE POLICY

ATTENDANCE

The nursing profession is challenging and complex, as is the nursing curriculum. Class and clinical practicum attendance is critical to a student’s ability to be successful in their respective nursing program. The faculty expects students to attend class and to be prepared to participate as directed. Faculty members feel that education is the beginning of each student’s nursing career. Therefore, faculty expect to be notified of all absences (regardless of the reason), prior to the scheduled class time. This mirrors the professional requirement of notifying an employer of absences from work.

Participation in all clinical experiences and skills lab is expected in order to achieve a grade of Satisfactory (S) and successfully pass these courses. A student who does not participate in either a clinical experience or a skills lab must follow these guidelines for make-up as established by the nursing faculty:

1. Notify assigned clinical facility or unit promptly of any anticipated missed experience **prior** to the clinical experience or skills lab.
2. Notify the faculty promptly of any anticipated missed experience **prior** to the clinical experience or skills lab.
3. Obtain a Student Clinical/Lab Lateness/Missed Experience Form from the SON website. Complete the student section of this form and promptly return the form to the appropriate faculty. Make-up of a clinical experience or a skills lab cannot be scheduled until a Student Clinical/Lab Lateness/Missed Experience Form has been properly submitted to the faculty.

A missed experience during the semester may be made up one at a time and in a manner mutually arranged by the faculty and the student. Multiple episodes of missed experiences are more difficult to handle. In this case, the

faculty will determine if it is feasible for the student to make up the experiences and in what manner this can be best accomplished. The faculty's decision will be determined by the following:

1. Availability of faculty;
2. Availability of clinical facility;
3. Other student's learning experiences;
4. Ability of student to meet semester course objectives;
5. Rationale underlying the student's lack of participation;
6. Semester schedule (whether the experience can be made up by the end of the semester).

IF MAKE-UP IS NOT POSSIBLE, IT MAY BE NECESSARY FOR THE STUDENT TO REPEAT THE COURSE.

TARDINESS

Promptness to clinical experiences and to skills labs is expected in order to achieve a grade of Satisfactory (S) and successfully pass these courses. A student who is late to either a clinical experience or a learning lab must follow these guidelines as established by the nursing faculty:

1. Notify assigned clinical facility or unit promptly of any anticipated lateness **prior** to the clinical experience or skills lab.
1. Notify the faculty promptly of any anticipated lateness **prior** to the clinical experience or skills lab.
2. Obtain a Student Clinical/Lab Lateness/Missed Experience Form from the SON website. Complete the student section of this form and promptly return the form to the appropriate faculty. Make-up of a clinical experience or a skills lab cannot be scheduled until a Student Clinical/Lab Lateness/Missed Experience Form has been properly submitted to the faculty.

THE FOLLOWING GUIDELINES HAVE ALSO BEEN APPROVED BY FACULTY:

1. Initial tardiness will be discussed with the student and documented on clinical evaluation tool.
2. Any further tardiness will be discussed with the student and documented on clinical evaluation tool.

Faculty will consult with the student to determine causes for pattern of tardiness. Faculty will determine need for learning agreement, or additional clinical time etc.

ACADEMIC INTEGRITY

Indiana University and the Indiana University East School of Nursing are obligated to protect the integrity of the University and view academic misconduct as a serious issue. The *Code of Student Rights, Responsibilities, and Conduct* expressly prohibits academic misconduct and students who fail to follow the *Code* risk severe penalties, such as course failure, suspension, or expulsion from IU. Students who commit academic misconduct face great personal loss and jeopardize their future.

ACADEMIC MISCONDUCT

Academic misconduct includes cheating, plagiarism, unauthorized collaboration, facilitation, and fabrication. Below in a *non-comprehensive* listing of examples of student misconduct:

- **Copying another person's test**

- Downloading a paper from the WEB
- Writing a paper for another student
- Handing in the same paper for more than one class
- Fabricating data to fit your results
- Insufficiently documenting sources
- Doing a project with a classmate after being told collaboration is not allowed
- Signing in for someone else
- Submitting someone else's work as your own
- Violating course rules as stated by the faculty member teaching the course
- Downloading exams and other materials expressly prohibited by the faculty

SOME IMPORTANT DEFINITIONS RELATED TO ACADEMIC INTEGRITY:

CHEAT: "TO DEPRIVE OF SOMETHING VALUABLE BY THE USE OF DECEIT, FRAUD; TO INFLUENCE OR LEAD BY DECEIT, TRICK, OR ARTIFICE"

DISHONEST: "CHARACTERIZED BY LACK OF TRUTH, HONESTY, OR TRUSTWORTHINESS; UNFAIR, DECEPTIVE"

FABRICATE: "INVENT, CREATE, TO MAKE UP FOR THE PURPOSE OF DECEPTION"

PLAGIARIZE: "TO STEAL AND PASS OFF (THE IDEAS OR WORDS OF ANOTHER) AS ONE'S OWN: USE (ANOTHER'S PRODUCTION) WITHOUT CREDITING THE SOURCE; TO COMMIT LITERARY THEFT: PRESENT AS NEW AND ORIGINAL AN IDEA OR PRODUCT DERIVED FROM AN EXISTING SOURCE."

(Definitions from Merriam-Webster Online, 2000)

ALL ACADEMIC MISCONDUCT WILL BE PURSUED AND MAY RESULT IN DISMISSAL FROM THE NURSING PROGRAM

STUDENT ASSISTANCE

Faculty members maintain regular office hours and are available to students for individual assistance. The student must take responsibility in initiating the request for assistance. It is suggested that scheduled appointments be made for student assistance. Students are encouraged to contact personally the course faculty.

As students begin the second semester of the nursing curriculum, they will see that the expectations of academic performance have increased since the first semester. The expectations of academic performance are increased each semester until the terminal objectives of the curriculum have been achieved. It will be necessary for the student to reach these terminal objectives in order to meet the requirements for graduation.

If academic and/or personal problems jeopardize students' academic success, the faculty will advise students to seek assistance immediately. There are resources available to assist students with study habits, test-taking skills, nursing process recordings, mastery skills or personal concerns. It is important to seek assistance early and conscientiously. Faculty also makes referrals to resources when they identify a student's need for assistance. It is the student's responsibility, however, to follow through in seeking this assistance.

INTERVENTION PLAN

The nursing intervention plan was developed to assist students in reaching their full potential and to help students obtain their career goal of becoming a Registered Nurse. The student intervention plan identifies students, as early as possible, who would benefit from additional assistance beyond the classroom teaching environment.

1. The student is responsible for contacting the appropriate course faculty member for assessment and assistance within two (2) days if they have below a 77 in any didactic nursing course at midterm.
2. Intervention plans may be initiated at other times at the discretion of the faculty and at the request of the student.
3. The student will meet with the appropriate course faculty member and bring the completed Student Intervention Form. It is the student's responsibility to complete sections 1 and 2. This form is located online at the School of Nursing website homepage under "forms". Faculty will give the student a copy of the completed form and place the original in the student's advising file.
4. Referrals will be made as needed.
5. The course faculty member may notify the student's academic advisor about the intervention plan.
6. If a student fails to make contact or follow up with an appointment this will be documented on the student contact form in the student's advising file.

GRADING SCALE FOR NURSING MAJOR COURSES

All nursing grades will remain as calculated. For example a 74.9% will not be rounded up to a 75%. Therefore, the grading scale will read:

99-100	A+	75-78	C
95-98	A	72-74	C-
92-94	A	69-71	D+
89-91	B+	65-68	D
85-88	B	62-64	D-
82-84	B-	0-61	F
79-81	C+		

A minimum grade of "C" is required to pass this course. A student who fails to receive a "C" must retake the course.

INCOMPLETE GRADES

In accordance with University policy, a grade of "I" (or incomplete) may be given in unusual situations such as illness. Students who have incomplete grades will become "out of sequence." Incomplete grades will be given at the discretion of the faculty after appropriate consultation.

SATISFACTORY/FAIL GRADES

Some courses, such as clinical/practicum courses are best evaluated by using satisfactory/fail grades rather than letter grades. Students must pass clinical/practicum courses at a satisfactory level to progress.

GRADE APPEALS

If a student is dissatisfied with the grade received in a course, the student should consult the following people (in this order): (1) the instructor of the course, (2) the school/dean. If the school/dean cannot mediate the grade appeal to the satisfaction of both parties, the matter may be referred to the campus Admissions and Academic Affairs committee, whose decision is final. Appeals should be made in writing and follow the campus appeals process. Appeals should be filed within 30 days of the grade's receipt.

EVALUATION

Faculty evaluation of each student's performance in the clinical setting, highlighting strengths and weaknesses, occurs throughout the semester with the majority of this feedback being either verbal or written on the weekly clinical evaluation form. If, at any time during the semester, a student is identified as failing to meet course and/or program standards, the faculty will complete a written learning contract with the student. The faculty member and student will sign the learning contract. Three copies of the contract will be made, one for the student, one for the faculty, and one for the student's file in the Office of the Dean of Nursing.

EXAMINATIONS

Faculty view examinations as tools by which, both the student and faculty, evaluate the student's academic performance. Content for examinations will include material from theory classes, required readings, and course handouts. The schedule of examinations will be announced at the beginning of the course. Types of questions will be at the discretion of the course faculty.

EXAM SCORES

Computer grading and computer analysis may be used with the examinations. If computer grading is used, the computer-graded score will be the official score recorded. Examination scores will be made available to students at the earliest possible class after exam date.

EXAM REVIEW

Students have a right to review examinations. The course faculty will determine the method of exam review.

ABSENCE DURING EXAMINATION

If a student is absent on the day of an examination, it is the responsibility of the student to arrange with faculty the make-up of the examination. The student should anticipate taking an alternate examination, not the original one. A student who is repeatedly absent during examinations will be referred to their nursing advisor and the student's pattern of absence and academic progress will be reviewed.

STUDENT LATENESS FOR AN EXAMINATION

A student who is late for an examination will be required to complete the examination in the remaining examination period.

PROJECTS/WRITTEN WORK

In many courses students will be expected to complete projects such as oral presentations, research papers, group or individual projects, etc. These will be graded according to IU East School of Nursing policy for writing assignments and/or by criteria which is considered professionally acceptable.

GUIDELINES FOR WRITTEN ASSIGNMENTS

According to the IU East School of Nursing policy, the following are expectations for writing assignments:

1. The writing has a focus; there is an introduction, purpose, sense of audience, thesis, and conclusion.
2. The writing shows development, organization, and detail. It reveals the student's ability to develop ideas with balance and specific audience.
3. The writing has clarity.
4. There is coherence within and between paragraphs
5. All the writing reflects critical thinking, linking the specific to the general.
6. All writing has appropriate sentence structure, variety, punctuation, spelling, and is free of boundary errors (commas, comma splices, fragmented sentences, run-on sentences).
7. The writing follows APA style and format unless specified for another purpose. Specific in APA editorial styles, for example, are citing an author's work to identify the source for readers and to enable the readers to locate the source of information in the alphabetical reference list at the end of the paper. Please refer to the **PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION** for typing requirements (margins, spacing, and other formatting). There are samples of correct editorial style in this APA publication. This manual is available in the library or may be purchased in the Campus Bookstore.
8. The writing demonstrates original work. Where ideas or materials of others are used, appropriate credit is given to original sources.

(Please refer to an APA Manual.)

STUDENT CONSENT FOR RETENTION AND USE OF A COURSE RELATED WORK

PURPOSE:

To allow retention and use of the work of a student enrolled in a course sponsored by Indiana University East School of Nursing.

POLICY

1. Retention and use of a student's work requires the student's written consent. This consent may be obtained by using the School of Nursing form entitled "Student Consent for Retention and Use of Course-related Work".

2. The permission form requires the signature of the student and faculty member. The original consent form is retained with the student's work. Students need to be informed that consent is voluntary and their refusal will not affect their grade(s). Students will be given a copy of the student consent form.

MATH TESTING POLICY

Each course or semester will determine when math testing is appropriate. When math testing is done, the following guidelines will be followed:

- A standardized equivalency sheet will be utilized within the BSN program.
- Students will be provided with calculators for the testing.
- Number and type of questions are to be at the discretion of the faculty giving the exam.
- Students must pass the exam with a 90% before the first clinical experience.
- Students may take the exam a total of three times in order to achieve the 90% passing rate. Failure to pass the third exam will require the student to withdraw from the corresponding clinical and co-requisite course. The student will be considered an out-of-sequence student in accordance with School of Nursing policy and will be readmitted only on a space availability basis. The student will be required to demonstrate evidence of math remediation if space is available for return to the program. Multiple math failures within the clinical courses will be considered failure to progress. If failure to progress inhabits the student from completing the nursing program in six years, the student will be dismissed from the nursing program.
- Students are to retake the entire exam (parallel form) on the second and third attempts, not just the questions missed on the previous exam.
- Upon failure of any math exam, the math counseling form is to be completed by the faculty member and student.
- An unexcused absence from a scheduled drug dosage calculation quiz will result in the student's failure of that quiz.

DRUG DOSAGE CALCULATION QUIZ INSTRUCTIONS

The following standard instructions will be used for all dosage calculation quizzes:

- All calculations for each drug calculation problem must be submitted with the quiz. If the calculations are not included, the problem will be graded wrong.
- All answers must include the proper unit of measure
- When working with weights, round kilograms to the tenth prior to working the math calculation.
- When calculating a drug dosage problem, intermediate steps should be worked to the thousandth position. When the final answer to a drug dosage calculation problem cannot be calculated evenly to a whole number the student should:

INJECTABLE / ORAL DOSES

- Work to the hundredth position and round to the tenth position for adult dosages greater than 1mL
- Work to the thousandth position and round to the hundredth position for adult dosages less than 1mL and for all pediatric dosages

IV RATES

- Work to the tenth position and round to the nearest whole number for mL/hr
- Work to the tenth position and round to the nearest whole number for gtts/min
- When working with critical care drips and micrograms per kilograms per minute (mcg/kg/min), work to the hundredths and round to the tenths position for dosages greater than 1mL
- When working with critical care drips and micrograms per kilograms per minute (mcg/kg/min), work to the hundredths and round to the tenths position for gtts/min or mL/Hr.
- One final answer should be circled or underlined.
- All answers with the metric system of measurement should be written as decimals: e.g. "0.75mL" rather than $\frac{3}{4}$ mL
- Students may assume that it is possible to give $\frac{1}{2}$ tablet, but no other fraction, unless the problem indicates the tablet can be scored in quarters ($\frac{1}{4}$) or unless the tablet can be dissolved in liquid.
- When one of the aforementioned rules does not apply, the specific rule(s) that a student should follow will be stated in the body of the question.
- Conversion tables will be included on all drug dosage calculation quizzes, unless specified by the course instructor. Calculators are provided.

EVALUATION OF DRUG DOSAGE CALCULATION QUIZZES

The following guidelines will be followed during the evaluation (grading) of a drug dosage calculation quiz:

- Ninety percent (90%) or greater will be a satisfactory passing grade
- Credit will be given if directions in the following areas are observed:
 - A structured formula is used (e.g. the problem is set up as a proportion or desired over have)
 - Method of calculation is shown (math work is included with each problem)
 - Final answer is complete (both the numerical answer and the unit of measure are accurate)
- Fractional (partial) credit will not be given to answers. If any part of the answer is wrong, the entire answer is wrong.

MATH EQUIVALENCIES

The following math equivalencies will be used in all drug dosage calculations. You will need to retain this sheet for use throughout the program.

Households Measurements	Apothecaries' System	Metric System
	1/4 grain (gr)	15 milligrams (mg)
	1/2 grain	30 milligrams
	1 grain	60 milligrams
	15 grains	1 Gram
	1/150 grains	0.4 milligrams
	1/200 grains	0.3 milligrams
	1/300 grains	0.2 milligrams
	1/500 grains	0.12 milligrams
1 teaspoon (tsp)		5 millimeters (ml)
	1 fluid ounce (oz)	30 milliliters
	8 fluid ounces	240 milliliters
	16 fluid ounces	500 milliliters
1 tablespoon (tbsp)		15 milliliters
	1 quart	1000 milliliters or 1 liter
		1 microgram (mcg) = 0.001milligram (mg)
		1000 micrograms = 1 mg
		1000 milligrams = 1 Gram (Gm)
2.2 pounds (lbs)		1000 Grams = 1 kilogram (kg)
1 inch		2.5 centimeters (cm)

Other Equivalencies

Aspirin Preparations: 1 grain = 65 milligrams

Insulin Preparations: 1 milliliter = 100 units (U)

1 milliliter (ml) = 1 cubic centimeter (cc)

1 ml of H₂O (water) =1 Gram (pediatric diaper weight)

Temperature Conversion Rule

To convert Fahrenheit to Celsius, subtract 32 and divide by 1.8 or $C=5/9 (F-32)$

To convert Celsius to Fahrenheit, multiply by 1.8 and add 32, of $F=9/5+32$

POLICY FOR STUDENTS WITH A LEARNING DISABILITY

I. Definition

A learning disability is a permanent disorder which affects the manner in which individuals with normal or above average intelligence take in, retain, and express information. Deficits commonly recognized occurring in adults with learning disabilities include reading comprehension, spelling, written expression, math computation, and problem solving. Less frequent, but no less troublesome, are problems in organizational skills, time management, and social skills. Many adults with learning disabilities may also have language-based and/or perceptual problems. Learning disabilities may cause the student to be

inconsistent in academic pursuits because the learning disability may be more severe on some days or periods in the life span.

II. **Documentation**

- A. In order to receive appropriate accommodations, a report identifying a diagnosis and recommendations for accommodations is needed from one of the following:
 - 1. School psychologist
 - 2. Private practice psychologist
 - 3. Vocational Rehabilitation
 - 4. Other appropriate professional
- B. If a student does not have appropriate documentation, then the student is responsible for obtaining such documentation. Suggested testing options include:
 - 1. Vocational Rehabilitation
 - 2. Private practice psychologist
 - 3. Government programs such as JTPA, Displaced Homemakers, etc.
 - 4. Student Support Services

III. **Accommodations**

If a student has a documented learning disability; the student may be eligible for accommodations. Reasonable accommodations are provided to assist the student in the learning process. However, the student must successfully meet course objectives and complete all requirements. These accommodations may include, but are not limited to:

- A. Extended time on tests
- B. Distraction free environment for testing
- C. Use of word processor/spell check
- D. Use of a calculator
- E. Use of a reader for testing situations

IV. **Procedure for receiving accommodations**

If a student is in need of special accommodations due to a documented learning disability, please contact Disabilities Accommodation Assistant in Student Support Services at 973-8236. The office is located in WZ 110.

PROGRESSION POLICIES AND PROCEDURES

PREREQUISITES

Students who wish to have previous course work considered as equivalent to required general education courses must appeal to the pre-nursing advisor on the Indiana University East campus at time of enrollment. The student must first be admitted to Indiana University East and have a Credit Transfer Report completed by the Office of Admissions. The student is to submit a written request for the equivalency determination along with a transcript, course syllabus, and any additional information regarding the course to the pre-nursing advisor.

NURSING MAJOR COURSES

Students who wish to have previous course work considered as equivalent to required nursing major courses must appeal to the nursing faculty on the IU East campus. The student must first be admitted to Indiana University East and have a Credit Transfer Report completed by the Office of Admissions. The student is to submit a written request for the equivalency determination along with a transcript, course syllabus, and any additional information regarding the course to the Chair of the Admission, Progression, and Graduation Committee for equivalency determination. All requests to the Admission, Progression, and Graduation Committee must be sent to the School of Nursing via registered mail. The student will be notified, in writing, of this decision. If the student is dissatisfied with this evaluation, the student may appeal the decision to the Dean of the Nursing at IU East. Once a determination is made, the student will be notified of the Dean's decision in writing.

CURRICULAR SEQUENCING

Any student wishing to take courses out of curricular sequence must have approval to do so by the Admission, Progression, and Graduation Committee. The student is to submit the request in writing to the chairperson of the Admission, Progression, and Graduation Committee for consideration. All requests to the Admission, Progression, and Graduation Committee must be sent to the School of Nursing via registered mail. The student will be notified of the Committee's decision in writing. If the student is not satisfied with the Committee's decision, the student may appeal to the Dean of Nursing where all decisions are final.

INTERRUPTION OF PROGRESS TOWARD THE DEGREE

Any period of absence that prevents a student from meeting course objectives may result in withdrawal or an incomplete grade in the course at the discretion of the instructor. Sustained absence, as defined by nursing faculty, may result in course failure. Failure to register in each sequential semester, excluding summer sessions, also constitutes an interruption in the student's program. Students who have interrupted their program of study for any reason are required to submit a written request to re-enter the program to the chairperson of the Admission, Progression, and Graduation Committee of the School of Nursing at the campus where reentry is desired. All requests to the Admission, Progression, and Graduation Committee must be sent to the School of Nursing via registered mail. All requests for re-entry will be evaluated on the basis of the availability of resources. Reentry of students who have interrupted their study for any reason is not guaranteed and may require a refresher course and/or documentation of current competencies.

Curriculum changes during the period of interrupted progress toward the degree may result in review and revision of degree requirements based on evaluation of individual situations. Students who re-enter must adhere to the current policies and curriculum of the School of Nursing in effect at the time of reentry. Students re-entering will be expected to apply all knowledge and skills from previous courses upon re-entry.

COURSE WITHDRAWALS

Withdrawals are issued to students wishing to withdraw from any or all courses if the official withdrawal request is completed by the deadline dates printed in the current class schedule. A grade of W will appear on student transcripts when students complete the official withdrawal request by the published deadline. Once the deadline for course withdrawals has passed, the student will need the permission of the faculty member responsible for the course and Dean of Nursing to withdraw and a grade of either "F" or "W" will be awarded as determined by the

instructor. "W" is an option after the withdrawal deadline only if the student is passing. A grade of "FN" will be recorded on the official transcript if a student stops attending but does not officially withdraw from class.

More than three academic withdrawals in a semester are considered lack of progress toward the degree. If a student withdraws from a didactic course that requires an automatic withdrawal from a concurrent clinical course (or vice versa), this withdrawal will also be considered as one withdrawal.

PROGRAM WITHDRAWALS

Students planning to withdraw from the nursing program should meet with their academic advisor. Additionally, the following policies pertain to students:

- Withdrawal from a required general education course in the semester indicated in the curriculum design requires withdrawal from the related nursing courses;
- Withdrawal from a nursing course requires withdrawal from its co-requisite nursing course;
- Withdrawal from the nursing major courses constitutes withdrawal from the program;
- Failure to register in each sequential semester, excluding summer session, constitutes withdrawal from the nursing program;
- Students should understand that when approval to withdraw from a course is the option of the faculty, it will usually be granted (based on circumstances) only if the student has a didactic grade of at least C (2.0) or a laboratory (clinical) grade of satisfactory (S) in nursing major courses based on the nursing faculty's definition of "passing";
- A pattern of withdrawals may influence consideration of further reinstatement requests;
- Students who withdraw from the nursing major in the first semester must seek readmission to the program, subject to competitive review.

REPEAT NURSING COURSES

A student who receives a grade lower than C (2.0) in a didactic nursing course(s) or lower than (S) in a clinical nursing course may be permitted to repeat that/those course(s). A student will receive no more than two opportunities to complete successfully a given nursing course. Failure to receive a minimum grade of C (2.0) upon repeating a nursing course or failure to receive a grade of C/S in two nursing major theory or clinical nursing courses will result in dismissal.

Campus appeal process, including appeals to the Dean of Nursing and Admission and Academic Affairs Committee (AAA), apply to grade and not to dismissal from or reinstatement into the program. Validation examinations may not be used as substitutes for repeating any nursing course. Students who need to repeat a nursing course must make a request to the APG Committee for placement in the repeated course. All requests for re-entry will be evaluated on the basis of the availability of resources. All requests to the Admission, Progression, and Graduation Committee must be sent to the School of Nursing via registered mail. When a student receives permission from the APG Committee to repeat a nursing course, the request is granted on a space available basis. All future enrollments in the nursing major will be based on space availability.

Curriculum changes during the period of interrupted progress toward the degree may result in review and revision of degree requirements based on evaluation of individual situations. Students who retake a course must adhere to

the current policies and curriculum of the School of Nursing in effect at the time of reentry. Students re-entering will be expected to apply all knowledge and skills from previous courses upon re-entry.

ACADEMIC PROBATION

A STUDENT WILL BE PLACED ON ACADEMIC PROBATION WHEN ANY OF THE FOLLOWING CONDITIONS EXIST:

- The cumulative grade point average falls below 2.0.
- The semester grade point average is below 2.0.
- A grade below C has been earned in a required course.
- Failure to comply with School of Nursing policies

ACADEMIC PROBATION WILL BE REMOVED AFTER THE SEMESTER DURING WHICH THE FOLLOWING CONDITIONS HAVE BEEN MET:

- The cumulative grade point average is 2.0 or higher.
- The semester grade point average reaches 2.0 or higher.
- A minimum grade of C has been earned in all required courses taken.
- Remedial course work, if required, has been completed, and/or specified conditions have been met.
- Compliance with School of Nursing policies.

DISMISSAL

A STUDENT WILL BE DISMISSED FROM THE SCHOOL OF NURSING WHEN THERE IS A LACK OF PROGRESS TOWARD THE DEGREE. EVIDENCE OF LACK OF PROGRESS CONSISTS OF ONE OR MORE OF THE FOLLOWING:

- Failure to attain a 2.0 grade point average in any two consecutive semesters;
- Failure to attain a cumulative grade point average of 2.0 in two semesters;
- Failure to attain a minimum grade of C (2.0) for a didactic course or grade of Satisfactory (S) for a clinical course upon repeating a nursing course (i.e., two failures in the same course);
- Failure to attain a minimum grade of C (2.0) for a didactic course or a grade of Satisfactory (S) for a clinical course in two nursing courses (i.e., failure in two separate courses)

Falsification of records or reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal. (See [Code of Ethics](#).)

The faculty reserves the right to dismiss any student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation in the profession of nursing. Integrity and conduct will be judged according to the standards set by the 2001 revised Code for Nurses adopted by the American Nurses' Association. Dismissal is not subject to the campus appeal process.

REINSTATEMENT

A student who has been dismissed from the School of Nursing for academic failure may request reinstatement by petitioning the School of Nursing's Admission, Progression, and Graduation Committee at the campus where reinstatement is desired. Students who desire reinstatement in the program must submit a written request to the chairperson of the Admission, Progression, and Graduation Committee on the campus of previous enrollment at least one semester prior to the requested date of reinstatement on that campus. All requests to the IU East Admission, Progression, and Graduation Committee must be sent to the School of Nursing via registered mail.

Reinstatement is not guaranteed. Reinstatement requests will be evaluated individually on the basis of faculty recommendations at the time of dismissal, academic standing, potential for progress toward the degree, availability of resources, and satisfactory completion of any conditions existing at the time of withdrawal or dismissal. Students who are reinstated must adhere to policies and curriculum in effect at the time of reinstatement.

STUDENT PROGRESSION FROM ONE PROGRAM TO ANOTHER

Indiana University East School of Nursing will not accept students into the nursing major if the student has been dismissed for academic misconduct from any university or college. If a student has a failing record earned from other than academic misconduct, the student may request admission to an IU nursing program if three years have elapsed since the failure. This request for admission would apply to failure in both IU and transfer nursing programs. If three years have been exceeded, an individual record review will occur.

PROCEDURE:

1. At the end of the three years from dismissal or failing of a nursing program, the student must submit a letter and current transcript(s) to the Admission, Progression, and Graduation (APG) Committee chairperson stating:
 - A. what program the student wishes to enter
 - B. reasons why the student believes academic and professional success is likely
 - C. steps the student has taken, in the past three years, to ensure or better prepare for academic success. All requests to the Admission, Progression, and Graduation Committee must be sent to the School of Nursing via registered mail.
2. The APG committee, in collaboration with the Dean of Nursing, will make the final decision about the student's request for admission into the BSN program. Once the decision is made, the APG chairperson will notify the student, in writing, of the final decision.

COMPLETION OF DEGREE REQUIREMENTS

ALL CANDIDATES FOR THE BACHELOR OF SCIENCE IN NURSING MUST FULFILL THE FOLLOWING REQUIREMENTS:

1. Satisfactory (S) completion of a minimum of 123 credit hours that apply to the degree. Credits earned in remedial learning skills do not apply to the degree. Credits from courses that have been repeated may be counted only one time to meet the credit hour requirement.

2. Achievement of a minimum cumulative grade point average of C (2.0);
3. Achievement of a minimum of C (2.0) in each required course or equivalent by the second completed attempt;
4. Removal of all incomplete, deferred grades, and special credit course grades in nursing courses by three weeks prior to the end of the student's last semester before graduation;
5. Completion of all course work within six years after the enrollment in nursing courses;
6. Completion of residency requirements.
7. Apply for the degree according to published deadlines.

GRADUATION AND LICENSING

APPLICATION FOR GRADUATION

All students must complete an Application for Degree before February 1 for May graduation. All Removals of Grades and Deferred grades, Changes of Grades, Independent Study (Correspondence) Grades must be received no later than three weeks prior to the end of classes of your final semester. It takes time to process the application through the University system and to resolve any problems that may occur. Early April is the deadline date for May graduates.

Members of the IU East community look forward to participating with students at the commencement ceremony. Commencement is usually held at Civic Hall. Date and time will be announced at the beginning of each school year.

Students who completed degree requirements in December or who expect to complete requirements in May, June or August are invited to participate in the ceremony. Information regarding commencement activities, purchasing caps and gowns, announcements and other memorabilia will be sent to the students early in the spring. The Registrar's Office must have received the Application for Diploma for the student's name to be included on the tentative list. Mailings will be sent to the permanent address that you listed on the degree application. If this is not the student's current address, the student is encouraged to make sure mail received at this address will be forwarded prior to graduation. Only students making application for their degree will receive commencement information.

HONORS

Students have the opportunity to be recognized for academic excellence during their program of study and at graduation. Full-time nursing students will be placed on the Dean's List for each semester for which they earn a GPA of 3.5 or higher. Part-time students are eligible for the Dean's List after the completion of 12 credit hours and for each semester they have accumulated an additional 12 credit hours of course work with a GPA of 3.5 or higher.

ACADEMIC DISTINCTION AWARDS

To graduate with academic distinction, baccalaureate candidates must:

1. Rank within the highest 10% of the graduating class of their respective school,
2. Must have completed a minimum of 60 credit hours at Indiana University, and
3. Must meet the IU cumulative GPA criteria outlined below
 - Distinction 3.70 - 3.799 Crimson
 - High Distinction 3.80 - 3.899 Cream
 - Highest Distinction 3.90 - 4.000 Crimson & Cream

Candidates who are awarded honors in general scholarship are distinguished by crimson and cream fourrageres, which are looped cords worn from the left shoulder during the commencement exercise. Fourrageres with crimson and cream cords indicate "highest distinction;" those with all cream cords indicate "high distinction;" and those with all crimson cords indicate "distinction." Honors are awarded by vote of the various faculties, and the fourrageres are provided by the university. The appropriate recognition is recorded on the individual's diploma as a permanent testimonial of achievement.

DIPLOMAS

The diploma attests to the completion of the student's degree and should be kept in a safe place. For students completing degree requirements in May, diplomas will be given at the commencement ceremony in May. If the student is unable to attend the commencement ceremony, upon presentation of identification, diplomas may be picked up in the Registrar's Office after commencement. If you wish to have the diploma mailed, contact the Registrar's office to make arrangements.

SCHOOL PINS

In the profession of nursing each graduate wears the pin of his/her undergraduate school. The School of Nursing pin for the holder of the BSN degree is distinctive. An order blank for the pins will be distributed in the spring for each program. Prices range from: \$15- \$75. No student will receive their nursing pin until they have officially graduated from the School of Nursing. No individual orders made directly to the jewelers will be honored. The annual recognition ceremony is in May. December, May, June and August undergraduates are eligible to participate in pinning at the May Recognition Ceremony. May graduates may keep their pins following the ceremony. June and August graduates may wear their pins for the ceremony, but will return them to be kept in the Office of the Dean of Nursing for final distribution after final grades are received and records reviewed. Date and time will be announced early in the school year.

PICTURES FOR STATE BOARD

During the senior year of the program students will be required to have a picture taken for identification purposes and for admittance to take the NCLEX-RN. Students must purchase three pictures for entrance to the testing site. Students will also have the opportunity to purchase additional pictures as well as a class composite. Pictures range in price according to what is ordered.

NCLEX (STATE BOARD EXAM)

The licensing exam for registered nursing is a national exam that is administered by the National Council of State Boards of Nursing. The testing is available year-round via computerized adaptive testing (CAT) through NCS Pearson. The test will take from two to five hours to complete. The cost of the exam for beginning October 2001 will be \$200.00. The fee to become licensed may vary from state to state. Beginning September 2001, Indiana Health Professions Bureau, which approves licensing for RN's in Indiana, charged a \$50.00 processing fee.

LEGAL LIMITATIONS FOR LICENSURE

The State Board of Nursing includes the following questions on licensing applications. If the student answers "yes" to any question, the student may not be able to be licensed. Students are encouraged to discuss this with their faculty advisor.

1. Has disciplinary action ever been taken regarding any health license, certificate, registration or permit that you hold or have held in any state or country?
2. Have you ever been denied a license, certificate, registration or permit to practice as a nurse or any regulated health occupation in any state (including Indiana) or country?
3. Are there charges pending against you regarding a violation of any Federal, State or local law relating to the use, manufacturing distribution or dispensing of controlled substances, alcohol or other drugs?
4. Have you ever been convicted of, pled guilty or nolo contendere to:
 - A. a violation of any Federal, State or local law relating to the use, manufacturing, distribution or dispensing of controlled substances, alcohol or other drugs?
 - B. to any offense, misdemeanor, or felony in any state? (Except for minor violations of traffic laws resulting in fines)?
5. Have you ever been terminated, reprimanded disciplined or demoted in the scope of your practice as a nurse or as another health care professional?
6. Have you ever had a malpractice judgment against you or settled any malpractice action?
7. Are you now being or have you even been treated for drug or alcohol abuse?

STATE BOARD LICENSURE EXAMINATION APPLICATIONS

Specific information about the application for examination and the examination themselves will be distributed in the spring for May, June and August graduates. Any graduate planning to write out-of-state boards must notify the Office of the Dean of Nursing as early as possible.

IT IS ESSENTIAL THAT NAMES AND ADDRESS CHANGES BE FILED WITH THE OFFICE OF THE DEAN AS SOON AS ONE OR BOTH OCCURS.

IMPORTANT: If the student has been placed on the financial checklist for any financial obligation, e.g., parking and safety fines, default on loan payments, library fines, etc., special credit fees, the student's record will not be cleared. Without clearance, the student will be unable to write the State Board Examination. Not only must the student pay the financial obligation but the student must also be removed from the checklist and cleared through the computer. This process takes time so the student should not wait until the last minute to pay any outstanding fees. In addition, diplomas and official transcripts will NOT be released until indebtedness is cleared through the computer.

Dates and times to complete the necessary applications for the State Board of Nursing examination (NCLEX) in Indiana will be announced in the spring of the second year of nursing major courses.

PLAN FOR NCLEX-RN SUCCESS

ASSESSMENT TECHNOLOGIES INSTITUTE, (ATI) TOTAL TESTING AND REMEDIATION PROGRAM

THE FOLLOWING PLAN IS DESIGNED TO ASSURE THAT STUDENTS IN THE BSN PROGRAMS INCREASE THEIR LIKELIHOOD OF PASSING THE NCLEX. **ALL STUDENTS IN THE NURSING MAJOR ARE REQUIRED TO PARTICIPATE IN THESE PROGRAMS.**

1. All entering students will take the Test of Essential Academic Skills (TEAS) and Critical Thinking Assessment. Students will be evaluated in math, reading, English, and science abilities. This data will be used to assist students in course planning as well as with appropriate campus referrals for assistance.
2. All students will be required to take Content Mastery Tests each semester. A diagnostic profile will be provided for each student. Students whose profiles indicate deficiencies will be directed to remediation review modules. Upon completion of the remediation, students will be required to take alternate versions of the proctored assessment exams to demonstrate mastery of content. Students may also be referred to other campus resources such as Student Support Services, the Tutorial Services, or the Center for Health Promotion for additional assistance.
3. As seniors, students will take the RN Comprehensive Predictor Exam which is a simulated NCLEX-CAT diagnostic test which emulates the State Board computer experience. Each test is designed specifically to the individual's level of knowledge. A detailed assessment will indicate areas of needed study and review prior to NCLEX.
4. Throughout the program, students will receive Content Area Review Modules.

ADDITIONAL INFORMATION

STUDENT AWARDS

POLICY FOR GRANTING OF STUDENTS AWARDS

1. The Dean and Student Affairs will review specific nursing student awards for eligibility criteria, paperwork required, due dates, and applicability to IU East.
2. The names of all students and their GPA's will be provided by the Office of the Data Specialist.
3. Student Affairs Committee will make available the Student Personal Service/Activities Form to all nursing students.
4. Faculty will evaluate students on criteria provided by the Student Personal Service/Activities Form and criteria appropriate to the specific awards.

5. If specific criteria are not given for awards or consensus cannot be reached, Faculty may choose to use below criteria for evaluation of students. If needed, faculty can evaluate each eligible student on the student award grid.
6. Faculty evaluation will be based on observation of the student's performance in the clinical setting and classroom participation.
7. Student Affairs will keep a record of awards and recipients of awards.

CRITERIA USED FOR STUDENT AWARDS:

Nursing GPA/Cumulative GPA	Ethical behaviors
Works well with peers Accountability/Responsibility	Involved with campus organizations
Attitude toward IU East	Leadership skills
Attitude toward learning	Maturity & Professionalism
Caring behaviors	Organizational skills
Collaborator with faculty	Role model
Communication (verbal, nonverbal)	Use of nursing process
Compassion for others	Written communication skills
Critical thinking/Problem solving	

ELIZABETH GROSSMAN AWARD

Each year, former Dean of the Indiana University School of Nursing, Elizabeth Grossman, recognizes the student from each program who has maintained the highest Nursing Grade Point Average (NGPA) on all campuses. This NGPA is calculated from the grades earned through the end of the seventh semester of the BSN program.

HEALTHY NEGOTIATIONS

Interpersonal conflict is an inevitable part of life. Disagreement and differences of opinion are a natural part of all human relationships (individual, groups, schools, AND PROFESSIONS). The ability to resolve interpersonal conflict is critical to student life and college careers. Interpersonal conflict that is not addressed in a timely and constructive manner may result in students experiencing "combat fatigue," that is, the student may exert a lot of energy and over extend their time in gathering multiple resources for "battle". Healthy and effective ways for a student to engage in assertive communication and fair negotiation (a win-win approach to conflict) include:

CALLING A MEETING.

Ask for a meeting where all persons involved may openly discuss the issue about which there is disagreement/concern. Remember to designate both a time and place.

STATE THE PROBLEM.

Explain with clarity your perceptions of the issue and dispassionately focus on the issue. Remember to:

- Use "I" statements: avoid accusations/blaming.
- Avoid being adversarial.

- Avoid being compliant and concessive.
- Avoid being highly emotional.

DEFINE THE SCOPE OF THE DISAGREEMENT.

Create an opportunity for all persons to determine the purpose of meeting. No one should be unprepared or caught "off-guard;" all persons should have vital information to solve effectively the issue.

DETERMINE

whether or not a mediator (third-party) should be present.

LISTEN ACTIVELY;

restate what you hear others say.

ROLE REVERSAL

or the ability to empathize is crucial to amicable outcomes.

BRAIN - STORM / IDENTIFY POSSIBLE SOLUTIONS.

- Collaborate with others in exploring solutions or actions.
- Use your creativity, wisdom, and problem-solving skills.
- Identify consequences. Discuss the ramifications of all solutions or actions.

SELECT A SOLUTION.

Try to compromise (win - win approach). Close the meeting with agreement on solutions or actions.

ESTABLISH A FOLLOW-UP

meeting in which all persons may review the success or failure of agreement

STUDENT FOLDERS

As a student progresses through the nursing program, the student's evaluation and accomplishments will be collected in a folder that is located in a file in the Dean's Office. This folder may include nursing process recordings, formative and summative evaluations, and absence/lateness records. The student has a right to review these materials at any time. If students wish to review their file, they may address their request, in writing, to the Dean of Nursing. Students will be contacted, to set up a mutually acceptable date for this review.

WEATHER POLICY

OVERRIDING ASSUMPTION: IF IU EAST ANNOUNCES THAT CLASSES ARE CANCELED, THEN ALL CLASSES, INCLUDING BOTH THEORY AND LABORATORY (SKILLS/CLINICAL) ARE CANCELED FOR THE NURSING PROGRAMS.

GENERAL GUIDELINES:

1. In the event that the University cancels classes and students and faculty have already left for (or arrived on) the clinical unit, the faculty and students will mutually determine whether to complete the educational experience. NOTE: The faculty must be present in order for students to complete the educational experience.
2. In the event that a decision must be made before a formal university announcement is delivered, the following will apply:
 - a. Within guidelines of reasonable safety, each person will have to evaluate conditions in relation to his/her locale and make the decision to come or not to come to the clinical experience.
 - b. Upon the decision not to come, the student will notify the faculty and/or staffing (clinical site) according to the plan established at the beginning of the course.

BASIC ASSUMPTIONS:

1. Missed laboratory (skill/clinical) days will be made up at the discretion of faculty.
2. Make-up dates will be mutually determined by the faculty and students according to availability of clinical facilities.
3. During orientation to the course, the faculty will:
 - a. Explain the process of communication to be used by students.
 - b. Review the General Guidelines and Basic Assumptions of the Weather Policy with all students.

RADIO ANNOUNCEMENTS:

IU East closures or delays will be announced by the following radio stations:

WKBV	1490 AM	Richmond	WZZY	98.3 FM	Winchester
WHON	930 AM	Richmond	WIFE	1580 AM	Connersville
WFMG	101.3 FM	Richmond	WRCR	94.3 FM	Rushville
WQLK	96.1 FM	Richmond	WLBC	104.1 FM	Muncie
WCTW	1550 AM	New Castle	WLBC	1340 AM	Muncie
WCNB	100.3 FM	Connersville	WMDH	102.5 FM	Muncie
WCTM	1130 AM	Eaton, Ohio	WOXY	97.7 FM	Oxford, Ohio