Saint Anselm College
Department of Nursing

STUDENT HANDBOOK

Handbook for Nursing Majors

This handbook provides nursing majors with up-to-date, accurate information regarding the nursing program. Students are provided a hard copy of the Nursing Student Handbook at the beginning of each academic year and are responsible for the information contained therein. The handbook is also available on the nursing webpage under "News and Resources" (www.anselm.edu/nursing). All other information related to student life can be found on the college student handbook (https://www.anselm.edu/academics/departments/nursing-department/news-resources) which is the official statement of college policy.

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GENERAL INFORMATION

Mission Statement

In keeping with the mission of Saint Anselm College and the Catholic, Benedictine tradition, the mission of the Department of Nursing is to educate Saint Anselm student nurses to become professionals who:

- demonstrate clinical judgment
- provide person centered care based on the best evidence
- coordinate resources to provide high quality, safe care for diverse individuals, families, communities, and populations
- use informatics and healthcare technologies to manage and improve the delivery of care
- collaborate with the interprofessional team to optimize care
- demonstrate ethical behavior
- promote health equity and social justice
- engage in service to others
- exhibit commitment to personal and professional growth and leadership development

Philosophy

At Saint Anselm College we believe nursing is both an art and a science. We incorporate the Benedictine values of stewardship, humility, and hospitality to promote the health and wellbeing of individuals and society. We seek to provide compassionate, safe, and equitable care based on the highest standards of nursing practice and scientific evidence.

Approval, Accreditation, and Memberships

The baccalaureate degree program in nursing at Saint Anselm College is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

Upon completion of the baccalaureate program the graduate is eligible to take the NCLEX-RN and qualify for entry-level nursing positions.

The Department of Nursing is a member of the American Association of Colleges of Nursing and the National League for Nursing and approved by the New Hampshire Board of Nursing.

ORGANIZATIONAL STRUCTURE

Department of Nursing
Organizational Chart

Dean of the College

Executive Director of Nursing

Cooperating Agency

Director CNE

Director RN-BSN

Office Manager

Program Coordinator

Faculty

Lab Coordinator

Receptionist

Faculty Assistant

Conference Coordinator

Conference Registrar

Lab Assistants

Conference Participants

RN-BSN Students

Students
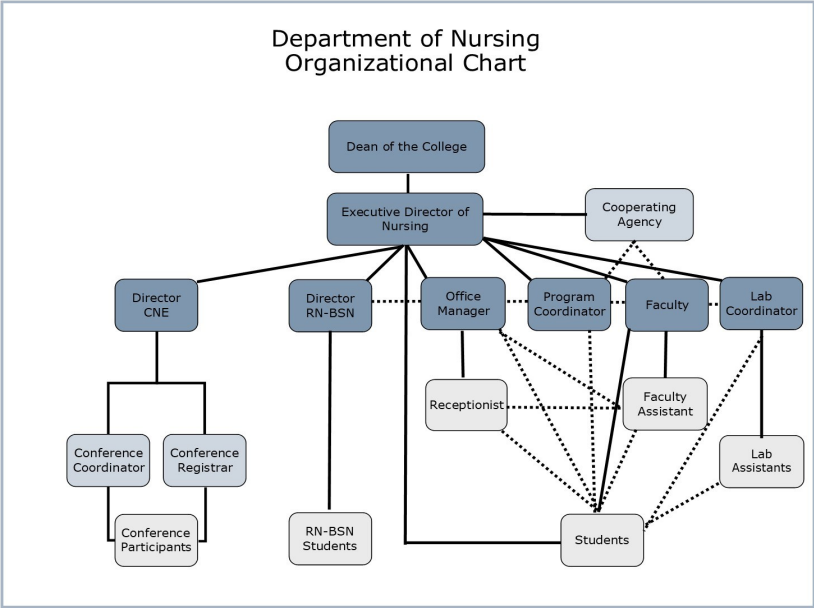
ADMISSION TO THE NURSING PROGRAM

Saint Anselm College offers one of the most selective and respected nursing programs in New England, preparing its graduates to join the fast evolving world of nursing as compassionate caregivers and leaders in their profession.

> The application deadline to apply for our nursing program is November 15 (Early Action) or December 1 (Early Decision). Please note Early Decision is a binding application agreement.

The following documentation is required in the admission review process:
Common Application & Essay
Official High School Transcript
SAT or ACT scores
School Report & Counselor Recommendation
Teacher Recommendation (preferably from a science or math teacher in the last two years)

More detailed information regarding these documents can be found on our admission website.

Competitive students will have completed the following academic requirements:

- Four Years of English
- Three or more years of a laboratory science
- Three or more years of mathematics
- Two or more years of social science and additional credit electives
- Two-four years of the same foreign language
- Minimum high school recalculated GPA of 2.75
- Minimum SAT of 1000/ACT of 18

Volunteers for committee service are solicited in September for the upcoming academic year.

CHANNELS OF COMMUNICATION
BETWEEN FACULTY AND STUDENT

Email

Communication between faculty and students, or department and student, is generally done through college email (anselm.edu). It is the student's responsibility to regularly review and respond to emails and to make sure the mailbox is available.

There are several other channels of communication available to students within our department.

Canvas
College Catalogue
Campus Post office box
The Registration/Advisement Process

Academic Advisement/Registration

Department of Nursing faculty consider academic advisement to be an important part of their teaching role. Each freshman student is assigned a faculty advisor, who will remain his/her advisor throughout the program. If a faculty member leaves the College, his/her advisees will be notified of the name of the new faculty advisor. It is the responsibility of the student to keep scheduled appointments or to contact his/her advisor to make other arrangements. Please get to know your advisor. Take advantage of this opportunity to have a knowledgeable person provide you with guidance on academic matters.

Registration procedures are conducted through the guidance of your faculty advisor. It is essential that you meet with your faculty advisor during the registration period.

Membership on Departmental Committees

There are several committees within the department on which student representation is requested. Meetings are scheduled on a regular basis and are held on Mondays or Wednesdays. Committees with student representation are:
1. Department of Nursing
2. Curriculum
3. Evaluation
4. Nursing Informatics
5. Philosophy and Bylaws

Volunteers for committee service are solicited in September for the upcoming academic year.

EPSILON TAU AT LARGE
SIGMA THETA TAU INTERNATIONAL NURSING
HONOR SOCIETY

Sigma Theta Tau is the International Honor Society for Nursing. Sigma theta tau was founded in 1922 to recognize superior achievement, develop leadership qualities, and foster high professional standards in nursing. The Saint Anselm College Epsilon Tau chapter was founded in 1982. In 2010 Rivier University joined with Saint Anselm College to form Epsilon Tau at Large. Membership invitations are sent the fall of senior year based on academic performance. Members must have a minimum GPA of 3.0 and be in the top third of their nursing class.

SAINT ANSELM COLLEGE
STUDENT NURSES' ASSOCIATION

Consistent with and supportive of the philosophy of Saint Anselm College the purpose of this organization is as follows: to promote responsibility, cooperation, and fellowship among students; to foster growth of the individual professionally and socially through the cooperative efforts and activities of the group; to help members become aware of the needs of the community and to respond appropriately; to cooperate with other groups on campus in promoting worthwhile programs and projects.

The activities of the organization include the following: supporting volunteer activities for those in need, especially children, the elderly and the poor; scheduling guest speakers; maintaining a bureau of information to help members keep informed of current information relating to and/or affecting the nursing professional as well as our society' and supporting activities to promote reverence for life.

Membership is open to all Nursing majors who choose to belong to this organization. **<u>Membership is strongly encouraged.</u>**

STUDENT EXPENSES

Expenses for nursing majors are the same as for other students enrolled in the College with the following additions:

1. Uniforms and equipment
2. Clinical fee per semester during Junior and Senior years and second semester clinical fee Sophomore year.
3. Clinical absence make-up fee
4. Background checks
5. Health requirements (such as titers that may not be covered by insurance)
6. Transportation related expenses.

ACADEMIC HONESTY

Since the assignments, papers, computer programs, tests and discussion of the college course work are the core of the educational process; the College demands the strictest honesty of students in their various academic and clinical requirements. To ensure that the standards of honesty essential to meaningful accomplishment in the classroom are maintained, all students are required to review the Academic Integrity and Plagiarism information available on the college website at:

Geiselguides.anselm.edu/Academic-Integrity

PROGRAM OUTCOMES AND COMPETENCIES
Class of 2023, 2024, 2025

Upon graduation from Saint Anselm College, nursing majors will be able to:

1. **Integrate knowledge from the arts, sciences, humanities, and nursing to think critically and provide patient-centered care.**

<u>Level One</u>

Demonstrates foundational cognitive, affective and psychomotor knowledge necessary for the delivery of patient care

Identifies and implements all components of the nursing process

Integrates an understanding of physical comfort/emotional support into patient care

Understands the need for, and provides, patient-centered care with sensitivity and respect for diverse cultures and a wide range of human experience

Values seeing health care situations through the eyes of the patient

Recognizes the impact of a patient's personal attitudes, values, and beliefs regarding health, wellness, and intervention

Appreciates the significant contribution of both quantitative and qualitative research from a wide variety of disciplines to the knowledge base of the nursing profession

<u>Level Two</u>

Demonstrates purposeful, informed, outcome-oriented thinking in the provision of care based on nursing knowledge

Understands how human behavior and values are impacted by socioeconomics, culture, race, gender, lifestyle, and age

Provides priority based nursing care to individuals, families, and groups through independent and collaborative application of the nursing process

Considers patient values, preferences, decisional capacity and expressed needs in the provision of patient care

Level Three

Demonstrates comprehensive understanding of various forms of knowledge (aesthetic, empiric, ethical, personal and socio/political) and utilizes them in the provision of individualized, effective patient care

Uses the nursing process to manage complex clinical problems (Syllabi)

Appreciates the complexities inherent in providing patient centered care within the health care system

2. **Promote quality and safety, reduce errors, and improve care while recognizing and analyzing how individuals, teams and systems are accountable.**

Level One

Understands how both individuals and systems may contribute to a culture of safety

Differentiates between research and "quality improvement" efforts to address the current focus on quality and safety in healthcare

Provides safe and effective nursing care

Recognizes the potential risk of harm to patients and providers from a lack of systems effectiveness and/or poor individual performance

Recognizes that Quality Improvement is an essential part of nursing

Level Two

Delineates general categories of hazards in community/global health

Understands and demonstrates effective use of technology and standardized practices that support safe practice

Recognizes situations in which patients are at risk for harm and responds appropriately

Level Three

Recognizes how patients, family, individual clinicians, healthcare teams and systems can contribute to promoting safety and reducing errors

Critically evaluates the clinical performance and capacities of self and other health care providers

Accepts responsibility for maintaining professional competence

Program Outcomes and Competencies (cont)

3. Communicate in partnership with patients, and collaborate with colleagues and interdisciplinary teams to optimize health outcomes and enhance patient satisfaction

Level One

Understands the basic principles of teaching /learning and effective therapeutic communication

Recognizes the influences of physiological, psychological, developmental, spiritual, and cultural influences on one's own ability to communicate

Engages in therapeutic communication with patients and families

Documents according to professional standards and unit policy

Values the importance of interdisciplinary communication and teamwork in maintaining quality patient care

Demonstrates effective written communication.

Level Two

Understands the need for collaboration in the provision of patient care and the risks associated with transferring patient care responsibilities

Understands the cognitive, affective, and psychomotor domains of learning and utilizes these in providing health education to clients, families and communities

Understands and utilizes a variety of strategies and accommodations to overcome barriers to communication. and communicates effectively with patients, families and members of the health care team

Makes appropriate adaptations in own communication based on self-assessment and input from other team members/faculty

Level Three

Examines communication strategies that support effective team functioning

Recognizes the nurses' role in the resolution of conflict

Demonstrates the ability to collaborate with the healthcare team

Program Outcomes and Competencies (cont)

4. **Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making**

Level One

> Understands and appreciates why information and technology skills are essential for the professional nurse

> Demonstrates basic computer competence and uses appropriate technologies in providing safe patient care and completing related documentation

Level Two

> Demonstrates effective use of technology to locate nursing research and other relevant sources and uses these to complete written assignments and support nursing decision making

Level Three

> Considers how the design, selection, and application of information technology impacts patient care

> Employs information technologies in the provision of care for multiple patients. (QSEN Pre-Licensure KSA's; Informatics)

> Values nurses' involvement in design, selection, implementation, and evaluation of information technologies to support patient care

5. **Evaluate and incorporate the best available evidence to make individualized practice decisions**

Level One

> Understands and values the concept of EBP as integral to determining best clinical practice

Level Two

> Locates evidence and guidelines related to clinical practice

> Utilizes evidence-based data sources to evaluate individual/community/ national health priorities

Level Three

> Utilizes knowledge of basic research principles to critique and evaluate the evidence upon which nursing practice is founded

> Accesses and applies evidence-based guidelines to a patient problem or issue

> Values the need for continuous improvement in clinical practice based on new knowledge (QSEN Pre-Licensure KSA's; EBP)

Program Outcomes and Competencies (cont).

6. **Develop an awareness of leadership concepts and delivers nursing care consistent with professional standards, Catholic/Christian values, and regulatory principles**

Level One

Understands and values the professional role of the nurse in promoting health and wellness

Explores own values and potential impact on delivery of care

Understands and values the application of ethical principles to nursing practice

Complies with federal regulatory requirements for managing protected patient health information

Incorporates caring and compassion in the delivery of nursing care consistent with Catholic/Christian values and ethics

Accepts the responsibility to act in accordance with accepted standards of professional practice

Values active partnership with patients or designated surrogates in assessing, planning, implementing, and evaluating care (QSEN Pre-licensure KSA's; Patient-centered Care)

Level Two

Understands how legal, political, regulatory and economic factors influence the delivery of health care.

Recognizes the limits of one's own personal capabilities, knowledge, and competence; identifies areas for development; and when necessary, seeks appropriate guidance

Develops and implements plans of care within legal, ethical, and regulatory framework of nursing practice (ANA Code of Ethics and Standards of Nursing Practice)

Demonstrates professional behavior in the clinical setting

Functions competently within own scope of practice as a member of the health care/interdisciplinary team.

Values the perspectives and expertise of each member of the healthcare team

Accepts the responsibility to practice within legal parameters

Program Outcomes and Competencies (cont)

Level Three

Understands the role of the BSN educated nurse in leadership/ management

Understands the role of the nurse leader and the value of delegation and teamwork

Understands the value of participating in political action and advocacy

Recognizes the civic and social responsibilities of nursing professionals

Appreciates the necessity for all health care professionals to pursue lifelong learning

Influence behavior of individuals or groups to facilitate the achievement of shared goals

PROGRAM DOMAINS AND COMPETENCIES
Class of 2026

Domain 1   Knowledge for Nursing Practice

Demonstrate an understanding of the discipline of nursing's distinct perspective and where shared perspectives exist with other disciplines

Apply theory and research-based knowledge from nursing, the arts, humanities, and other sciences.

Demonstrate clinical judgment founded on a broad knowledge base.

Domain 2   Person-Centered Care

Engage with the individual in establishing a caring relationship

Communicate effectively with individuals

Integrate assessment skills in practice

Diagnose actual or potential health problems and needs

Develop a plan of care

Demonstrate accountability for care delivery

Evaluate outcomes of care

Promote self-care management

Provide care coordination

Domain 3:   Population Health

Manage population health

Engage in effective partnerships with other healthcare professionals to address problems

Consider the socioeconomic impact of the delivery of healthcare

Describe the process of policy development and evaluate the impact of policies on target populations

Demonstrate advocacy strategies

Advance preparedness to protect population health during disasters and public health emergencies

Domain 4:   Scholarship for the Nursing Discipline

Advance the scholarship of nursing

Integrate best evidence into nursing practice

Promote the ethical conduct of scholarly activities

Domain 5:   Quality and Safety

Apply quality improvement principles in care delivery

Contribute to a culture of patient safety

Contribute to a culture of provider and work environment safety

Domain 6:   Interprofessional Partnerships

Communicate in a manner that facilitates a partnership approach to quality care delivery

Perform effectively in different team roles using principles and values of team dynamics

Use knowledge of nursing and other professions to address healthcare needs

Work with other professions to maintain a climate of mutual learning, respect, and shared values

Domain 7:   Systems-Based Practice

Apply knowledge of systems to work effectively across the continuum of care

Incorporate consideration of cost-effectiveness of care

Optimize system effectiveness through application of innovation and evidence-based practice

Domain 8:   Informatics and Healthcare Technologies

Incorporate the various information and communication technology tools used in the care of patients, families, communities, and populations

Use information and communication technology to gather data, create information, and generate knowledge

Use information and communication technologies and informatics processes to deliver safe nursing care to diverse populations in a variety of settings

Use information and communication technology to support accurate documentation of care and communication among providers, patients, and all system levels

Use information and communication technologies in accordance with ethical, legal, professional, and regulatory standards, and workplace policies in the delivery of care

Domain 9:   Professionalism

Demonstrate ethical comportment in one's practice reflective of nursing's mission to society

Employ participatory approach to nursing care, advocating for inclusive practices that demonstrate cultural humility and sensitivity

Demonstrate accountability to the individual, society, and the profession

Comply with relevant laws, policies, and regulations.

Demonstrate the professional identity of nursing

Integrate diversity, equity, and inclusion as core to one's professional identity

Domain 10: Personal, Professional, and Leadership Development

Demonstrate a commitment to personal health and well-being

Demonstrate a spirit of inquiry that fosters flexibility and professional maturity

Develop capacity for leadership

PROGRAM CONCEPTS AND DEFINITIONS

The Art and Science of Nursing
The art and science of nursing incorporates nursing concepts and theories; as well as concepts and theories derived from the basic sciences, humanities and other disciplines.

Patient Centered Care
Patient centered care* recognizes patient's preferences, values and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, appropriate, safe and effective care

*The patient is an individual, family or aggregate.

Professionalism and Leadership
Professionalism is demonstrated by accountability for practicing nursing within established moral, legal, ethical, regulatory, and humanistic principles. Nursing leadership is the ability to influence the behavior of individuals or groups of individuals to facilitate the achievement of shared goals.

Communication, Teamwork and Collaboration
Communication is the ability to interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision-making in order to enhance patient satisfaction and health outcomes. Teamwork and collaboration are the ability to function effectively within nursing and interdisciplinary teams.

Informatics
Informatics is the ability to use information and technology to communicate, manage knowledge, mitigate error and support decision-making.

Evidence Based Practice
Evidence based practice is the acquisition, evaluation and synthesis of scientific evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions.

Quality Improvement and Safety
Quality improvement and safety standards assure that no harm comes to patients and/or providers through individual or system errors within a complex organizational environment.

COURSE DESCRIPTIONS
All Classes are 4 Credits unless noted otherwise.

Nursing courses must be taken on campus in the order listed in the course sequence.

NU110 Introduction to Professional Nursing

This course introduces the student to the art and science of the profession of nursing. A historical perspective allows students to explore nursing history, the development of nursing theory, research, and the role of the nurse within the health care system. Issues and challenges that impact the profession are explored.

NU125 Mental Health Nursing

This course introduces the student to the art and science of mental health nursing. Mental illness is a biochemically based process, occurring across a health illness continuum, impacted by developmental, sociocultural, psychological, physiological, and spiritual variables. A lifespan approach is incorporated into the course in order to provide appropriate care to the individual, family, and the community.

NU126 Health Assessment & Fundamentals of Nursing

Course content focuses on the development of health assessment and basic skills essential to professional nursing practice utilizing guided classroom and clinical/laboratory learning opportunities. The nursing process and functional health patterns provide a framework for the assessment of clients across the lifespan.

NU127 Nursing Care of the Elderly and Chronically Ill

The focus of this course is on the care of patients with chronic illness, with a special concentration on interventions for geriatric patients. Course content is integrated into classroom, laboratory, simulation and clinical settings. Clinical assignments are in rehabilitation/long term care facilities. **(6 credits)** - Writing Intensive

NU236 Adult Medical Surgical Nursing

The focus of this course is on the care of acutely ill adult patients, with a concentration on interventions for common medical and surgical disorders. Course content is integrated into classroom, laboratory, simulation and clinical settings. Clinical assignments are on medical and/or surgical units in the hospital setting. **(8 credits).**

NU238 Pathopharmacology I

This course focuses on the pathophysiology of disease and its relationship to pharmacological interventions. Utilizing the nursing process, the student will examine disease states affecting the neurological, neuromuscular, endocrine, cardiac, renal, and respiratory systems. Emphasis will be on the role of the nurse in creating a safe patient environment and in evaluating the patient's response to drug therapy. Format will be lecture and seminar for case study analysis.

NU239 Pathopharmacology II

This course focuses on the pathophysiology of disease and its relationship to pharmacological interventions. Utilizing the nursing process, the student will examine disease states affecting the endocrine, cardiovascular, immune, gastrointestinal, renal and reproductive systems as well as antibiotic, antineoplastic, immune, hematopoietic, general and local anesthesia, and neuromuscular blocking therapy. Emphasis will be on the role of the nurse in creating a safe patient environment and in evaluating the patient's response to drug therapy. Format will be lecture and seminar for case study analysis. **(2 credits).**

NU340 Critical Care Nursing

This course focuses on development of students' ability to utilize the nursing process to care for acutely ill adult patients. Students will use communication skills, therapeutic nursing interventions, and critical thinking to assist patients to attain the optimal level of wellness. Clinical placement in EDs and ICUs of community hospitals will permit students to develop the appropriate assessment, diagnosis, intervention, and evaluation skills. Course content includes: respiratory failure, acute coronary syndromes and complications, trauma, increased intra-cranial pressure, spinal cord injuries, end stage liver and kidney disease, transplants, and burns.

NU341 Pediatric Nursing

This course focuses on development of students' ability to utilize the nursing process to maintain optimum wellness in the child. Emphasis is placed on caring for the child in the context of the family. Principles of growth and development, health promotion, child advocacy and communication are integrated throughout the course. A holistic framework is used to critically examine the biological, psychological socio-cultural, developmental and spiritual variables, which influence the child and family's response to alterations in health status. Clinical practice takes place in hospitals and community settings such as schools, clinics, and home settings.

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NU342 Maternal-Newborn Nursing

This course focuses on development of students' ability to utilize the nursing process to maintain optimum wellness in the childbearing family. Students will use communication skills, therapeutic nursing interventions, critical thinking and knowledge of cultural diversity to assist childbearing families to achieve a maximum level of wellness. Opportunities for students to develop assessment skills, identify nursing diagnoses, and plan, implement, and evaluate nursing care are provided in clinical placements. Course content includes pregnancy, childbirth, postpartum, care of healthy newborns, prenatal, intrapartal and postpartal complications, and various reproductive health issues.—Writing Intensive

NU348 Nursing Research

This course focuses on developing the role of the professional nurse as both a consumer and participant in research. Components of the role examined in this course include: research utilization, evidence-based practice, participation in a research team, and patient advocacy. Other considerations include: the importance of nursing research, research trends and challenges that influence the nursing profession, and the need to develop a critical approach to the appraisal of written research reports. **(2 credits)**

NU349 Transition to Professional Practice

This course focuses on developing the role of the professional nurse. Components of the role examined in this course include: being a member of a health care team and a health care organization, leading/managing nursing care delivery, and understanding how health care delivery is financed. Other considerations include: trends and challenges that influence the nursing profession. **(2 credits)**

NU449 Community/Public Health Nursing

The focus of this course is community and public health nursing. The student will explore the role of the nurse in health promotion and disease prevention in the global theater. The concepts of epidemiology, communicable disease control, environmental health, and disaster relief will be discussed. Public Health issues such as the global health care environment and work with vulnerable populations will be explored. Sociocultural influences on health such as immigration, health care access and cost will be addressed from national and global perspectives. Course content will incorporate economic, legal and ethical perspectives. Clinical placements will include community based and public health organizations.

All Classes are 4 Credits unless noted otherwise.

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NU450 Nursing Synthesis
This course is intended to build, integrate and refine the knowledge and skills developed throughout the nursing curriculum. Application of critical thinking, therapeutic communication, ethical decision making, and professionalism is facilitated through clinical practice, special projects, and scholarly work. The semester long clinical experience consists of a preceptorship individually developed by the student and faculty. **(8 credits)**

NU450.1 Nursing Summer Preceptorship/
This eight week clinical experience consists of a preceptorship individually developed by the student and faculty. Application of critical thinking, clinical reasoning, therapeutic communication, ethical decision making, and professionalism is facilitated through clinical practice, reflective journaling, weekly online discussion forums, and a summative project involving QSEN and Nurse of the Future Competencies. This clinical course is completed in the summer of junior year prior to entering senior year.

NU450.2 Nursing Synthesis
This course is intended to build, integrate and refine the knowledge, skills and attitudes developed throughout the nursing curriculum. Application of critical thinking, clinical reasoning, therapeutic communication, ethical decision making, and professionalism is facilitated through special projects and scholarly work. This course follows completion of NU450.1 and is done in spring of senior year.

NU451 Nursing Honors Seminar
This course offers Nursing students in the Honors Program a two-semester focused inquiry into an issue integral to the discipline of nursing. Students will develop strong analytical skills, demonstrate an aptitude for scholarly writing and ability to present scholarship in a professional forum. During the first semester students will attend seminars and work individually with faculty advisors to develop and research their thesis topic. During the second semester students will work with faculty advisors to write a paper that adheres to scholarly standards for writing, and will also present the material to a group of faculty and students. This course is taught over two semesters to allow students sufficient time to plan and execute a scholarly paper of the highest quality. Credit for this course will be given in the second semester when students register for NU451.

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Elective Courses:

NU360 Understanding Suffering
The purpose of this course is to assist the student to define and recognize various aspects of suffering as well as to explore approaches that promote hope and healing for those suffering. Suffering is a universal concept with physical, psychological, sociocultural, developmental, and spiritual suffering aspects that occurs within all cultures and across the lifespan. Suffering may have acute and/or chronic implications for an individual and/or community. Elective

NU452 Promoting Nursing Practice and Professional Growth (Pre-requisite NU450.1)
This course, designed to enhance the summer preceptorship experience, incorporates the concepts of advanced communication, emotional intelligence, change theory, and Covey's *"The 7 Habits of Highly Effective People"*. These concepts will be facilitated through hours of guided clinical experiences, class discussion, and journaling. This semester long course consists of a clinical learning experience individually developed by the student and faculty. The experience will focus on either mentorship, or education in nursing practice, allowing for individual professional growth. Elective

** Please note that each credit requires three (3) hours of engaged student learning per week (including in class and out of class work). A four (4) credit course requires 12 hours of engaged student learning per week.

SUMMER COURSES

Students who plan to enroll in summer courses off campus, must obtain approval from the Registrar <u>before</u> enrolling in the course. Courses in the major must be approved by the Executive Director of Nursing as well as the Registrar. Forms can be obtained from the Department of Nursing Office. Students completing courses off campus are responsible for assuring that transcripts are sent directly to the Registrar of Saint Anselm College.

Students should keep in mind the following information when electing to take summer courses:

1. All required courses are available on campus during the academic year; thus it is a voluntary choice to take courses during the summer, unless a failing grade is involved requiring a course repeat.
2. Courses that meet the theology or philosophy core outcome requirements must be taken on campus or offered online by the college.
3. Grades received in courses taken off campus are NOT computed in the cumulative grade point average.
4. Students taking summer courses or those repeating a failed course on campus or offered online by the college to increase the CGPA must be aware that courses may be cancelled at any time due to insufficient enrollment. For this reason, it would be prudent to select courses in the early summer session so that a number of options remain. If a course in the third session is cancelled there may be no other courses available to meet the needs of the student.
5. Please note the information below from the College Student Handbook related to grade calculation for repeated courses taken on campus.

>   All earned grades will appear on the student's permanent academic record. When a course is repeated, both grades remain on the transcript, but only the higher grade is computed in the major and cumulative grade point averages.

See the College Student Handbook for additional details: http://www.anselm.edu/student-handbook

**Students may apply no more than 14 on-line credits toward graduation requirements.

Saint Anselm College - Department of Nursing
Course Sequence—Class of 2023

Fall	Freshman Year		*Spring*
BI107 Foundations of Biochemistry*		NU110 Introduction to Professional Nursing *	
PY101 General Psychology I		BI108 Microbiology	
HU103 Conversatio*		HU104 Conversatio*	
EN105 Freshman English		SO212 Social Statistics *or Biblical Literacy Core*	

Fall	Sophomore Year		*Spring*
NU126 Health Assessment & Fundamentals of Nursing		NU127 Nursing Care of the Elderly and Chronically Ill (6 credits)	
BI110 Anatomy & Physiology for Nursing		NU238 Pathopharmacology I	
SO212 Social Statistics* or Biblical Literacy Core*		NU348 Nursing Research (2 credits)	
NU125 Mental Health Nursing		BI211 Genetics for Nursing	

Fall	Junior Year		*Spring*
NU236 Adult Medical Surgical Nursing (8 credits)		NU340 Critical Care Nursing	
NU239 Pathopharmacology II (2 credits)		NU342 Maternal-Newborn Nursing	
NU349 Transition to Professional Practice (2 credits)		Core Historical Awareness *	
Theoretical Reasoning Core or Ethical Reasoning Core*		Ethics Reasoning Core*	
		or	
		NU341 Pediatric Nursing	
		NU449 Community/Public Health Nursing*	
		Core Aesthetic Engagement *	
		Theoretical Reasoning Core*	

Fall	Senior Year		*Spring*
NU340 Critical Care Nursing		NU450 Nursing Synthesis (8 credits)	
NU342 Maternal-Newborn Nursing		TH272 Medical Ethics* or Elective #1	
Core Historical Awareness *		Elective #2	
Elective #1			
or			
NU341 Pediatric Nursing			
NU449 Community/Public Health Nursing*			
TH272 Medical Ethics*			
Core Aesthetic Engagement *			

*Course fulfills core requirement
All courses are 4 credits unless noted otherwise

Saint Anselm College - Department of Nursing
Course Sequence—Class of 2024 and beyond

Fall — Freshman Year — *Spring*

Fall		Spring	
BI110	Anatomy & Physiology for Nursing	NU110	Introduction to Professional Nursing *
PY101	General Psychology I	BI108	Microbiology
HU103	Conversatio*	HU104	Conversatio*
EN105	Freshman English	SO212	Social Statistics *or Biblical Literacy Core*

Fall — Sophomore Year — *Spring*

Fall		Spring	
NU126	Health Assessment & Fundamentals of Nursing	NU127	Nursing Care of the Elderly and Chronically Ill (6 credits)
BI107	Foundations of Biochemistry*	NU238	Pathopharmacology I
SO212	Social Statistics* or Biblical Literacy Core*	NU348	Nursing Research (2 credits)
NU125	Mental Health Nursing	BI211	Genetics for Healthcare

Fall — Junior Year — *Spring*

Fall		Spring	
NU236	Adult Medical Surgical Nursing (8 credits)	NU340	Critical Care Nursing
NU239	Pathopharmacology II (2 credits)	NU342	Maternal-Newborn Nursing
NU349	Transition to Professional Practice (2 credits)	Core	Historical Awareness *
	Theoretical Reasoning Core or Ethical Reasoning Core*		Ethical Reasoning Core*
		NU341	Pediatric Nursing
		NU449	Community/Public Health Nursing*
		Core	Aesthetic Engagement *
			Theoretical Reasoning Core*

Fall — Senior Year — *Spring*

Fall		Spring	
NU340	Critical Care Nursing	NU450	Nursing Synthesis (8 credits)
NU342	Maternal-Newborn Nursing	TH272	Medical Ethics* or Elective #1
Core	Historical Awareness *		Elective #2
	Elective #1		

or

NU341	Pediatric Nursing		
NU449	Community/Public Health Nursing*		
TH272	Medical Ethics*		
Core	Aesthetic Engagement *		

*Course fulfills core requirement
All courses are 4 credits unless noted otherwise

PROMOTION AND GRADUATION

Class Standing and Promotion

Policy:

Candidates for a Bachelor of Science in nursing degree must:
1. Successfully complete 128 credits.
2. Achieve a grade of "C-" or higher in NU110 Introduction to Professional Nursing, BI110 Anatomy and Physiology for Nursing and NU211 Genetics for Healthcare
3. Achieve a grade of "C-" or higher in the exam portion and overall grade in each of the nursing courses.
4. Maintain a cumulative grade point average (CGPA) of 2.4 or higher.
5. Successfully pass a comprehensive examination.

Requirements for Progression:

Freshmen must
- Achieve a grade of "C-" or higher in the exam portion and overall grade in NU110 Introduction to Professional Nursing*
- Achieve a grade of C– or higher in BI110 Anatomy and Physiology for Nursing
- Maintain a CGPA of 2.4 or higher
- Successfully complete 32 credits

Sophomores must:
- Achieve an average of "C-" or higher in the exam portion and the overall grade of the nursing courses*
- Achieve a grade of "C-" or higher in NU211 Genetics for Healthcare
- Maintain a CGPA of 2.4 or higher
- Successfully complete 64 credits.

Juniors must:
- Achieve an average of "C-" or higher in the exam portion and the overall grade of the nursing courses*
- Maintain a CGPA of 2.4 or higher
- Successfully complete 96 credits

Seniors must:
- Achieve an average of "C-" or higher in the exam portion and the overall grade of the nursing courses*
- Pass a comprehensive examination
- Maintain a CGPA of 2.4 or higher
- Successfully complete a total of 128 credits to qualify for graduation.

*Students receiving a "D+" or less on the exam portion of the grade will receive no more than a "D+" for a final course grade
A "C-" in the nursing courses is considered to be the numerical equivalent of 70-72.99.

Class Standing and Promotion

Course Failure

Students who fail a nursing course may not progress until that course has been repeated. A student who fails a seven week specialty nursing course may progress to the next specialty course in that semester, but may not progress to the next semester until the failed course is repeated.

Clinical Failure

A student may fail clinical at any time during the clinical experience for documented unsafe practice or at the end of the clinical experience for failure to meet outcomes. Failure of any clinical rotation will result in failure of the course. The student will receive a NP (No Pass) notation for the entire course.

A student is allowed to repeat only one nursing course.

All required nursing courses must be repeated on campus.

Grading

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Each nursing course syllabus defines the grading procedure for the course. In keeping with College policy students receive underline letter grades only on their transcripts.

A	93+	C	73-76.99
A-	90-92.99	C-	70-72.99
B+	87-89.99	D+	67-69.99
B	83-86.99	D	63-66.99
B-	80-82.99	D-	60-62.99
C+	77-79.99	F	0-59.99

Grades are not rounded. Students must achieve an average of "C-" or higher in the exam portion and the overall grade of the nursing courses. Students receiving a "D+" or less on the exam portion of the grades will receive no more than a "D+" for a final course grade.

GRIEVANCE POLICY

Nursing Course Grade /Progression/Clinical Failure/Dismissal

Students may appear a <u>final nursing course grade, clinical failure, inability to progress or dismissal from the program</u> by following Procedure A within two weeks of the date marked on the grade report. Students who <u>previously</u> have been granted a nursing course grade appeal must follow Procedure B.

Procedure A:
1. The student will confer with the course faculty.
2. If the discussion proves unsatisfactory, the student may appeal to the Executive Council of the Department of Nursing. The student must present a written rationale to support the request. This information must be submitted to the Executive Director at least 24 hours prior to the meeting of the Executive Council at which time the student will be present.
3. If the appeal to the Executive Council proves unsatisfactory, the student may appeal to the Dean of Academic Excellence. The Dean's Office must be notified of the intent to appeal within 72 hours of the Executive Council decision. All paper work relating to the appeal will be forwarded by the Executive Director to the Dean of Academic Excellence.
4. If the appeal to the Dean of Academic Excellence proves unsatisfactory, the student may request the Dean of the College to call a meeting of the Program Coordinator, the Executive Director of Nursing and the Dean of the College. The final decision on the appeal will be made by the Dean of the College.

Procedure B:
The process for a student who <u>previously</u> has been granted a nursing course grade appeal will be as follows:
1. The student will confer with course faculty.
2. If the discussion proves unsatisfactory, the student may appeal to the Executive Council of the Department of Nursing. The student must present a written rationale to support the request. This information must be submitted to the Executive Director at least 24 hours prior to the meeting of the Executive Council at which the student will be present.
3. The Program Coordinator will request the presence of the Dean of Academic Excellence as an ex officio member at the meeting of the Executive Council.
4. If the appeal to the Executive Council proves unsatisfactory, the student will request the Dean of the College to call a meeting of the Program Coordinator, the Executive Director of Nursing and the Dean of the College. The Dean's Office must be notified of the intent to appeal within 72 hours of the Executive Council decision. The final decision on the appeal will be made by the Dean of the College.

GRIEVANCE POLICY (CONT)

Other Grievances

Students who have grievances not covered under the Nursing Department Course Grade/Progression/ Clinical Failure/Dismissal Policy in the *Nursing Student Handbook*, or under the College Harassment and Sexual Misconduct policies found in the *College Student Handbook* are encouraged to discuss their grievances with the Nursing Department. Students should discuss their grievances beginning with the first step listed below and proceed to the next step only if the issue is not resolved to their satisfaction.

1. Discuss the grievance with the faculty member as soon as reasonably possible (note: if the circumstances do not allow starting with step 1, begin with step 2)
2. Discuss the grievance with the Program Coordinator or Executive Director
3. Request a meeting with the Executive Council
4. Discuss the grievance with the Class Dean, who will choose whether or not to bring the issue to the attention of the Dean of the College

LEAVE OF ABSENCE POLICY

Policy:
A student may seek a leave of absence for medical, illness, or personal reasons. A semester long leave prohibits the student from rejoining the nursing course sequence until the missed nursing course/s are offered. If the student returns before the needed nursing course is offered non-nursing courses may be taken.

Procedure:
A student seeking a leave of absence (LOA) should:

1. Work with their advisor, the Program Coordinator, and/or class dean to determine the need for a leave of absence
2. Refer to the Leave of Absence Policy in the College Student Handbook for details regarding financial aid and courses taken off campus during the leave
3. Complete a Leave of Absence form and submit it to the Dean's Office
4. Notify the Dean of the College of the intention to return at least one month in advance of the semester of return
5. Meet with the Executive Director or Program Coordinator to develop a revised course sequence
6. Upon return, if appropriate, present a health care provider's release to function in the clinical environment to the Executive Director or Program Coordinator

ABSENCE POLICY

Class

Class attendance is <u>mandatory</u>. The Department of Nursing follows the College policy for class absences as stated in the College *Student Handbook*. Any student who is absent from a nursing class for three or more consecutive days must notify the Dean of the College and the course faculty and provide documentation explaining the reason for the absences. In addition, a student absent for more than the number of class meetings per week without proper documentation of an "excused absence" may have a grade penalty imposed at the discretion of the course faculty. Students must notify course faculty of any absence prior to a class or lab that involves a quiz, test, exam, or competency testing. An unexcused absence on one of these days may mean that the student will receive a 0 for the test/lab or competency.

Clinical

Clinical attendance is <u>mandatory.</u> Students may need to miss clinical for illness or other serious issues, but all time must be made up. Each clinical faculty member will distribute written instructions to his/her clinical group regarding the procedure to follow in the event of a clinical absence. In the event of a clinical absence:

Procedure:
1. The student will pay a fee for each clinical make-up day that occurs after the end of the rotation. The fee will be billed to the student at the end of the semester by the Controller's Office.
2. The Student must complete the clinical make-up day(s) before the next semester begins.
3. Faculty will arrange clinical make-up at a time mutually agreeable to faculty, student, and agency.
4. Senior students in their last semester have the option of completing one clinical make-up day, with the approval of the most recent clinical faculty member *and* the precepting faculty, during the preceptorship experience.
5. In cases of clinical absence student must notify faculty and Program Coordinator.

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ABSENCE POLICY (CONT)

Excessive Clinical Absence

Procedure:
1. Faculty will report all clinical absences to the Program Coordinator.
2. When a student is absent for three clinical days in one semester, the Program Coordinator may bring this to the attention of the Executive Council.
3. At the Executive Council meeting (closed session), the student's situation will be discussed including reasons for the absence as well as academic performance.
4. A decision will be made as to whether or not the student will be allowed to continue in the course.
5. If the decision is to allow the student to continue, recommendations for make-up experiences will be discussed.

STUDENT ATHLETES' ABSENCE POLICY

Policy

> The department of Nursing recognizes that student athletes occasionally may need to miss class, labs, or clinical. Such absences, in accordance with college policy, are considered "allowed absences." Students should keep in mind, though, that even these documented absences may put their class standing at risk. Specifically, "there are circumstances in which missed work cannot be made up and in which the number of absences, including documented absences, make withdrawal from classes the appropriate action."

> Although the department supports student athletes, individual faculty may make the determination that it is impossible to make up the missed work or clinical experiences necessary to be successful in the course. Students are responsible for all missed class work and must make-up clinical experiences. Make-up exams or quizzes will be at the convenience of the course faculty.

Procedure:

1. Student athletes will identify themselves to the course and clinical faculty the first day of each class.
2. As per the athletic department policy, students will arrange for early dismissal from class or clinical by completing the "Saint Anselm College Class Conflict Form for Student Athletes." They must submit the completed form to the course and clinical (if applicable) faculty at the beginning of the semester.

MATH POLICY

1. At least one graded math quiz will be included in each clinical nursing course.
2. Any student who does not receive a 100% on the first math quiz will complete remediation and then retake a math quiz.
3. Any nursing student who does not pass the third math quiz retake with a 100% will be issued an "Unsatisfactory Clinical Performance".
4. Students are not allowed to administer medication until they have achieved a grade of 100% on the med math exam.

REVIEW OF EXAMINATIONS BY STUDENTS

Policy:
An exam review may be provided at the course faculty's discretion. If a group exam review is offered, students who do not attend the session may not view their exam privately with an instructor thereafter, without prior approval.

Procedure:
If a review is provided, students may not attempt to duplicate or distribute exam information.

The following materials will not be permitted (must be secured in a separate designated area) during the exam review session:

- Paper (notetaking is not permitted)
- Any recording devices (cell phones, digital watches, laptops, or other electronic devices)
- Coats, hats, backpacks, bags, purses
- Any other items identified by the course faculty as having the potential to undermine exam security

Any attempts to copy, distribute or receive information about test questions is considered a violation of academic honesty; see College Student Handbook for a list of potential consequences.

EXAMINATION MAKEUP

Policy:
Students who are ill, injured or have other legitimate cause may request to be excused from taking a nursing course examination at the scheduled time using the procedure described below.

Procedure:

1. Obtain permission from the course faculty via telephone, email or personal contact, **prior** to the scheduled examination. In the absence of the course faculty, contact the Program Coordinator.
2. Arrange with the course faculty a time and a place for examination make-up at the convenience of the course faculty.
3. Make-up examinations will usually differ from the examination given to the class.
4. Students who miss an exam without prior notification may not be able to take the exam and may receive a grade of 0.

ADA/504 COMPLIANCE STATEMENT

Saint Anselm College is committed to meeting the needs of students with documented physical, sensory, psychiatric, and learning disabilities. To disclose a disability and request academic accommodations, please email or call Jenne Powers, who will assist you in making contact with faculty members and/or arranging support services and accommodations available within the Academic Resource Center (ARC) and elsewhere. To ensure that accommodations are arranged in a timely manner, you are encouraged to make your request at the beginning of each semester.

For questions concerning support services, documentation guidelines, or disability issues, please contact Dr. Jenne Powers, Director of the Academic Resource Center, by phone at 603.641.7193 or by email at jmpowers@anselm.edu.

Additional information on documentation guidelines can be found here:

https://www.anselm.edu/academics/academic-resources/disability-services

ELECTRONIC DEVICES

Classroom Usage

Electronic handheld devices are not to be used in the classroom unless directed by the Faculty. The Department of Nursing follows the Saint Anselm College Catalogue Policy on the Use of Electronic Devices which states:

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Dean prohibits the use by students of cell phones, pagers, PDAs, or similar communication devices during scheduled classes. Text messaging or accessing information on these devises is likewise forbidden. All such devices must be put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a college emergency exists. If that is not the case, the devices should be immediately put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Clinical and Lab/Simulation Usage

Electronic Devices **may only** be used in the clinical area and for lab activities and classroom exercises as directed by faculty. Use of electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. All students are fully responsible for following all regulations regarding (HIPAA) guidelines and for following HIPAA guidelines when using their Electronic Devices in the clinical or other settings.

The telephone and camera functions on the electronic devices **must be turned off** during clinical and lab sessions. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school or at clinical. This includes proper management of confidential patient information. Using the internet for personal, non-clinical related functions is strictly prohibited except during designated break periods.

***With the exception of specified course required activities, sending or receiving text or other messages on electronic devices during class, clinical or lab is not permitted.

NURSING LABORATORY POLICY

General Lab
1. No food or gum is allowed in the laboratory. Drinks are permitted in a closed container.
2. Students, staff, and faculty are expected to leave the laboratories clean and orderly.
3. Students, staff, and faculty shall not use pens during simulation.

Student Expectations
Students will:
1. Come prepared for lab as determined by faculty.
2. Follow the "Personal Appearance Guidelines" located in the Saint Anselm College Department of Nursing Handbook.
3. Attend simulation days in appropriate clinical attire.
4. Contact the lab instructor to schedule practice time in the laboratory.
5. Notify the lab instructor at least 24 hours prior to the appointment if unable to keep the scheduled lab time. Students must reschedule with the lab instructor based on availability. Failure to notify the lab instructor may result in an Unsatisfactory Clinical Performance Report. The lab instructor will deal with emergency situations on an individual basis.

Faculty Expectations
Faculty will:
1. Reserve desired lab time through the office manager.
2. Notify the lab instructor at least four weeks in advance to reserve lab equipment and supplies.
3. Clean up the lab after use. The lab instructor will put equipment away. The lab instructor is to be notified if there are any issues with the physical environment of the lab.
4. Remain with students in the lab unless pre-approved by the lab instructor.
5. Refer students to the lab instructor when additional practice in the lab is necessary. Faculty will complete required documentation and confer with the lab instructor to develop a remediation plan.

Infection Control Policy
1. All sharps must be disposed of in appropriately marked sharps containers.
2. Full sharps containers and biohazard red bags will be removed by physical plant.
3. Students, staff, and faculty must follow the "Blood and Body Fluid Contamination Policy" located in the Saint Anselm College Department of Nursing Handbook.

Nursing Laboratory Policy (cont)

Latex Warning

1. Any student who has a latex allergy will assume the responsibility of communicating the latex allergy (including previous reactions) to the program coordinator, lab instructor, and clinical instructors.
2. The program coordinator will inform the skills lab instructor and clinical instructor of the student's name.
3. The Department of Nursing supplies non-latex gloves for student use and latex free materials when possible.
4. It is highly recommended that students with an identified severe latex allergy bring an EpiPen with them to lab and clinicals.

Needlestick/Injury/Emergency

1. Needles and syringes are only to be used in the presence of a faculty member, lab staff, or the lab instructor.
2. All sharps are for use only with models and gel pads. No human injection is allowed under any circumstance.
3. Sharps should be placed in the sharps container, without recapping, by the individual who uses them.
4. If a student or faculty member sticks themselves with a needle please document the information required using the Needle Stick Form.
5. In the event of an injury, the program coordinator and lab instructor must be notified immediately and the event shall be documented.
6. In the event of an emergency in the laboratory, please dial 911 and notify the program coordinator.

Laboratory Material Usage

1. Students, staff, and faculty of the nursing department may borrow material from the laboratory at the discretion of the laboratory instructor.
2. Materials must be signed out when removed and signed in when returned using the "Laboratory Materials Sign-Out Sheet". Sign-out sheet are located in the mailbox of the laboratory instructor.
3. Materials must be returned clean and in good condition to their appropriate location. Students, staff, and faculty will be responsible for any broken or lost materials.
4. Damaged or malfunctioning equipment will be reported to the lab instructor and office manager within 24 hours. If the issue is unable to be corrected, the program coordinator and Executive Director of Nursing will be notified.

CLINICAL POLICIES

Transportation Related to Clinical Settings

Each student is expected to make specific and concrete plans for transportation to and from clinical assignments in sophomore, junior and senior years. As early as first semester junior year each student must have use of a car or other reliable transportation as he/she may be assigned individually to clinical sites in different geographical areas.

Personal Appearance Guidelines

Students must look professional at all times. Good judgment should be exercised when making decisions about what is appropriate to wear in any clinical experience. If an agency has specific requirements not covered by these guidelines, students must follow those requirements. Inappropriately dressed students will be asked to leave the clinical area.

Agencies where a Uniform is required
Uniform:
>The uniform consists of blue scrub pants and top*
>Uniforms should be freshly laundered for each clinical day.

Overgarment:
>A blue scrub jacket with a Saint Anselm College embroidered emblem may be purchased and worn with the uniform.* A white lab jacket with the Saint Anselm College embroidered emblem may be purchased and worn during clinicals that require business casual attire (not mandatory).

Underclothing:
>Undergarments should not be visible.

Shoes:
>Shoes should be clean, white leather with a closed toe, to be used only in the clinical area.
>Platform shoes are not allowed.

Socks:
>White

Agencies where Uniforms are not required
Clothing:
>Dress street clothes are required. Men should wear button up dress or polo shirts.
>Clothing should be neat, clean, and appropriate.
>Jeans, leggings, revealing clothing, and skirts shorter than the knee may not be worn to clinical agencies.
>Undergarments should not be visible.

Shoes:
>Non-platform shoes with a closed heel and toe are appropriate.

Personal Appearance Guidelines (cont)

All agencies:

Identification:

      Students are expected to wear a name tag identifying them as a Saint Anselm College nursing student. They may also be required to wear an identification badge provided by the institution.

Equipment:

      Students are expected to have the following: a stethoscope, a watch with a second hand, bandage scissors, pens, and protective eyewear.

Hair:

      Hair should be neat and off the face.

      Long hair must be tied back neatly.

      Thin plain headbands, one inch or less, in navy, white or black are allowed.

      Unnatural hair colors are not allowed.

      Men must either be clean shaven or have facial hair neatly trimmed.

Fingernails:

      Nails should be short and clean without nail polish.

      Sculptured nails are not allowed.

Jewelry:

      The only two items of jewelry allowed are two small, plain stud earrings per earlobe and wedding rings.

Miscellaneous:

      Gum chewing is not allowed

      Makeup must be subtle and in good taste

      Cologne and Perfume are not allowed

      Body art and piercings must be covered.

* All required purchases must be made from the approved provider.   .

Drug and Alcohol Policy

Policy

The Department of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations, and sanctions. Although not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B) and with the rules and requirements established by Saint Anselm College.

The Department of Nursing has both the right and responsibility to dismiss/ suspend from the nursing program any student whose conduct compromises patient safety. Students who engage in the improper or illegal use of drugs pose a risk to patients, other students, and faculty.

Procedure

Pre-Clinical Drug Testing and Random Drug/Alcohol Screening

1. As a condition of continuation in the nursing program, all students registered for a clinical nursing course are required to participate in pre-clinical drug testing annually.

2. Students may also be subject to random drug/alcohol testing throughout their enrollment in the nursing program.

3. If a student is unable to provide a testable urine sample, the student will be required to repeat the test at the student's expense within 24 hours.

4. Failure to appear at the scheduled testing time is considered a positive test result until the drug test is completed at the student's expense within 24 hours.

5. There are no exceptions to this policy.

Reporting of Results of Pre-Clinical Drug and Random Drug/Alcohol Testing

1. The Director of Health Services will receive all drug screening reports from pre-clinical and random testing. Individual detailed test results will remain with the testing agency.

2. The Director of Health Services will maintain a confidential database separate from the student's medical record including all drug/ alcohol screening results in a secured area.

3. Upon written request from an authorized representative of a clinical affiliate, the Program Coordinator will verify a student's test results indicating compliance with the clinical affiliate's standards for a drug-free workplace prior to the clinical rotation start date.

Drug and Alcohol Policy (cont)

4. The Director of Health Services will notify the Executive Director of the Nursing Department of any positive results. The Executive Director will notify the Program Coordinator of any positive results.

5. Results of drug/ alcohol screening will be separate from the student's academic file and be destroyed once the individual is no longer in the nursing program.

Positive Pre-clinical Drug and Random Drug/ Alcohol Screening Test Results

1. In the event a student's pre-clinical and/or random testing indicates a positive result, the Director of Health Services will notify the Executive Director of the Department of Nursing, who will schedule a follow-up meeting with the student within two business days. A student's failure to attend this meeting may result in his/her immediate dismissal from the Nursing Program.

2. A student with a positive pre-clinical drug and/or random drug/ alcohol screen result will not be permitted to participate in the nursing program for that semester. To return to the nursing program the student must have a negative drug/ alcohol test result and be medically cleared by Health Services, the Executive Director of the Department of Nursing, and Program Coordinator. A student holding any license from a board of nursing will be notified by the Director of Health Services of the obligation to report the positive test result to the appropriate Board of Nursing.

3. A student may request a review of a reserved test sample by a secondary laboratory approved by the certified Medical Review Officer that supervised the testing. The student is responsible for all costs related to this review and any additional testing.

4. If the student cannot attend clinicals due to two positive drug / alcohol screens in any two semesters, they will be dismissed from the Nursing Program.

5. The appeal process for dismissal related to positive drug / alcohol testing will be the same as the appeal process for dismissal from the nursing program. See Grievance Policies located in the Saint Anselm College Department of Nursing Student Handbook.

Drug and Alcohol Policy (cont)

<u>Onsite Drug/ Alcohol Testing ("For Cause" Testing)</u>

1. Students who appear to be under the influence of drugs/ or alcohol at any time during a clinical experience may be required to undergo immediate drug/ alcohol testing and will be unable to return to the clinical site until it is determined, that he/ she may safely do so. If a faculty member observes or is informed that a student is, or appears to be, under the influence of intoxicants at the clinical site, the faculty member will complete the "Observation of Suspected Impairment Form" and meet immediately with the student.

2. Saint Anselm College's faculty and clinical affiliates have the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). In such cases, the clinical affiliate will immediately notify the instructor/ college to facilitate immediate removal of the student from the patient care area.

3. The faculty member will inform the Program Coordinator of the Department of Nursing or designee as soon as practical that a student has been removed for suspicion of drug/ alcohol use. The faculty member will provide written documentation (completed "Observation of Suspected Impairment Form") supporting the decision to the Executive Director of the Department of Nursing as soon as is practical to do so.

4. As soon as practical after a decision to remove a student for suspicion of drug/alcohol use, the student will be given a drug/alcohol test by a vendor contacted by the College. Failure to cooperate will be considered a positive test and will result in immediate dismissal from the nursing program. The student is responsible for all costs associated with any incident specific drug/ alcohol screening tests. Results will be provided to the Director of Health Services. A student holding any license from a Board of Nursing will be notified by the Director of Health Services of the obligation to report the positive test result to the appropriate Board of Nursing.

5. Within three days of the Health Service's receipt of results of the onsite drug/ alcohol testing, the student will attend a follow-up meeting called by the Nursing Department to discuss the results and consequences of any positive test. Failure to attend this meeting may result in immediate dismissal from the nursing program.

Drug and Alcohol Policy (cont)

Re-Testing

1. At the time of onsite testing, a student may request a review of a reserved test sample by a secondary laboratory approved by the certified Medical Review Officer that supervised the testing. The student is responsible for all costs related to this review and any additional testing.

Sanctions

1. At the follow-up meeting with the student after an on-site test, the clinical instructor and Executive Council members will discuss the clinical incident and any disciplinary action that may be necessary.

2. If the student's drug/ alcohol screening test done in conjunction with the incident returns a negative result, the conduct that was observed will be reviewed in terms of patient safety. If it is determined that patient safety will not be compromised by doing so, the student's eligibility for clinical participation will be reinstated.

3. A positive test result or other conclusive evidence of violation of this policy may result in failure of the nursing course and dismissal from the nursing program.

4. The appeal process for dismissal related to positive drug/ alcohol testing will be the same as the appeal process for dismissal from the nursing program. See Grievance Policies located in the Saint Anselm College Department of Nursing Student Handbook.

Criminal Background Check

In order to meet The Joint Commission's standards, students are required to complete a background check during the summer prior to their freshman year as part of the admission criteria and annually thereafter. Students will purchase their background check through www.Castlebranch.com. The results of a background check are posted to the Castle Branch web site in a secure tamper-proof environment where the student, as well as the school, can retrieve the results using a special code. Students must sign a release of information form in order to provide clinical agencies or hospitals with the requested information. In addition, some students will be required to complete a NH Criminal Background check depending on their clinical placements.

Liability Insurance

Policy
Nursing majors involved in clinical experiences are required to be covered by liability insurance.

Procedure
A malpractice insurance policy is purchased through a group plan by the college at no charge to the student.

NOTE: Student Liability Insurance covers nursing students only during their clinical assignments as part of the Saint Anselm College nursing educational experience. The policy does not extend to any other activity.

Blood or Body Fluid Contamination

Nursing Students

The following procedure is to be followed if an exposure has occurred by a Nursing Student to an infectious material:

1. First Aid
   a. Contaminated wound/needle stick - encourage bleeding from the skin wound and wash the injured area with copious soapy water, disinfectant, scrub solution or water contaminated intact skin- wash the area with soap & water
   b. Contaminated eyes - gently rinse eyes while open with saline or water
   c. Contaminated mouth - spit out any fluid, rinse the mouth with water and spit out again.

2. Report the exposure incident to your Clinical Nursing Instructor and/or the Nursing Supervisor of the facility you are assigned. Go to the nearest Emergency Room within 2 hours of exposure.

   The following activities should be conducted by the healthcare professional at the Emergency Room:
   - Document the routes of exposure and how the exposure occurred
   - Identify and document the source individual (unless the employer can establish that identification infeasible or prohibited by state or local law)

Blood or Body Fluid Contamination (cont)

The following activities should be conducted by the healthcare professional at the Emergency Room: (cont)

- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, or JBV infectivity; document that the source individual's test results were conveyed to the Employee's health care provider.
- If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing need not be performed.
- Assure that the exposed individual is provided with the source individual's test results and with information about individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed individual's blood as soon as feasible after exposure incident, and test blood for HBV, HCV and HIV serological status.
- If the individual does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. If the exposed individual elects to have the baseline sample tested during this waiting period, perform testing

3. The exposed nursing student is to notify Health Services of the exposure soon as feasible and schedule an appointment with a Health Services provider to determine follow-up care if needed.

4. The exposed nursing student is responsible for using their own health insurance to pay for any medical visits associated with their occupational exposure.

POST EXPOSURE EVALUATION AND FOLLOW-UP

Nursing Students
1. Call Health Services to schedule an appointment with a provider. Health Services will obtain a copy of the students Emergency Room records and review the Saint Anselm College Blood & Body Fluid Exposure Form (Appendix A) for evaluation. The provider and the student will review/ complete these documents to determine follow-up as may be required for blood testing, counseling and evaluation of reported illness.
2. The examining Health Services provider is to provide the exposed individual a copy of the written opinion within 15 days after completion of the evaluation.
3. Health Services will review the Student Injury and Accident Investigation Report and send it to the Risk Manager for their records.
4. The exposed student is responsible for using their own health insurance to pay for any medical visits associated with their occupational exposure.

The complete Blood and Body Fluid Contaimination policy is available on the nursing webpage under "News and Resources" (www.anselm.edu/nursing).

Administration of Medication

Students are expected to seek supervision from an instructor/preceptor when preparing or administering <u>all</u> medications. Students may <u>never</u> administer intravenous medications/fluids without direct supervision from the instructor/ preceptor/ RN designee.

Direct supervision from the instructor/RN designee is required when:

1. Flushing saline-locks
2. Preparing insulin for administration in the hospital setting.
3. Preparing anticoagulant drugs
4. Preparing narcotics
5. Administering medications with a dosage that must be calculated
6. Administering medications to a child age 12 and under
7. Students in NU127 and NU236 must have direct clinical instructor supervision for all steps in the administration of medication process.

Under no circumstances is a student allowed to prepare or give a medication:

1. During resuscitation
2. Through an epidural route
3. Prohibited by agency policy for student administration

Standard Precautions

Policy

Students enrolled in the Nursing Program are required to use standard precautions when providing patient/client care. The standard precautions to be used for preventing transmission of blood-borne pathogens in health care settings are those recommended by the Centers for Disease Control (CDC) which are available on the CDC web site: *http://www.cdc.gov/ncidod/dhqp/ gl_isolation_standards.html*

Professional Behavior/Safe Practice

All students are expected to demonstrate a high standard of professional behavior in the classroom, clinical setting/service learning, and on campus. Students are expected to be polite, compassionate, and demonstrate respect for human dignity at all times. Professional Nursing behavior is defined by the *American Nurses' Association's Scope and Standards of Practice,* the *Code of Ethics for Nurses,* and the *New Hampshire Board of Nursing Nurse Practice Act.* In addition students must abide by clinical agency policies, federal regulations such as HIPAA, and College and Department of Nursing policies.

Unsafe practice is defined as any behavior that may endanger a patient, family member, staff, peer, self, or faculty. This practice may occur in the physiological, psychological, spiritual, or cultural realm. Specific acts of endangerment may include acts of omission or commission in the clinical agency and/or behavior that causes faculty to question the student's potential for safe practice. Unsafe, unethical, or inappropriate behavior in a clinical or nonclinical setting may result in a written warning, failure, or dismissal from the nursing program. Faculty are responsible to evaluate and determine the seriousness of these behaviors.

Examples of inappropriate behaviors include but are not limited to the following:

- Non-preparedness for class or clinical
- Failure to notify faculty/preceptors in advance if not able to attend clinical/simulation/lab
- Habitual or unexplained tardiness
- Misuse of lab/simulation equipment
- Refusing a class or clinical assignment
- Failure to maintain professional boundaries with patients/families
- Non responsiveness to faculty communications
- Not following school or clinical agency dress policy
- Degrading/disrespectful comments
- Any breach of confidentiality
- Failure to act upon recommendations designed to remediate clinical deficiencies
- Violation of any College policy

Professional Behavior/Safe Practice (cont)

Examples of unsafe practice include but are not limited to the following:

- Presenting for clinical under the influence of drugs/and or alcohol
- Lack of physical or mental health necessary to provide comprehensive care or interact professionally with patients
- Excessive utilization of faculty time to ensure safe practice, to the detriment of other students in the clinical rotation
- Unprepared to provide safe care to assigned patient
- Functioning beyond the boundaries of ability and knowledge without asking for assistance or supervision
- Physical, mental, or emotional abuse or neglect of patient
- Placing patients in hazardous positions, conditions, or circumstances
- Medication errors
- Dishonesty

Patient Privacy and Confidentiality

It is the responsibility of each student to keep all patient information strictly confidential in accordance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. All information pertaining to patients is confidential, regardless of form (including but not limited to: verbal, hard copy, film, or electronic). Patient information may be relayed only to authorized individuals. Unauthorized access, use, or disclosure of patient information is illegal. The ANA Code of Ethics for Nurses (2015) also underscores the nurse's responsibility to "safeguard the right to privacy and confidentiality for individuals, families and communities." (p. 9). Students are first introduced to HIPAA requirements in NU110, Introduction to Professional Nursing. In this class they are required to sign a statement documenting they have received this information. These requirements are frequently reinforced when students complete the Computerized Clinical Placement (CCP) orientation. Students are expected to know and abide by HIPAA privacy requirements. Students who violate HIPAA will be subject to disciplinary action up to and including dismissal

Student Confidentiality

Students are responsible to maintain confidentiality in class, clinical, and lab/simulation, where they work collaboratively and observe each other's performance. These experiences, regardless of format or outcome (i.e. electronic, written, overheard or observed), are to be kept confidential. It is unethical for students to share any information about the performance of fellow students outside of the experience. The unauthorized release, inappropriate exchange, or mishandling of confidential information is a violation of policy. Any such violation may be grounds for disciplinary action.

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements.* Silver Spring, MD:www.Nursingworld.org

American Nurses Association. *(2015) Scope and Standards of Practice*. Silver Springs, MD:www.Nursingworld.org

New Hampshire Board of Nursing. Administrative Rules 100-800. *Nurse Practice Act RSA 326-B.* Retrieved from http://www.gencourt.state.nh.us/rules/state_agencies/nur100-800.html

U.S. Department of Health and Human Services. (1996). *Health Insurance Portability and Accountability Act (HIPAA).* Retrieved from https://aspe.hhs.gov/report/health-insurance- portability-and-accountability-act-1996

Health and Clinical Requirements for Nursing Majors

Health and immunizations are monitored to meet the basic requirements of clinical affiliations and to assist in the maintenance of physical and emotional health necessary to meet the demands of the curriculum. Any preexisting health issues must be brought to the attention of the Executive Director of Nursing. These health issues remain the responsibility of the student and/or parents or guardians and may not interfere with the goals of the program.

ALL information for **sophomore nursing** majors must be submitted to the nursing office by **September 1.** For **junior and senior** nursing majors the information must be submitted to the nursing office by **August 1st .** A grade penalty will be applied if all health and clinical requirements are not received by **the required date.** For every week that a student is non-compliant with healthcare requirements, 5 points will be taken off of the first nursing exam grade. If an individual is late the second week, an additional 5 points will be deducted, and so forth.

Sophomores
    IGRA: QuantiFERON®-TB Gold **OR** T-SPOT® TB test
        OR 2-Step Mantoux tuberculin skin test (TST).
        A 2-step TST requires a PPD placed and read 48-72 hours later, followed by a second PPD placed 1-3 weeks later and read 48-72 hours later.
    Two doses of MMR vaccine
    Two doses of Varicella vaccine
    Three doses of Hepatitis B vaccine **AND** documentation of positive
        Hepatitis B Titer results.
            If titer is negative re-immunization is required with follow-up titer.
    Tdap (tetanus/diphtheria/pertussis) within 10 years
    *Current CPR Certification
    **Flu shot
    COVID-19 vaccination: one J&J **OR** two Pfizer/Moderna **PLUS** any booster. Subject to change based on current CDC recommendations

Juniors and Seniors
    IGRA: QuantiFERON®-TB Gold **OR** T-SPOT® TB test **OR** Mantoux tuberculin skin tst (TST)
    *CPR certification
    **Flu shot

Health and Clinical Requirements for Nursing Majors (cont)

Additional Requirements for Sophomore, Junior and Senior Nursing Majors

Any additional COVID-19 booster received.

Copy of Health Insurance card (front and back)

All nursing majors are required to complete a NH Criminal Record Release Form and an online background check. The instructions for these are sent out via email.

Mandatory drug screening: performed on campus prior to the start of spring semester sophomore year, and prior to the start of fall semester for juniors and seniors. May also be required randomly depending on clinical rotation site placement.

Mandatory respirator FIT testing: performed on campus and may be required of sophomores, juniors, or seniors depending on clinical rotation site placement.

* Nursing majors must provide evidence of completion of a CPR course for health care providers. *Please ensure there is a hands-on component to the course or it may not be approved.*

** Flu shots are mandatory except for documented medical reasons. Due in October, a specific date will be sent via email from the Program Coordinator. Nasal flu vaccine is not acceptable The Flu shot can be obtained at the College Health Services for a small fee

All immunizations and titers are required. Failure to comply will result in denial of clinical placement.

Social Media

This policy applies to the use of social media by students enrolled in the Department of Nursing, whether or not such use involves the College's network or other computer resources. Social media includes but is not limited to: blogging, tweeting, podcasting, social networking, social news sharing, social bookmarking/social tagging, photo sharing and video hosting.

Policy

he student will demonstrate patterns of behavior in the use of social media in accordance with the key regulatory standards, which form the basis for professional nursing practice.

Background Information:

The use of social media has become commonplace and has changed the manner in which we communicate. Professional standards require that the nurse (and nursing student) differentiate between sharing of personal information and the sharing of information/data collected while working in a professional capacity. Nursing students must remain aware of their professional responsibility in regard to the use of social media and understand its potential to cause harm to patients, families, clinical agencies, peers and the College. Inappropriate use of social media by a student may result in course/clinical failure or dismissal from the Nursing Program. In some situations a student may also be subject to criminal or civil prosecution.

The student guidelines for professional conduct related to social media are based on standards published in the *Code of Ethics for Nurses with Interpretive Statements* (The American Nurses Association, 2015), and the *White Paper: A Nurse's Guide to the Use of Social Media* (National Council of State Boards of Nursing (NCSBN, 2011). These guidelines also reaffirm the patient's right to privacy as outlined in the *Health Insurance Portability and Accountability Act (HIPAA)* enacted in 1996.

Guidelines for evaluating appropriate use of social media:

1. **Do not use personal devices in the clinical setting, lab or classroom setting without permission**

   - No texting, talking or cell phone use in clinical areas or classroom /lab without the permission of the faculty
   - No videotaping or pictures of patients, professors, fellow students or mannequins in the classroom, lab or clinical settings without written permission

2. **Do not share information about faculty, fellow students, co-workers, patients or clinical facilities**

- Do not transmit or place online individually identifiable faculty, co-worker, student or patient information. Privacy settings are not sufficient to ensure privacy

- Never refer to another student, patient, co-worker or faculty member in a disparaging manner even if the person is not identified by name

3. **Maintain professional boundaries in the use of electronic media**

- Do not transmit or post online information or photos gained through the nurse-patient relationship
- Do not engage in online contact with patients unless in a professional capacity, for example, the dissemination of educational material
- Promptly report a suspected breach of confidentiality or privacy
- Do not make disparaging remarks about any college, university, employer, clinical facility or school of nursing
- Do not claim or imply that you are speaking on behalf of Saint Anselm College or the Department of Nursing

References:

American Nurses Association. (2015). *Code of Ethics for Nurses with Interpretive Statements.* Silver Spring, MD:www.Nursingworld.org

National Council of State Boards of Nursing (NCSBN). (2011). *White paper: A nurse's guide to the use of social media.* Retrieved from https:// www.ncsbn.org/NCSBN_SocialMedia.pdf

U.S. Department of Health and Human Services. (1996). *Health Insurance Portability and Accountability Act (HIPAA).* Retrieved from https://aspe.hhs.gov/report/health-insurance- portability-and-accountability-act-1996

Westrick, S.J. (2016). Nursing student's use of electronic and social media: Law, ethics and e- professionalism. *Nursing Education Perspectives,* 37(1), 16-22

Temporary Inability to Function in the Clinical Environment

Students must have sufficient motor function, strength, and mobility to execute movements required to provide safe care and emergency treatment (e.g. CPR) for patients. Providing holistic care requires coordination of gross and fine muscular movements, equilibrium, and sufficient upper and lower extremity strength.

A student unable to ambulate without the assistance of aides (e.g., crutches, walking boots) or to demonstrate full range of motion of the upper extremities will not be permitted to attend clinical without first discussing the situation with the program coordinator. A medical release form must be submitted before returning to clinical after an absence due to a temporary inability to meet the physical demands within the clinical setting. The Program Coordinator in consultation with the clinical instructor will determine when a student so affected by a temporary impairment is capable of returning to the clinical area. Determination will be guided by student's ability to meet clinical objectives and by agency policy related to temporary handicapping situations.

Unsatisfactory Clinical Performance Report (UCPR) /Clinical Needs Improvement Plan (CNIP)

Policy:
The clinical instructor may initiate a UCPR/CNIP when a student fails to meet clinical evaluation criteria. The Program Coordinator will monitor and file all unsatisfactory clinical performance reports.

Definition:
An unsatisfactory clinical performance is one in which the student fails to meet an essential outcome identified in the individual clinical evaluation for each nursing course. The clinical needs improvement plan is initiated in response to a UCPR when a student fails to meet any noncritical/nonessential competency. These reports may also be used if the student consistently does not meet the required competencies, e.g. repeatedly is not prepared for clinical.

Procedure:
1. The clinical instructor will confer with the student and will contact in writing the Program Coordinator when an unsatisfactory clinical performance episode occurs and/or a CNIP is initiated.
2. The Clinical Instructor and student will complete the appropriate forms.
3. The completed UCPR/CNIP form will be given to the Program Coordinator to insert in the student's record.
4. When an individual student has received three UCPRs during the course of his/her academic nursing program and/or, three CNIPs during a clinical course, the Program Coordinator and involved faculty will review the findings and present to the Executive Council and determine what action should be taken.
5. The involved faculty and the Executive Council will determine the action to take based on the information available.
6. If the decision is that the student may continue in the program, the Program Coordinator, current Clinical Instructor, and Executive Director of Nursing will formulate a plan of action for the remainder of the semester.
7. UCPRs/CNIPs will be removed from students' records upon successful completion of the program.

Critical Incident Report (CIR)

Policy:
The Clinical Instructor will initiate a Critical Incident Report (CIR) whenever a critical incident [or near incident] occurs.

Definition:
A critical incident is one in which a student is involved in an event [or near event] which placed [or could have placed] a patient at risk for serious harm. This includes but is not limited to the adherence to the Administration of Medications policy in the *Student Handbook* and all critical competencies identified in the clinical evaluation tools**. A CIR may be grounds for dismissal.

Procedure:
1. The Clinical Instructor will inform the student and the Program Coordinator as soon as possible after the incident that a CIR will be issued. At that time the student has the opportunity to discuss the incident.
2. The Clinical Instructor in consultation with the Program Coordinator will decide whether the student may return to <u>any</u> clinical setting before a meeting can be arranged (see item 3, below).
3. The Clinical Instructor will arrange a meeting with the student and the Program Coordinator to discuss the incident as soon as possible after the event.
4. The Clinical Instructor will have completed the Instructor Section of the CIR to share with the student and Program Coordinator at the schedule meeting.
5. The student will complete the Student Section of the CIR to share with the Clinical Instructor and Program Coordinator at this meeting.
6. The Clinical Instructor and the student will each have the opportunity to respond in writing to the descriptions noted in the CIR. The responses will be attached as an addendum to the CIR and filed in the student's record.
7. The Clinical Instructor and the Program Coordinator will present the CIR at the first scheduled Executive Council meeting (Closed Session) after the event, or at an emergency meeting of the Executive Council if the student is not permitted to return to clinical immediately.
8. The Executive Council will discuss the CIR and present an opinion of whether the student can continue in the nursing program.
9. CIRs will be removed from students' records upon successful completion of the program.

PRECEPTORSHIP CRITERIA

Specialty Unit Placement:
Students who wish to have a preceptorship experience on a unit type other than Medical/Surgical (M/S) nursing, need to meet the following criteria:

> **Medical/Surgical Instructor:** The student must receive approval from their M/S Instructor.

> **GPA:** A GPA of 2.6 or above is required.

> **Nursing Courses:** Students must have achieved a "C+" or higher in all nursing courses.

Summer Preceptorship Placement:
Students who wish to participate in the summer preceptorship experience need to meet the following criteria:

> **Medical/Surgical Instructor:** The student must receive approval from their M/S Instructor.

> **GPA:** A GPA of 2.8 or above.

> **Nursing Courses:** Students must have achieved a "C+" or higher in all nursing courses.

REVIEWING PERSONAL FILES

Policy:
Students may review their personal record under the following conditions.

Procedure:
1. A student will request the Permission to Review File form from the Nursing Office and present the form to the Executive Director of Nursing.
2. The Executive Director of Nursing, or his/her designee, will respond to the request within 48 hours, and will set up a mutually agreeable time for the appointment. Failure of the student to meet at the appointed time will necessitate initiation of the request process again.
3. No materials in the record prior to January 1, 1975 are available for review.
4. The student must read the materials in the room and may take notes if desired, but no materials may be removed from the record.
5. The student may submit a written request, within 72 hours of reviewing the record, to have materials he/she considers objectionable to be removed from the record. The Executive Council will decide whether to remove or not remove these materials, and provide a written response.
6. Once the individual has reviewed the record, he/she must complete Permission to Review File form indicating that the review has been completed. The form then becomes part of the permanent record.
7. The following individuals may be present for the appointment: the student requesting to see his/her record, the Executive Director of Nursing or his/her designee, and up to two members of the Executive Council or representatives appointed by the Dean of the College. The student must sign a permission form in order for his/her parents, spouse, or attorney to review the student's file.

FACULTY REVIEW OF STUDENT RECORDS

Policy:

The Department of Nursing (DON) adheres to the FERPA policy on the confidentiality of student records. In the DON those persons who have a "legitimate educational interest" to review student records are: the Executive Director, Program Coordinator, student advisory, office manager, and administrative assistants.

Procedure:
1. All records will be kept in the locked file cabinets in the nursing office.
2. When a record is removed from the nursing office it must be kept in the presence of the individual or be kept locked at all times.
3. Records may not be removed from the building.

POLICY REGARDING CONTRACEPTION

The following policy relates to the Department of Nursing's position on student teaching and clinical experience in situations dealing with contraception.

The Department of Nursing of Saint Anselm College is committed to upholding the Catholic position of the Magisterium of the Church in relation to contraception -- namely, opposition to all artificial forms of contraception.

It is important that nursing majors be taught about the various methods of contraception as part of their nursing education. Students should be guided to recognize the family planning needs of their patients and be non-judgmental in their approach. However, because they are representing the philosophy of Saint Anselm College, they should refer the patient to the appropriate health professional who can meet such needs. Students should not be expected to accept responsibility regarding teaching a patient about contraception as this could place the student in a compromising situation. Students will not be assigned to Family Planning Clinics.

Should a patient already be using a type of artificial contraception and, in his/her assessment, a student sees that a person needs additional information for reasons of health protection related to the type being used, this information/guidance referral should be provided by the student.

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