La Salle University
School of Nursing and
Health Sciences

Undergraduate Nursing Program
Student Handbook – (Prelicensure)
Spring 2015 Semester
~ AFFIRMATION ~

I choose to be a member of
the La Salle University community.

I conduct myself with
honesty, integrity, civility, and citizenship.
I respect people, property, our University,
and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.
I commit to my personal involvement in
learning for the greater good.

In all my actions, I am La Salle.
In association, we are La Salle.
The following policies regulate the prelicensure Nursing Program in the School of Nursing and Health Sciences. The information in this Student Handbook precludes all previous handbooks. By enrollment in Nursing major courses, students accept the responsibility to abide by and adhere to all policies and procedures outlined in this handbook. In addition, students in the Nursing Program are expected to demonstrate behaviors that conform to the standards set forth by the Commonwealth of Pennsylvania’s Professional Nurse Practice Act and the American Nurses’ Association’s Code of Ethics. Copies of these documents are available for review in the Administrative Offices of the School of Nursing and Health Sciences. Individual copies may also be purchased through the websites of the respective organizations. More detailed expectations for the behavior of students enrolled in the Nursing major are presented later in the handbook.
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Nursing Programs

Mission
Consistent with Lasallian values, the Mission of the Nursing Programs is to provide excellent nursing education and learning opportunities to develop culturally and clinically competent, caring, nursing professionals, who are prepared for a life of service, continued learning, leadership, and scholarship.

Vision
The academic, service, and research activities of the Nursing Programs’ faculty mobilize resources to educate students prepared to deliver care to all populations, emphasizing vulnerable, underserved, and diverse communities.

Nursing Programs’ Goals

- To prepare students to provide nursing services in health care agencies and communities with an emphasis on vulnerable populations.
- To facilitate student development in critical thinking, effective communication, and knowledge, skill, and values to care and advocate for the health of individuals, families, groups, and communities locally, regionally, and globally.
- To foster student engagement in interprofessional and collaborative health care services and programs.
- To educate students to strengthen the nursing profession and contribute to the health of society.

Philosophy for Nursing Programs
Nursing is an art, science, and practice profession which provides nursing services to diverse individuals and groups. Nurses value the relationships between nurses and those for whom we care. Nursing services aim at facilitating the health of people in many settings, thus fulfilling a contract between society and the profession. Nurses’ primary interests are human responses to health, illness, and healing. Nurses carry out many roles when providing nursing care and increasingly support nursing interventions based on evidence.

The nursing community at La Salle respects the shared humanity of the people they serve and recognizes the potential for healing within the person, integrating mind, body, and spirit. Students bring experiences to the learning environment while actively engaging in a transformative process of continuing development as ethical, caring practitioners. The teaching-learning environment fosters scholarship, collegiality, respect, and collaboration among learners and teachers, resulting in informed service to others and the profession.

Approved: rev. Spring 1998; approved 5/98; rev. 2/01; approved 3/01; rev. 5/01; rev. 2/02; rev. 5/03; rev. and approved 5/15/08; revised & approved 5/9/12
Program Goals for the Undergraduate Nursing Program

- Educate nurses for entry into professional practice.
- Foster development of a holistic practice perspective that appreciates the health-care needs of individuals, families, groups, communities, and populations in a diverse society.
- Prepare nurse leaders ready to effect change in health-care and community systems.
- Instill the value of life-long learning as a hallmark of the professional nurse and as a foundation for graduate study.

Student Learning Outcomes of the Undergraduate Nursing Program

At the completion of the program, the student will:

1. Utilize research-based, theoretical, scientific, and clinical knowledge from nursing and other disciplines as a basis for nursing practice and policy development. (AACN-BSN 1)
2. Implement culturally appropriate strategies for health promotion, risk reduction, and disease prevention for diverse individuals, families, groups, and communities across the life span. (AACN-BSN 7)
3. Provide safe nursing care to address complex needs of patients and caregivers throughout the course of illness, healing, and rehabilitation. (AACN-BSN 8)
4. Use clinical judgment and decision-making skills when assessing the health status of individuals and families and evaluating their response to health care. (AACN-BSN 3,7)
5. Demonstrate competency when providing, coordinating, collaborating, and managing nursing care in various environments and health-care delivery systems. (AACN-BSN 2, 5, 7)
6. Engage in partnerships with individuals, families, communities, and health-care professionals to promote health and prevent disease. (AACN-BSN 6)
7. Evaluate nursing and health-care services based on ethical, legal, professional, and evidence-based policy and practice standards. (AACN-BSN 3, 5)
8. Value self-directed learning for continuing professional development. (AACN-BSN 8, 9)
9. Practice as a change agent in health-care delivery systems particularly to promote quality accessible care for vulnerable and underserved populations. (AACN-BSN 2, 9)
10. Use information and practice technologies to support evidence-based nursing practices that reduce healthcare errors and improve access to cost-effective quality healthcare. (AACN-BSN 4)
11. Demonstrate readiness for professional nurse licensure examination through achieving benchmarks and remediating individual performance to curriculum standards in classroom and nationally normed standardized examinations. (AACN-BSN 9)

revised and approved: 5/06; 5/08; 05/13
Academic Integrity Policy

The Academic Integrity Policy of the Nursing Programs of the School of Nursing and Health Sciences is consistent with the University Academic Integrity Policy that can be found on the "Academic Services" tab of the mylasalle portal: http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/index.php?accordion_num=2&vn2Accordion_num=3&content=policies&anchorID=poli

Academic Integrity Policy

Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. All work submitted by a student must be the student’s own work. Summarizing or directly quoting other people’s ideas must be appropriately acknowledged (in APA style). The first instance of academic dishonesty may result in a grade of “0” on the relevant assignment. Further instances may result in a grade of “F” for the course.

It is expected that all work submitted by a student represents his/her own efforts. If the work involves an assigned group project, it is inferred that the work is that of the total group. It is the responsibility of the group members to ensure that all group members contribute equivalently to the project. Faculty assistance in conflict resolution should be requested if students cannot resolve group issues on their own.

Plagiarism occurs when one copies another's words or ideas without giving proper credit or acknowledgment and then tries to represent them as one's own original work. Faculty may assign a grade of "F" to a plagiarized paper. La Salle University is using Turnitin.com to review the correspondence of papers with previously published material. It is the responsibility of the student to understand plagiarism and comply with University policies and procedures. Students are referred to the following site for resources about plagiarism: http://www.lasalle.edu/library/plagiarismandcopyright/

Cheating refers to any academic dishonesty on examinations, written papers, and assigned projects and is defined by deliberate, deceitful intention to obtain or give information. The person(s) deliberately giving the information and the person(s) deliberately receiving the information are "cheating". During testing, faculty may ask students to store personal items, such as Personal Digital Assistants, cell phones, programmable calculators in book bags or purses. Students must remain in the room until they finish the test. Faculty may assign a grade of "0" for work found to be associated with cheating. If a 0 grade is received due to academic dishonesty, there will be no opportunity to make up for missed work.

All students and faculty are expected to report academic dishonesty in writing to the Director of the Program or the Dean of the School of Nursing and Health Sciences. Not reporting academic dishonesty enables the unacceptable behavior to continue and disrupts classroom learning and testing. It is an ethical imperative to report academic dishonesty. Every effort will be made to keep such matters confidential between the student, Director, Dean, and the Office of Student Affairs.

Students who are suspected of plagiarism or cheating may be reported to the La Salle University Judicial Board. Please refer to the La Salle University Student Handbook, Student Guide to Rights and Responsibilities for policies and procedures.
Classroom Attendance Policy

Regular attendance is expected in all courses of the Undergraduate Nursing Program. Preparation for class is required. In the Undergraduate Nursing Program, class and clinical hours for Nursing major courses are set according to the curriculum plan approved by the PA State Board of Nursing. A student’s grade will drop one grade level for more than two classroom absences (in any increment, including lateness or leaving a class early). Beyond two absences (in any increment of time) the student’s grade will drop one grade level for each time missed (e.g., if an A to an A-; A- to a B+; etc.). In the case of any of these special circumstances, specific documentation is required from a third party: death of an immediate family member; hospitalization (not a physician or nurse practitioner visit); mandated legal hearing; military obligations; and University athletic required participation events.

1. Athletes are required to give clinical and didactic faculty written notice prior to the scheduled clinical event. A plan for any missed time must be made in writing and signed by both the student and course/clinical faculty. Students are responsible for any missed materials distributed in class during their absence and to complete those activities that are assigned by the instructor during the missed experience.

2. In the event that the University is closed for an extended period of time (e.g., due to health issues such as H1N1 outbreak or extended snow closure), students are advised to continue progress in course work by checking online instructions via the Portal and Canvas.

3. It is the responsibility of the student to obtain any missed materials distributed in class during their absence and to complete those activities that are assigned by the instructor during the missed experience. These activities should ensure the student the opportunity to learn these materials/skills that were taught during the student's absence.

4. Faculty may deny a student permission to take an exam that was missed for an unacceptable reason. Any examination that is taken outside of regular scheduled examination time will be of an alternate format. Documentation will be required to substantiate any reason for a missed examination. Students may be given a grade of zero for a missed examination in which the student fails to notify the faculty in an appropriate time and/or manner. Students who are a no-call, no-show for a scheduled examination will be given a grade of zero.

Clinical Experience Attendance:

Clinical experience is defined as any clinical agency or clinical laboratory experience. Clinical attendance is mandatory. Students are required to attend all clinical experiences in order to meet the clinical objectives of the course and the number of credits earned in the course. Clinical objectives must be met in order to pass the courses.

1. Students must notify faculty of an absence at least 2 hours before the scheduled clinical experience. Students must review clinical guidelines for each course, and communicate with the clinical faculty according to guidelines.

2. All missed clinical experiences must be made up. Students are responsible for meeting with the clinical and course faculty and completing a clinical absence form. This form should explicitly detail the arrangements made to make up the missed clinical hours/experience. The fee associated with clinical make-up time ranges from $50 to $200 depending on course clinical hours and circumstances and is determined by the
Director in consultation with course faculty. A missed 12-hour clinical day is equivalent to missing 2 clinical days.

3. Payment for missed clinical time must be brought directly to the offices of the Undergraduate Director prior to posting of the final course grade or a grade of “Incomplete” will be given. A financial hold will be placed on all graduation/licensure paperwork for outstanding clinical fees. Money orders and checks should be made out to “La Salle University School of Nursing and Health Sciences (SONHS)”, with a notation of “clinical make-up fee” noted on the check.

4. Clinical make-up hours are required for all missed time; however, payment may be waived in these circumstances only: death of an immediate family member, hospitalization (not a doctor/emergency room visit); mandated legal hearing; military obligations; and University athletic required participation events. In the case of any of these special circumstances, specific documentation is required.

5. The course faculty must notify the Director of the Undergraduate Nursing Program of all student clinical absences and plans for make-up. If clinical makeup is not accomplished by the end of the term, the student will receive a grade of “I” (incomplete). Students may not progress into the next semester with a grade of “I” in any clinical course. Clinical makeup days will be scheduled at the end of the semester based on availability of clinical faculty and clinical affiliating agency.

6. Any student who misses more than two scheduled clinical days in any one clinical course will be withdrawn from the clinical course, regardless of course grade at the time of withdrawal (effective Fall 2010). Students who do not attend a scheduled clinical immersion day may be dropped from the course.

7. The Undergraduate Admissions and Academic Standards Committee may require a student to withdraw from a Nursing major course if it is deemed the student will be unable to meet course/clinical objectives due to absence of scheduled classroom/clinical hours. (1/09)

8. Students may be prohibited from participating in clinical experiences for the following reasons:
   a) Student is unprepared for assignment.
   b) Student exhibits signs of either physical or psychological illness or a condition that may place the student, patients, or others at risk for illness or injury.
   c) Student is unaware of his/her own limitations or fails to seek help when he/she recognizes his/her limitations.
   d) Student has not completed requirements for clinical compliance paperwork.
   e) Student has been exposed to a dangerous situation, such as Anthrax exposure, etc.
      12/18/03; 4/6/04
   f) Student does not meet the specified clinical requirements of the Nursing Program or the assigned agency (e.g., student wearing wrist brace; dress code violation).
   g) Please note clinical agencies may prohibit students from attending clinical if the students do not meet the specific vaccine requirements for influenza and the H1N1 virus.

**Cell Phones and Use of Social Media**

Cell phones should be turned off in the classroom. During all testing situations, cell phones and any other mobile communication devices must be turned off and placed away from the student testing area. In a testing situation, if a cell phone or any related device is noted to be on the student’s person or desk (whether turned on or off), the student will be required to hand in the test. Faculty may determine to stop the student’s test at the time of discovery or may give the student a zero.
Nursing students are not permitted to use cell phones on any clinical unit (including direct patient care areas or in nursing stations). If the clinical faculty observes a student making or receiving a personal phone call or texting while on the nursing unit or using the cell phone for any personal reason, the student will be required to leave the clinical site and to make up any missed clinical time. This is a zero tolerance policy. Nursing students may carry cell phones during clinical experiences for NUR 411 (Public Health Nursing). These phones are to be used only for the following reasons – seeking directions, ensuring one’s safety, or contact with the course/clinical faculty. Phones should be placed on vibrate so as not be disruptive to patient encounters. If a student wishes to use a mobile device (e.g., Blackberry, iPhone) for a reference while at clinical, the student must obtain permission to do this from the clinical faculty first and only in the designated area approved by the faculty. A student who is found in violation of HIPAA regulations of the agency or the SONHS, will be placed in clinical jeopardy and may fail the course. Students are not to enter any personal data about patients (PHI) into any personal electronic device. Pictures are not permitted to be taken. Personal electronic devices/phones are not to be taken into any patient room that is designated as requiring “isolation” precautions of any type.

Students are not to use the name of La Salle University, or make any reference to any La Salle teacher, patient, or student experience on websites such as Facebook, Twitter, etc. Private and confidential information that is obtained through a student nurse experience should not be posted on any social media network. Students should reflect on the importance of respecting the boundary between one’s own and others personal and professional lives before engaging in conversations on social media sites. Violations of privacy and confidentiality will be examined and consequences may result in course failure and/or dismissal from the program.

Certification in Cardiopulmonary Resuscitation (CPR)

All students must have and maintain current certification in cardiopulmonary resuscitation, basic life support (CPR-BLS) that includes adults, children and infants. CPR cards will not be accepted as valid if the certification expires mid-semester. All certifications must be valid through the completion of the clinical time frame within any given semester, including summer sessions. Certification should be obtained from the American Heart Association (valid for two years). On-line certification programs are not acceptable. This is a responsibility of the student and a requirement of both the School of Nursing and Health Sciences at La Salle University and the affiliating clinical sites.

ANY STUDENT WHO CANNOT PROVIDE PROOF OF CURRENT CPR CERTIFICATION WILL NOT BE PERMITTED TO ATTEND THE CLINICAL EXPERIENCES. It is the student’s responsibility to recognize the need to recertify and to send in a copy of the current certificate to the Clinical Compliance Officer. It is not the responsibility of the ACHIEVE Program Coordinator, the Assistant Dean, nor the Undergraduate Nursing Director, to remind students of their obligation to have CPR updated and current for the entire year, including summers for students taking summer clinical courses. 8/06

Change of Campus Policy: Achieve Program

Students who fail a nursing course may be permitted to change campuses in order to repeat a failed course however courses must be repeated in the program in which the student is enrolled. As noted in the policy below, the student will only be able to change division one time only during their program of study. It may be recommended that a student will be expected to remain on the same campus in which they originally enrolled. Students will be required to remediate course content prior to retaking a failed course. (Policy effective as of May 7, 2007; rev 5/08). Registration for a clinical course for a student repeating a course or changing campus will only
be permitted based on clinical site availability once all students following the typical sequence of courses have been placed.

**Change of Division Policy**
Students will be permitted to Change Division one time only during their program of studies in the Undergraduate Nursing Program. This applies to a student who wishes to transfer from the Day Program to the ACHIEVE Program or from the ACHIEVE Program to the Day Program. (12/18/03; 4/6/04). Students who have fewer than 90 credits and are in good academic standing may change from Undergraduate Day to Undergraduate Evening status and vice versa. Students need to meet with the Assistant Dean. (University Catalog, 2014-2015). Students should be aware that, in addition to credit hours, financial obligations are affected by changing divisions. Registration for a clinical course for a student changing division will only be permitted based on clinical site availability once all students following the typical sequence of courses have been placed.

**Child Abuse Clearance/Criminal Record Check Policy**
Prospective prelicensure students are required to submit cleared child abuse and cleared criminal record checks at the time of application to La Salle University as well as prior to final acceptance into the nursing major, and on a yearly basis until completion of the program.

Health care and educational agencies require a **cleared** child abuse and a **cleared** criminal record check from Pennsylvania and the student’s state of residence (if outside of PA). Any student with a positive child abuse or criminal record check will **not be permitted to enter or to remain in the Nursing major**. It is the student’s responsibility to deal with any positive criminal record or child abuse check that is returned. **Yearly submission of criminal record and child abuse clearances are required and should span the entire academic year. FBI fingerprinting criminal record check is also required for all students entering the major.**

**Generic Undergraduate Students**
Applicants to all generic undergraduate nursing programs offered by the School of Nursing and Health Sciences must submit a copy of their child abuse clearance and criminal record check clearances at **first contact and before final acceptance to the nursing program**. All junior and senior nursing students must submit an updated child abuse clearance and criminal record clearance before enrollment in clinical nursing courses. FBI fingerprinting criminal record check is also required.

Effective January 2006, students whose primary residence is in a state other than Pennsylvania must submit current criminal record and child abuse clearance from their state of primary residence as well as Pennsylvania.

Students are required to update the Director of the Nursing Program if there has been any change in their criminal record status. Any student who misrepresents information related to their criminal record will be dismissed from the Nursing major. Students will not be accepted into the major and will be immediately dismissed if convictions are found on the student’s record for offenses as listed on the Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997 Criminal Offenses set forth by the PA Department of Aging.

The student is directed to statements on the effect of criminal conviction on application for initial licensure in the Commonwealth of Pennsylvania (see appendix) and to the respective State Board regulations for registered nurses, registered dieticians, or speech-language pathologists. If
clinical experiences/practica are located in different states, students must comply with those state and agency requirements. 10/6/02; rev. 10/7; 10/9; 11/11.

**College Level Examination Program (CLEP)**
La Salle University participates in the College-Level Examination Program sponsored by the College Entrance Examination Board. CLEP is designed to enable the student to demonstrate competencies acquired in various academic disciplines without having attended formal college classes. CLEP is administered through the School of Continuing Studies by the CLEP Center Administrator. Consult the CLEP program guidelines which are available in the School of Nursing and Health Sciences or in the School of Continuing Studies. See CLEP Booklet or see the School of Nursing and Health Sciences web page for a link to CLEP.

**Clinical Competencies**
Students must be able to have the adequate cognitive, sensory, and psychomotor functioning to effectively implement nursing care. A student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession (PA State Board of Nursing, 2001). This includes the ability to:

- tolerate standing and walking for sustained periods of time
- transport, move, lift, and transfer patients
- to work with wide variations in workload and stress levels

Students must also have the visual acuity (correctable) sufficient to work with analyzing data and figures, the hearing acuity to be able to auscultate blood pressures readings accurately, and the English language proficiency necessary to understand and communicate with patients.

La Salle University makes reasonable accommodations for students with physical, emotional, or cognitive conditions that may require special accommodations. Students need to formally request such accommodations by contacting the Affirmative Action Officer at La Salle University (See letter in Appendix).

**Clinical Failure**
Clinical objectives must be met satisfactorily in order to pass the clinical portion of nursing courses. Midterm and final self-evaluations are completed by students and midterm and final evaluations are done by clinical faculty during each course with a clinical component. Failure to pass clinical objectives will result in course failure. Unsafe clinical practice is interpreted as clinical failure. Students who fail the clinical component of a course (and are eligible to retake the course) are required to retake both the didactic and clinical portions of the course. 12/18/03; 4/6/04; 8/06

**Unsafe Clinical Performance**
Unsafe clinical performance is care that seriously jeopardizes the patient's well being and/or causes potential or actual harm to self or others. A student who demonstrates a pattern of unsafe performance will not be allowed to continue in the clinical nursing course. Students are provided an opportunity to demonstrate safe clinical performance within the structure of the course to meet clinical objectives.

**Clinical Hours Policy**
Students enrolled in the Basic Undergraduate Day program are assigned to clinical experiences during the daytime or evening hours. Students may experience clinical and laboratory experiences from 7am to 11pm. Students in the Basic Day program are asked to submit special requests to the Undergraduate Director or Assistant Dean describing inability to attend clinical experiences during evening hours based in the following: custody issues/childcare; honors
student; athlete schedules. Work schedules do not apply to special requests. Students in the ACHIEVE Program have clinical hours on the weekends (Saturdays and Sundays) for schedules that may include hours from within 7am-11pm. After clinical rosters have been completed, no changes will be made, 12/18/03; 4/6/04.

Clinical Jeopardy
Students must satisfactorily complete both the theoretical and clinical components of clinical courses in order to receive a passing letter grade for the course. When a student begins to exhibit unsatisfactory clinical performance, that would prevent him/her from meeting clinical objectives, the faculty should:

1. Immediately notify the student in person and in writing regarding student performance.
2. Immediately notify the course faculty member and the Program Director in person and in writing.
3. Faculty and student should meet to develop a clinical action plan before the next scheduled clinical experience.
4. Faculty must utilize immediately the clinical jeopardy form as a means to document and tailor an individualized action plan.
5. If the student fails to keep the faculty-student appointment to develop an action plan, the student will be prohibited from attending additional clinical experiences until the meeting has occurred.
6. For each clinical objective behavior that is unsatisfactory, a target date to demonstrate satisfactory performance must be specified.
7. Faculty should make ongoing documentation in the student’s record regarding the student’s progress in achieving the specified goals.
8. The faculty will notify the student when he/she will no longer be in clinical jeopardy.
9. If a target date is set and the student’s unsatisfactory performance remains, the student, faculty, and director will meet to discuss further action.

Compliments, Complaints, or Comments
All students can obtain compliment, complaints or comments forms on the Portal (See copy in Appendix). Students can also find complaint forms available on a locked complaint box in the St. Benilde Tower Student Lounge, Room 4423 on Main Campus and in the Nursing Learning Resource Center, Room 108 at the Bucks County Campus. Your “C’s” will be addressed in a confidential and professional manner.

Confidentiality Policy
Faculty members and students are required to sign a Confidentiality Statement. The signed form is filed in each faculty member’s or student’s file in the School. In addition, students will be required to sign additional confidentiality forms for affiliating agencies.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only that information that is needed and must immediately black out the client's name from the print out. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client's care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional nurse's role. Therefore, violation of this policy by any nursing student is grounds for disciplinary action.
The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information (See copy in Appendix).

**Dress Code**

The following guidelines are intended to provide information relative to the attire that is required when involved in clinical learning activities that are required as part of the nursing curriculum. Students are expected to present a professional image at all times. Failure to adhere to these guidelines will result in dismissal from the clinical setting. Make up for lost clinical time due to Dress Code Policy violations will be treated as a clinical absence.

1. The official school uniform for undergraduate basic (generic) students should be worn in clinical areas unless otherwise specified by the clinical faculty member. The uniform consists of approved blue shirt, blue pants or skirt, and optional scrub jacket with La Salle emblem. Students should wear a clean uniform every clinical day and wear appropriate undergarments. Students must use good hygiene and grooming and avoid wearing perfumes and colognes. Students may not have any offensive odors such as cigarette smoke, body odor, or heavy perfume when reporting to the clinical area.

2. White, all leather shoes are required. White leather sneakers, without color or ornamentation, can be worn. White sneakers must be worn for clinical experiences alone. No cloth sneakers are allowed. Clogs or open footwear are not permitted.

3. White stockings are to be worn with skirt uniform, white knee-high stockings or white socks are appropriate for pants uniform.

4. Sweaters should be of the cardigan variety, simple in style and washable. Only navy blue or white colors are permitted. Note: the scrub jacket can be worn over the uniform instead of a sweater. The jacket should have the La Salle University emblem on the left sleeve. If a student wears a long sleeve shirt under the polo, it must be only white without print or decoration.

5. Stethoscope, scissors, hemostat, and a watch with a second-hand are considered part of the professional uniform unless otherwise specified by the clinical faculty member. The color of the stethoscope should be of a professional tone.

6. La Salle University students should have their La Salle University ID card with them at all times. Some clinical agencies require their own photo ID for students. In the case a student is assigned to an agency requiring such an ID, the student must wear the agency ID to clinical every experience or the student may be sent home as unprepared. Students must report any lost IDs immediately to the clinical faculty member.

7. Hair should be neatly groomed and secured so that it does not fall about the face when providing care. If devices are needed to secure the hair they should not interfere with the provision of clinical care. Exaggerated hairstyles and unusual coloring are not consistent with professional grooming. Students must also adhere to the dress code mandated by the assigned clinical agency. Students who wear head coverings for religious reasons must wear only plain white or navy unadorned coverings that are no longer than shoulder length or the covering must be secured to keep from falling forward while delivering patient care.

8. Large amounts of jewelry are not permitted. Plain band rings are acceptable, no stones are permitted. Single post earrings are acceptable, several post earrings on each lobe are not permitted: no hoops or dangling styles are permitted. No facial or tongue piercings are
permitted. Necklaces are discouraged or should be kept underneath clothing. Tattoos must not be visible.

9. Make-up in moderation, as indicated by daytime wearing, is acceptable.

10. Nails should not exceed a medium length. Only clear or pastel shades of polish are acceptable. Artificial nails are prohibited in the clinical area due to risk of infection. Policies of clinical agencies used for affiliations may also prohibit artificial nails. Nails should not exceed medium length as determined by clinical faculty members. No nail polish will be worn in neonatal intensive care units, newborn nurseries, operating rooms, and delivery rooms as specified by the affiliating agency. 12/18/04; 4/6/04

11. Undergraduate students attending public health will wear the blue uniform polo shirt and navy slacks (not scrub pants). The La Salle emblem should be on the left sleeve and the nametag should be visible.

12. Some nursing clinical experiences require the wearing of professional-appearing street clothes. No tight shirts, short skirts, or high heels are allowed. Students may not wear shirts that when the student moves, his/her abdominal skin shows; shirts with logos or sayings should not be worn. If the student wears any clothing to the psychiatric setting that is provocative or inappropriate, he/she will be sent home. Wear slacks and skirts with pockets due to the need for students to carry keys. Jeans and denim clothing are not allowed in the clinical area. Students must wear their photo student La Salle University identification cards.

13. At the clinical agency orientation, students will review dress code requirements and any additional requirements of the assigned agency. These must be met or the student may not continue clinical.

**Drug Screening Policy**

Clinical agencies require a 10-panel urine for drug screen of all nursing students. For consistency and control of data reporting, students must use the vendor selected by the School of Nursing and Health Sciences, Undergraduate Director. Students may not use their own physician for this service nor will results from any drug tests at the student’s employer be accepted.

- As of Fall 2010, pre-licensure Undergraduate Day and ACHIEVE students entering the Nursing major must go to the website for American Data Bank for directions related to the procedure for urine drug testing [http://www.lasallebackgroundcheck.com](http://www.lasallebackgroundcheck.com)
  - Any student who does not have the urine for drug screen test completed by set due dates will not be permitted to attend clinical experiences.
  - No student will be eligible to attend clinical experiences if the 10-panel urine drug screening is positive.

**Exposure Policy for Nursing Students**

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. Although, as a nursing student, you have been taught and are expected to follow universal precautions, it is still possible to come into direct contact with blood and body fluids. Students must be vaccinated against Hepatitis B and demonstrate immunity with the appropriate titer. For initial non-responders, the guidelines for re-vaccination and retesting should be carried out according to the guidelines of the Centers for Disease Control. No waivers may be given for the Hepatitis B vaccine (unless there is a specific medical or religious indication. For documentation required for this type of exception, please see the Clinical Compliance Officer.)
In order to ensure that you, as a student, and the clinical agencies where you perform your clinical practica are protected, in the event of exposure to infectious organisms, the following policy outlines your responsibilities in this area:

1. You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.

2. La Salle University and the clinical agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred.

3. In the event that you are exposed to blood and body fluids, the student will:
   a. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the clinical site is responsible for ensuring medical follow-up.
   b. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
   c. When exposure occurs, the student should follow infection control procedures immediately to minimize the exposure and should also immediately notify the clinical faculty. The clinical faculty member will notify the unit nurse manager and the agency liaison and immediate treatment should be obtained following agency protocols. The faculty will notify the School of Nursing and Health Sciences within 24 hours of exposure. After initial care is provided, a meeting with the student and the course faculty and the Undergraduate Director should be arranged.
   d. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Prior to the start of your clinical experience, you will be reminded by clinical faculty of the need to follow universal precautions in a reasonably prudent manner. In addition, you will be required to sign this statement acknowledging receipt of this Exposure Policy. (See form in Appendix)

Rev. 5/7/07

All students are required to obtain vaccination against seasonal flu and H1N1 as soon as they are available each year as required by clinical agencies. Students may be prohibited from attending clinical experiences if vaccination is not current.

**Grading Policy**

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>NUMERICAL RANGE</th>
<th>GRADE POINTS</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<td>A-</td>
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<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
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<tr>
<td>B</td>
<td>84-86</td>
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<tr>
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<td>81-83</td>
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<td>C+</td>
<td>78-80</td>
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<tr>
<td>F</td>
<td>69 and below</td>
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</tr>
<tr>
<td>I</td>
<td>indicates work not completed within the semester period</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>indicates an authorized withdrawal from a course</td>
<td></td>
</tr>
</tbody>
</table>
Grading Policy
The passing grade for all nursing courses is 78% (C+).

In nursing courses that include papers, interviews, assignments, journals, etc., students must achieve a minimum passing grade of 78 on objective testing measures (exams, quizzes, and HESI exams) before those grades will be factored in to the final course grade. Students who do not have an overall passing grade on objective testing will fail the course.

Undergraduate Policy for Incomplete Grades
The “I” grade is a provisional grade given by an instructor to a student who has otherwise maintained throughout the semester a passing grade in the course, but who has failed to take the semester examination or complete all assigned course requirements for reasons beyond his/her control. Make-up examinations and assignments for the fall semester must be completed before the opening day of the spring semester. **All “I” grades that have not been removed within three weeks after the last regular examination of the semester become Fs.** When it is physically impossible for the student to remove this grade within the time limit, he/she must obtain a written extension of time from the Dean of his/her school.

Other Grades and Grade Appeal
See University Academic Bulletin for Withdrawal, Satisfactory or Unsatisfactory, Audit, and Courses repeated policies. Grade Appeal procedure is available at: [http://www.lasalle.edu/students/dean/divpub/manuals/sgr703ag/](http://www.lasalle.edu/students/dean/divpub/manuals/sgr703ag/)

Health Requirements for Students
Health screening measures are required for all students for personal and public safety. The requirements have been developed to maximize both student and client health safety. Progression through the nursing curriculum is conditional upon health requirements being met. A copy of current health insurance policies or cards must be on file.

**Progression through the nursing curriculum is conditional until all health requirements are met. HEALTH FORMS MUST BE ON FILE BEFORE CLINICAL PRACTICUM EXPERIENCES BEGIN. THE DUE DATE FOR THE DAY AND ACHIEVE PROGRAM STUDENTS ON THE MAIN CAMPUS IS August 1 AND THE DUE DATE FOR THE ACHIEVE PROGRAM STUDENTS ON THE BUCKS COUNTY CAMPUS IS NOVEMBER 15th.** Documentation of a health assessment must be given every two years for as long as it takes the student to complete clinical courses. Health history and assessment forms are available in the School of Nursing and Health Sciences offices and online at [http://studentaffairs.lasalle.edu/health/forms-health-history-special-housing/](http://studentaffairs.lasalle.edu/health/forms-health-history-special-housing/) Questions about the student health policies can be directed to the Clinical Compliance Officer (215-991-3691).

Generic (Basic) Students’ Health Requirements
*Pre-entrance requirements:* Prior to admission to the University students are expected to complete the Student Health Services Health Questionnaire, which is forwarded to Student Health Services, La Salle University (see the La Salle University Bulletin).

*Pre-nursing major requirements:* In addition to the University requirements mentioned above, the School of Nursing and Health Sciences has health requirements for junior and senior students beginning nursing clinical courses. These requirements are specified on the Health Form. The
due date for documentation for the Day and ACHIEVE Program students on the main campus is August 1st and the due date for the ACHIEVE Program students on the Bucks County Campus is November 15st.

For all new students entering the nursing major, all health data is to be reported through the policies and procedures as outlined by American Data Bank (http://www.lasallebackgroundcheck.com).

No students will be permitted to attend clinical experiences until all compliance data has been completed. If a student is unable to attend clinical due to missing or incorrect clinical paperwork, the student will be required to make up the missed time and pay the make-up fee.

Effective May 2007, clinical health requirements include:

1. Initial Tuberculosis testing must be a 2-step PPD. Subsequent tuberculosis testing is a one-step PPD repeated annually. It must span the entire academic year. If a student has a positive PPD reaction or history of a previous reaction, a negative chest x-ray within the past six months of the start of program is required. A follow-up annual CXR is not required but a TB screening form must be completed by the students’ health care provider annually.

2. Hepatitis B Vaccine proof of 3-shot series AND a titer indicating adequate antibody development; if student has received 3-shot vaccine series and the titer determines there is no antibody development, the student should receive a second 3-shot series and then a repeat titer. If the titer is negative a second time, no further vaccination is required. This student will be identified as a non-responder.

3. Titors for measles, mumps, rubella, and varicella. It is not sufficient to report having had any of these illnesses as a child. Titors must indicate adequate protection. Equivocal results are considered negative and the student is required to get a booster for the MMR vaccine. For varicella, the student may show documentation of having received the 2 doses of the varicella vaccine OR a positive titer in the case of prior infection.

4. 10-panel drug screen (see detailed information under this heading)

5. A recent dose of the t-dap vaccine (ADACEL®) (TD vaccine/booster is not sufficient; the vaccine must contain pertussis vaccine.

6. Proof of meningitis vaccination or signed waiver

7. Flu vaccine (seasonal with H1N1) for current flu season (only until vaccine is available). Health care agencies require proof of seasonal flu vaccine each year. Students who refuse vaccine may not be able to attend clinical experiences unless approval is given by the health care agency. Students who refuse the flu vaccine must agree to all requirements of the agency or progression in clinical courses may be disrupted.

8. A physical examination every 2 years

9. Proof of medical insurance

10. Up-to-date immunization status is required. Clinical agencies may require additional immunizations.

**Change in Health Status**

Students experiencing a change in health status such as pregnancy, illness, hospitalization, surgery, or trauma must notify the course faculty and the appropriate Nursing Program Director and should submit a note from their health care provider. The note should clearly state the student is able to continue classroom and clinical activities involving direct patient care of the required nursing courses. If there are limitations posed by the change of health status, these limitations must be clearly stated. The decision to permit or deny students to continue clinical courses will be made on an individual basis based on course/agency restrictions, the limitations of the condition, and the necessary accommodations. For example, students are not permitted to
participate in clinical activities if they are taking narcotic medications of any kind. If limitations are reported and then are subsequently no longer needed, the student must present a follow-up note from the health care provider that clearly identifies the date full activities may be resumed. If a student falsifies or misrepresents documentation from a health care provider, this will result in dismissal from the Nursing major.

Inclement Weather
All courses at the University remain in session unless announced otherwise by radio and/or television media. The School closing number is **105 for day classes or 2105 for evening/weekend classes. The School closing number for the Bucks County Campus is 2746.** If classes are in session, students are expected to be present for clinical assignments. For safety reasons only, faculty and students can make individual decisions about attending clinical experiences. *(See attendance policy). Students and faculty should refer to the La Salle University portal for all weather related announcements and University closings for day and weekend programs. It is the responsibility of all students to know and follow the chain of communication regarding inclement weather within clinical courses in any given semester. Students may also sign up for emergency cell phone notification of weather-related closings via the Safety and Security Office (see web for sign-up instructions).

Independent Study Application: Policies and Procedures

The following Policies and Procedures guide the approval of Independent Study applications:

I. Eligibility
   a. A student may apply for Independent Study in an area of advanced study, usually involving substantial research in a field related to major/minor studies, with a faculty mentor who has the appropriate expertise. A minimum GPA of 3.0 is required.
   b. A student may apply for Independent Study in an emergency situation (e.g. the cancellation of a major course needed for graduation), usually a circumstance not within the student's control. Most often this option is one negotiated with the Dean's Office by the director of a program on behalf of the student. For evening students, the academic advisor consults the chair.

II. Availability
   a. A limited number of Independent Study opportunities are available each semester. The approval of an application is not automatic in the Dean's office and is done through a review process in comparison with other applications. Necessity is the first criterion; quality of the proposal is the second. Students applying for an opportunity of advanced research should have a contingency plan for enrollment in a regular course should the application not be approved.

III. Procedures
   a. Students should complete all sections of the Application Form and secure the necessary signatures, other than that of the Dean, before submitting the proposal to the Dean's office. When the application is approved or denied, the student will be notified accordingly.
   b. The deadline for applications in the Dean's Office is two **weeks before the start of the term** in which the study is to be conducted. Ideally, the application should be made, under faculty advisement, during the pre-registration period for the next term. A "back-up" course should be identified by the academic advisor in the event that the application is not approved.
c. Independent Study courses should involve 1 credit but not exceed 4 credits.
d. Specify the number of credits on the study application form.
e. Include course description, course expectations, major sources to be used, and reasons for needing independent study on study application form.

Please Note: Students are expected to take required courses as they are offered. The Independent Study option is an extraordinary opportunity or a necessary solution; it is not available as a substitute for personal convenience. Students who postpone taking, required courses for personal reasons not involving serious conflict or emergency should not expect that they may substitute an Independent Study for the requirement later. (See full form in Appendix).

Leave of Absence

Students must notify the Assistant Dean of the SONHS and the appropriate advisor if they intend to take a Leave of Absence for any length of time (even if only one semester). Students should discuss their return and get approval for a plan for resuming the curriculum in the appropriate course sequence. If a leave of absence is taken for longer than one consecutive semester, the student’s academic standing must be reviewed by the Undergraduate Admissions and Academic Standards Committee prior to resuming any clinical and/or theory nursing courses. The committee may require the student to demonstrate mastery in specific content areas or skills prior to starting new course work. Examples of how this may be done include: objective tests, skills performance evaluation, or portfolio. In some cases, the committee may require a student to repeat a previously completed course that the student has passed. Students are limited to no more than one leave of absence during the program.

Students who are admitted to the Nursing major must complete the program requirements no later than 2 years from the original expected date of graduation (e.g., if the original expected date of graduation was May of 2013, upon return from the leave of absence, the student must finish all core and major requirements no later than May 2015). A leave of absence from the program for longer than the time allowed to accomplish this timely program completion will require the student to reapply for admission to the program as a new student. Admissions requirements are available in the Catalog.
Licensure Preparation

Preparation for NCLEX-RN® Examination: NCLEX Success Plan (8/13; 8/14; 1/15)

Background
The National Council of State Boards of Nursing (NCSBN) Licensure Exam (NCLEX) has a very significant effect on nursing program graduates as they prepare for entry into practice as professional nurses. The criterion-based licensure examination, often referred to as a “practice-based” exam, is designed to establish a competency evaluation for the entry level nursing program graduate who is expected to provide the public with safe and high quality nursing care. NCLEX results also have a significant effect on nursing education programs as first-time pass rates can positively or adversely affect a program’s accreditation, reputation, student and faculty recruitment, and nursing school rankings. Every three years, the NCLEX test plan is evaluated and revised by the NCSBN as needed based on results of an extensive practice analysis study of newly licensed registered nurses practicing for one year. The test plan serves as a guide to inform nursing programs of the identified most essential and relevant nursing concepts to be emphasized in theoretical and clinical learning activities throughout the program. The latest information related to the 2013 NCLEX-RN® test plan is posted on the NCSBN web site (https://www.ncsbn.org).

Philosophical Basis for the NCLEX Success Plan
Although students will take the NCLEX exam upon completion of the nursing program requirements, preparation for success on the exam must begin at the start of the program and continue throughout the program. The success plan is congruent with the major tenet of systems theory, i.e., a system and its parts are all interrelated. Students and faculty accept responsibility for their respective roles in implementing the NCLEX Success Plan.

Purpose of the NCLEX Success Plan
The overall purpose of this NCLEX Success Plan is to facilitate each student’s readiness to pass the NCLEX – RN® exam as a demonstration of basic competency necessary to provide safe and quality nursing care. The plan details the responsibilities of the students and faculty in implementing strategies throughout the nursing program that have been put in place to promote success on the NCLEX examination as a first-time test taker. Specific purposes of the plan are to:

1. assess the content mastery level and critical thinking abilities of the individual student and aggregate student cohorts;
2. identify areas of strength and weakness in academic and testing performance;
3. provide structured remediation to raise the level of competency in testing performance; and
4. assist students with recognizing and mitigating barriers to timely success on the NCLEX.

Strategies within the NCLEX Success Plan
The NCLEX Success Plan uses strategies throughout the curriculum that are evidence-based and considered standard educational practice in nursing programs throughout the region and across the nation. References supporting the selection of specific strategies are available upon request. A table at the end of the text section provides an overview of the plan schedule, including the sequence for testing and remediation. Major foci of the plan include:
Integrated standardized testing with benchmarking throughout the curriculum

Individual course mastery testing
The Nursing Program utilizes case studies, practice tests, and HESI® course assessments offered by Elsevier. Students will be required to take HESI® course standardized exams in NUR 306, NUR 307, NUR 310, NUR 405, NUR 412, and NUR 414. In each of these courses, 10% of the student’s conversion score on the exam will be included in the calculation of the overall course grade. Students who do not reach the required benchmark HESI raw score of 850 will be required to complete specific remediation as part of the course evaluation methods in order to earn the final course grade. Testing may take place during the regularly scheduled class day/time or students may be required to take the course test during a scheduled time outside of the regular class schedule. A review assignment will be required of any student who does not take the course HESI® exam at the scheduled assigned time, regardless of earned score. In addition, students scoring below 850 will be referred to the Strategies for Success Program for assistance including tutoring to identify areas of weakness and in developing a plan for improving studying skills and testing ability.

Mid-curricular progression testing
At the completion of the first half of the curriculum, students will be required to take a mid-curricular examination that assesses mastery of content in nursing fundamentals, health assessment, pharmacology, and selected medical-surgical nursing concepts. This examination covers content within NUR 305, NUR 307, NUR 312, and NUR 316. Students are expected to meet a benchmark score for the mid-curricular examination. If a student does not meet the benchmark score, the student will be required to satisfactorily complete remediation before progressing to senior level courses. Students in the full-time Day program will take the mid-curricular exam at the end of the spring semester in junior year; students in the evening/weekend ACHIEVE program will take the mid-curricular examination at the end of the semester in which they take NUR 312/NUR 316 (i.e., summer for the Main campus cohort and fall for the Bucks County cohort).

Exit comprehensive testing
In NUR 417: Senior Seminar, students are required to achieve a benchmark score of 850 on the HESI® exit comprehensive examination in order to pass the course. Students will be given two attempts within one semester to achieve 850. Failure to achieve a score of 850 on the second attempt will result in course failure. The student will need to register to retake NUR 417 and meet all remediation and testing requirements of the course. Students have 2 opportunities to satisfactorily complete NUR 417 in order to have verified that they have met all Nursing Program requirements. NUR 417 must be taken in the last semester of nursing courses.

1. Evidence of required practice and remediation NCLEX examination style questions
Throughout the curriculum, students will be required to complete NCLEX examination style questions. Students will be given assignments within each nursing course for the number of questions to complete and mastery levels to attain. Faculty may give a class an assignment or quiz as part of the instructional plan; the student’s questions would be in addition to this faculty assignment. Students must complete course assigned case study/practice questions in order to earn the final course grade. Faculty within courses will be responsible to track online the completion of assigned questions. See table for specific course requirements.
2. **Evidence of completion of an approved NCLEX examination review course**
   All students must complete an approved nationally recognized NCLEX review course. Students must submit a certificate of completion of such a course in order to complete Nursing Program requirements.
## NCLEX Success Plan

<table>
<thead>
<tr>
<th>Course</th>
<th>NCLEX Style Questions - Prep U® or Evolve Adaptive Testing</th>
<th>Standardized test</th>
<th>Required Remediation</th>
<th>Strategies for Success Program Referral</th>
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<tr>
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<td>Introduction to NCLEX style questions</td>
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<td>NUR 312</td>
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<td>Course test grade below 80%</td>
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<td>NUR 316</td>
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<td>Mid-curricular point</td>
<td>Completion of NUR 304, 305, 307, 312, 316</td>
<td>Mid-curricular examination</td>
<td>Assigned remediation</td>
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<td>Assigned Evolve remediation for HESI® score &lt; 850</td>
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<tr>
<td>NUR 417</td>
<td>1000 questions</td>
<td>Exit®</td>
<td>Assigned Evolve remediation for HESI® score &lt; 850</td>
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<td></td>
<td>HESI® raw score below 850; questions and retest</td>
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Graduation/Licensure / NCLEX-RN® Paperwork Procedures and Requirements

1. Students are to complete the online graduation application in the beginning of their final semester of study.
2. Students are responsible for checking the BSN degree requirements (core and major requirements) have been met. It is the student’s responsibility to check courses and credits each semester in order to avoid late awareness of a deficiency.
3. Students are responsible to submit original transcripts from schools other than La Salle University from which students completed required courses, prior to the last semester of study.

Students who meet the graduation requirements of the BSN program can complete the application for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The cost for registration of the exam and related administrative fees from the State Board of Nursing are the responsibility of the student. THE PENNSYLVANIA PROFESSIONAL NURSE LAW has restrictions on the issuance of a license or certificate to an applicant who has been convicted of a felonious act associated with "The Controlled Substance, Drug, Device and Cosmetic Act". (See Appendix for copy).

Students who wish licensure in a state outside the Commonwealth of PA should alert the Director or Assistant Dean and contact the respective State Board of Nursing to request the licensure application information packet 1 month before graduation. Licensure costs vary from state to state. In the Commonwealth of PA, a Pennsylvania licensure application currently costs $35 (personal check acceptable); and the Temporary Practice Permit Application costs $35 (personal check acceptable); NCLEX-RN testing registration through Pearson testing services application costs $200 (certified check or money order only). (Prices are subject to change).

Math Calculations Policy
The Undergraduate Nursing Program teaches and evaluates content related to clinical calculations according to the following specifications:

1. Dimensional analysis (DA) is the method of calculating clinical doses. Faculty in the classroom and in the clinical setting should teach and use dimensional analysis.

2. Faculty who are more proficient in another method of clinical calculations (e.g., ratio/proportion) should be given the Craig workbook for self-teaching DA. New adjunct and full-time faculty are scheduled for formal training in use of dimensional analysis at the beginning of the Fall and Spring semesters at the clinical orientation seminar. Additional training may be arranged by contacting the coordinator of the Nursing Learning Resource Center (LRC). Faculty are reminded to encourage students’ use of DA over any other methods of clinical calculation.

3. Dimensional analysis will be taught up to two-factor analysis in NUR 307 Fundamentals in the first semester of the Junior year (Craig, Ch 1-4); three-factor analysis (Craig, Ch 5-6) will be covered in the Spring semester in Pharmacology & first Medical-Surgical course.

4. Safe dosage will be taught initially in Pharmacology and will be reinforced and tested in NUR 405 Nursing Care of Children.
5. While a set proficiency score is required, numeric scores will not be used in calculation of any overall course grade. Test scores are counted as a clinical PASS/FAIL criterion.

6. A proficiency score of 100% must be achieved in testing. A student has 3 attempts to reach a score of 100 or clinical failure results. Retests must be taken on assigned days/times. Retest 1 will be within one week of original test. If student fails to achieve 100% on the first retake, mandatory remediation in the LRC must be completed and documentation of such remediation provided to course faculty prior to the second retake. Second retake must be taken no later than three weeks from original test date.

7. Calculation tests in NUR 307 and NUR 316 should consist of 20 questions, varying in type of concept being tested (e.g., IV rates, intramuscular injection dose) and level of difficulty. Effective fall 2008, all other course DA tests will be 10 questions.

8. All work must be shown in DA on test or answer will be marked as incorrect. Final answers must all include the unit of measure or answer will be marked incorrect. No partial credit for missing work or missing unit of measure should be given.

9. Rounding should be required according to specific instructions included with the question as is the standard practice with the NCLEX-RN examination. For example, students should be told to round to the nearest tenths or nearest hundredths or whole number. For questions related to oral non-scored tablets, gelcaps, capsules, etc. and for counting IV rates in gtts/min, answers must be in whole numbers. Answers must be conceptually sound (e.g., calculation should not lead to a final answer to administer 13 mL subcutaneously or give 13 tablets of 0.125 mg triazalom).

10. Apothecary measurements will be discussed in class; however, no apothecary measures will be included in testing. Common household measures used in medication administration (e.g., teaspoon) are to be taught and tested.

11. The following clinical courses across the curriculum in the Day and the ACHIEVE programs will have a dosage calculation proficiency test: NUR 306, NUR 307, NUR 316, NUR 405, NUR 412, NUR 416. Faculty in other clinical courses should provide teaching/testing opportunities for students to apply clinical calculations in the context of the specialty.

12. Students who are having difficulty with DA in class or in clinical should be referred in writing to the Nursing Learning Resource Center with examples of specific areas/types of problems for remediation. (rev. 5/08)

**Medication Administration Policy**

Generic (basic) students will have the opportunity to administer medications to clients via various routes.

The following statements serve to direct students during this teaching-learning experience:

1. Prior to the administration of any medication; the drug, dose, route, time, and patient will be verified by a faculty member or identified preceptor. Faculty members must be present in the client’s room any time a student is to administer medications. The faculty member may permit the student to administer oral, topical, intramuscular, subcutaneous, and intradermal drugs with direct faculty supervision in the client's room.

2. No more than four nursing students should administer medications on any given unit on a clinical day. Clinical agencies may further restrict the number of students or the number of
patients involved in medication administration experiences. **It is the responsibility of the clinical faculty member to adhere to the policies of the agency regarding this issue.**

3. **Faculty and students must follow the agency policy in relation to administering intravenous medications.** Most agencies prohibit student nurses from giving intravenous push medications to patients. If the agency does allow for this experience (e.g., saline flush), the faculty member is to be present in the patient's room for the entire time of the intravenous medication administration. No student is permitted at any time to administer medications that are chemotherapeutic agents or to administer medications during codes.

4. A faculty member is to countersign all controlled drugs on the appropriate narcotic count record. Students may not accept responsibility for unsupervised access to locked compartments of controlled substances.

5. More stringent regulations for medication administration may be established for students by the agency and/or by the clinical faculty member regarding certain medications or patients, e.g., insulin administration, heparin administration, administration of medications to pediatric clients.

6. Proper documentation of all administered medications will be verified by the clinical instructor.

7. Students who do not meet safety standards will receive a prescription for learning that requires study and lab practice in the area of medication administration.

8. Math proficiency is required to administer medications safely. Therefore, in all clinical courses, students will be tested to determine drug calculation abilities. If necessary, remediation will be recommended. Students may not administer medication until the specified grade on medication calculation quizzes has been achieved.

**Military Reserve Call-Up Policy**

Any student who is called up for reserve duty should contact the Registrar’s Office. University procedure will be to drop all courses for these students and remove all tuition charges. Financial aid will be returned to proper lender. The Registrar’s Office will contact the Bursar, the Student Financial Services Office, and the appropriate Dean. If the call-up is at the end of the semester and if the student can finish coursework off campus, then the appropriate Dean or Graduate Director should use his/her judgment to make such provision.

**Nursing Course Withdrawal Policy**

Students are only permitted to withdraw 2 times (total) from required nursing courses. It is the student’s responsibility to know the withdrawal date within each semester. These are published each semester on the academic calendar that is available on the registrar’s page on the La Salle website. Withdrawals may be given in cases of serious illness and disability during the semester; such non-academic reasons for requesting withdrawal from a nursing major course will be reviewed on a case-by-case basis. If a student receives counseling from the faculty to withdraw from a course due to illness or related circumstances, and the student voluntarily chooses to remain in the course, the likelihood of a medical withdrawal at the end of the semester is seriously limited. Withdrawals given for medical reasons are for all courses in a given semester, not for any individual course. Students who are reinstated to the Nursing major may not withdraw from any course if they have a failing average at the time of the requested withdrawal.
Nursing Learning Resource Center, Main and Bucks Campuses
On the Main (West) campus, the Nursing Learning Laboratories are located in St. Benilde Tower. The Main LRC is Room 3307. There are 4 lab rooms at the Bucks County Newtown Campus. The clinical labs are used for practice of health assessment skills and other nursing interventions that are taught in clinical nursing courses. Lab hours are posted on a board in the School of Nursing and Health Sciences and outside of the doors of the Main lab rooms at both campuses. All students will receive an orientation to the nursing Learning Resource Center at the beginning of the junior year.

Nursing Laboratory Packs (Learning Resource Center) Policy
All Basic students enrolling in the first Nursing major course will be required to purchase a nursing laboratory skills pack and a stethoscope in addition to this pack. Students will NOT be permitted to share materials in the packs with other students and will not be permitted to attend LRC laboratory experiences on the day they forget their laboratory packs; consequently clinical lab makeup time at the student’s expense. Extra equipment/materials will not be supplied in the LRC. Students use the equipment/materials to practice nursing skills. Students keep their packs intact throughout the senior level for practice or nursing skills. 12/18/03; 4/6/04

Position, Policies, and Procedures for Unacceptable Conduct
Individuals in the caring health professions must possess a variety of personal traits including respect for others, patience, compassion, tolerance, honesty, integrity, fairness, prudence, trustworthiness, maturity, stability, and dependability. They must be willing to assume responsibility to care for and treat patients and clients in various settings and in accordance with three basic human values that guide decision-making in the provider client relationship: self-determination, well-being, and equity. These traits are necessary for independent, ethical, and safe professional practice. Therefore, any behavior that is inconsistent with the above traits will result in disciplinary measures up to and including immediate dismissal from the major or program. Faculty reserve the right to remove from the major or program any student who demonstrates unsafe, unprofessional, or unethical behavior at any time. Aggressive behavior will not be tolerated.

Policies
The School of Nursing and Health Sciences faculty and administrators reserve the right to institute procedures when unacceptable student behavior is reported verbally and in writing to academic directors or, in extreme situations, to the Dean. Professional behavior is governed by personal moral and ethical codes, professional practice laws, professional practice standards, professional ethical standards, and the laws of the United States and the Commonwealth of Pennsylvania. These policies and procedures operate in conjunction with University policy.

Unacceptable conduct includes, but is not limited to:
1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and alteration or fraudulent use of University documents or instruments of identification.
2. Intentional disruption or obstructions of teaching, research, administration, disciplinary proceedings, or other University activities.
3. Physical and verbal abuse, intimidation, coercion, and harassment which threatens or is perceived to threaten any professor, student, or individual on University premises, at University sponsored functions, or between any members of the University community off of
University premises. This is to include incidents of sexual assault, sexual harassment, and racial harassment.

4. Theft from or damage to University property/premises. This is to include theft of or damage to property of a member of the University community on University premises or in settings where students are completing course requirements.

5. Failure to comply with the directions of University officials in the performance of their duties. This includes support staff such as Security and Safety, Physical Facilities, and Community Development.

6. Possession, use, or distribution of potentially dangerous drugs which are not medically supervised to include being in the presence of the possession, use, or distribution of illegal substances on University premises or at University sponsored functions, and possession or use of paraphernalia to assist in the consumption of illegal substances.

7. Violation of University Alcohol Policy.

8. Lewd, indecent, immoral or obscene conduct including, but not limited to behavior, language, gestures, and sexual exploitation.

9. Violations of published University regulations, including those relating to entry and use of University resident units and other facilities, the rules in this code of conduct, and any other regulations [i.e., Library, Parking, Alcohol, Administrative Services] which may be enacted.

10. Violation of University Policy on Weapons and Other Dangerous Articles and Substances.

11. **Inappropriate and Prohibited Behaviors:** Behavior that can serve as a warning sign of potential hostility or violence, such as:
   - Interpersonal aggression
   - Unwelcome name-calling
   - Rude, uncivil, vulgar, or obscene words or actions, either written or verbal, including e-mail, voice messages, and graffiti
   - Intimidation through direct or veiled verbal threats
   - Throwing objects regardless of size or type, whether or not a person is the target of a thrown object
   - Physically touching others in an intimidating, malicious, or sexually harassing manner
   - Physically intimidating others including such acts as obscene gestures, fist-shaking, or other threatening types of gestures
   - Stalking, either on or off campus

12. **Threat:** The expression of intent to cause physical or mental harm is a threat, regardless of whether the individual communicating a threat has the present ability to carry it out and without regard to whether the expression of threat is contingent, conditional, or placed in the future.

13. **Physical attack:** Unwanted or hostile contact such as slapping, pinching, tripping, hitting, fighting, pushing, shoving, or throwing objects.

14. **Property damage:** Intentional damage to property owned by the university, clinical agency, employees, students, or visitors.


**Procedures**

1. Student is notified verbally by clinical faculty, course faculty, coordinator, or director that the behavior is unacceptable. This includes unacceptable behaviors that occur by telephone or email and at all campuses, and at all clinical settings.

2. Safety and Security personnel of the University or clinical agency and/or local police are notified if the behavior constitutes a threat, physical attack, property damage, or criminal behavior.
3. A verbal report is delivered to the Director, or in extreme situations, to the Associate Dean/Dean on the day the incident occurs.

4. An incident report must be written by the end of the day the incident occurred on the University form. The completed incident report is submitted to the School’s Conduct Board and/or to the Associate Dean of the Division of Student Life.

5. If a clinical agency or setting is involved in the incident, written documentation or an incident report is obtained by the director or Associate Dean. A clinical jeopardy form is also completed.

6. The director meets with the student and faculty member or other grievant party. The student may bring an advocate with him or her. The director consults with the course or clinical faculty, Assistant Dean, program coordinator, or Associate Dean for Nursing regarding the incident.

7. When the incident involves violation of patient safety, the student may be dismissed from the major.

8. The student has the right to meet with the Associate Dean for Nursing regarding the incident after meeting with the Director. The student may bring an advocate with him or her.

9. The consequences of the student’s unacceptable behavior may result in
   - being warned in writing, a copy to be placed in the student’s file;
   - being notified of the action plan in writing;
   - being referred to the Division of Student Life with subsequent action plans instituted;
   - failure of an assignment;
   - failure of a clinical assignment:
   - failure of a course;
   - failure of a clinical section of a course or a clinical course itself;
   - dismissal from the major/program;
   - being placed on interim suspension;

10. A student may request a meeting with the Assistant Provost or Provost to discuss the incident with which he/she is involved. 7/7/05

**Pregnancy Policy**

Clinical experiences may place the pregnant or early postpartum student at risk for adverse health events. While clinical assignments can be controlled to some extent to minimize risk, it is still highly likely that unexpected and unintended exposures to patients with viral or bacterial infections, dementia, or unsteady gait may occur during clinical rotations. For this reason, students must notify the course faculty and the Director of the Undergraduate Nursing Program at the start of a clinical course if they are pregnant or if they have delivered within the month prior to the start of a clinical course, or as soon as the student becomes aware of a confirmed pregnancy during a course.

Students are required to bring written documentation from their health care provider stating that the provider has given the student approval for ongoing clinical performance. The note must state the student is able to participate in classroom and clinical activities that involve providing direct care (5/08). If any accommodations are needed, the health care provider must specify the accommodations in detail and must also include a date when the student may resume full participation. Placement in clinical may need to be adjusted accordingly within guidelines of health care agencies and specific course objectives. (8/12)
Professional Liability (Malpractice) Insurance Policy Requirements Basic Students:
Basic nursing students must be covered by malpractice with nursing courses with clinical components. At the start of the Fall 2009 semester, there is no fee for this coverage for students in the pre-licensure program.

Progression Policy: Undergraduate Nursing Program
Students must successfully complete all 300-level courses before progressing to any 400-level clinical course. The only exception to this is NUR 310 may be taken concurrently with NUR 405. NUR 307 is a pre-requisite course that must be successfully completed or taken in sequence with any other 300-level clinical course. Students must re-take both didactic and clinical portions of a course in which they have received a failing grade (grade lower than a “C+”). (5/08; 8/14)

University requirements for grade point averages necessary for progression and graduation can be found in the University Bulletin.

The following requirements are those necessary for progression within the Nursing major:

1. Grades of "C+" or better are required in all nursing courses.
2. Grades of less than “C+” must be repeated and completed successfully before progressing to the next nursing course. Courses must be repeated in the program in which the student is enrolled. All cases of progression are reviewed by members of the Admissions and Academic Standards Committee.
3. A student who earns less than a “C+” in a second nursing course or the same nursing course for the second time will be dismissed from the Undergraduate Nursing Program.
4. Students must satisfactorily complete both the theoretical and clinical components of clinical courses in order to receive a passing grade for the course. If the student’s performance is failing in clinical practice, the letter grade assigned to the course will be an “F”. The clinical grade is derived from achievement of clinical objectives that are specified on the clinical evaluation form for courses with clinical components. If a student earns less than a “C+” in the theoretical component of the course, the recorded grade will be recorded as “C”, “D” or “F.” When the course is repeated, both clinical and theoretical components of the course must be taken.
5. A student will be limited to withdraw 2 times (total) from nursing courses.
6. Students must maintain a semester GPA of 2.75 or higher for nursing major courses. If the required semester GPA is not met, the student will not be permitted to progress within the nursing major. A student will be required to select a different major.

Request for Reinstatement to the Nursing Major
A student who is dismissed from the nursing major and who believes that significant extenuating circumstances have contributed to the lack of academic success may make an appeal to the Undergraduate Admissions and Academic Standards Committee for reinstatement into the major. Students should make a written request for reinstatement by first contacting the Undergraduate Nursing Office for a review of the policy and the process. The Undergraduate Admissions and Academic Standards Committee will review the request and make a final decision regarding reinstatement. Reinstatement is possible only once during the nursing major for a student who has failed two different nursing courses; a student is not eligible if the two failures are in the same course. Following reinstatement, a failure in any subsequent course will lead to dismissal from the major (even if it is in the last semester of the program). The student must have an overall GPA of at least a 2.75 to be eligible. (1/09) Reinstatement is not guaranteed upon request;
it is only to be approved in the case of significant life event(s) for which the student did not have control over during the academic semester in which he/she failed.

**Reinstatement Appeal Process**
1. The student must submit the appeal within 14 days of written notification of dismissal from the nursing major.
2. The typewritten letter of appeal should be addressed to the Director of the Undergraduate Nursing Program of the School of Nursing and Health Sciences.
3. The letter should include:
   a. A statement requesting consideration for reinstatement.
   b. An explanation of the reason(s) the student thinks contributed to poor academic success.
   c. A plan of intention describing what the student will do differently if allowed to continue in the nursing major.
   d. Supporting documents must be submitted (as appropriate).
4. Notification of the decision will be made in writing to the student. While every attempt will be made to make the decision in a timely manner, there is no guarantee that a decision would be finalized before the start of the next semester.
5. Following notification of a decision for reinstatement, the student must meet with the appropriate academic advisor to determine a plan for completing required remediation, repeating the failed course(s), and the sequence of courses for the remainder of the Undergraduate Nursing Major curriculum. The student must agree in writing to follow the prescribed plan for reinstatement in its entirety. If the student does not agree to any part of the plan, the offer for reinstatement will be rescinded. Once reinstated, withdrawal from any nursing courses will only be permitted in extenuating circumstances. (1/09)

**Research Participation**
The Nursing Faculty conduct program evaluation studies or participate with off-campus researchers in collecting data to provide a basis for improving the nursing program and/or services to students. Anonymity and confidentiality will be maintained in the collection of any data. Student participation or non-participation will not in any way affect the student’s grade.

**Right to Inspect File**
Students may inspect their personal file by scheduling an appointment with their faculty advisor. A student must examine the file with the faculty advisor or Assistant Dean in attendance; and the student cannot alter or remove the files. Copying of any part of the file is not permitted. This includes clinical evaluation forms.

**Student Representation on School of Nursing and Health Sciences Committees**
In an effort to maximize student participation in aspects of the nursing program, the faculty invites student membership on selected faculty committees. The Director will solicit recommendations for two student representatives to serve on the Undergraduate Curriculum Committee.

Student representatives serve as an important communication link between faculty and students regarding program issues, changes and needs. The representative should be an objective, conscientious, responsible individual with leadership ability and effective communication skills.
1. Representatives are expected to attend all designated committee meetings. The faculty reserves the right to request that representatives not attend certain meetings or parts of meetings.
2. Alternates should attend all meetings that student representatives cannot attend.
3. When an agenda is distributed, representatives should review it and prepare for meetings accordingly.
4. The representatives are charged to bring all student questions and concerns pertinent to the specific committee to meetings.
5. Representatives will receive minutes from meetings. Information should be shared with the student body.

Substance Abuse Policy
Prelicensure nursing students abide by the substance abuse policies of La Salle University specified in the Student Guide to Rights and Responsibilities. In addition to the rationales supporting these policies, this policy stands because of the need for safe patient care and the safety of faculty, staff, and students. This policy is consistent with the policy statement of the American Association of Colleges of Nursing (http://www.aacn.nche.edu/Publications/positions/subabuse.htm).

Nursing students must abide by the substance abuse policy and subsequent revisions of the policy stipulated by the Pennsylvania State Board of Nurse Examiners. Students who are applying to the Undergraduate Nursing Major, must refer to this Substance Abuse Policy that is also posted in the Nursing Program Student Handbook on the University’s website under School of Nursing and Health Sciences Resources for Students. The Undergraduate Nursing Program will maintain on file a photocopy of the drug screening from each prelicensure student. Consent to the drug screening will be granted to the Programs’ administrators by the student.

Pre-Admission/Pre-Clinical Screening
Pre-clinical drug screening will be conducted by a designated agency identified by the Programs. Students must complete the drug screen by August 1 (prior to fall clinical placements) or November 15 (prior to spring semester clinical placement). The fee for testing is paid by the student. The Nursing Program reserves the right to withdraw a student testing positive from the Undergraduate Nursing Major, Graduate Nursing Program, or Nursing Certificate programs. Collection procedures, chain of custody, and monitoring of specimen collection is in accordance with the designating agency’s standard operating procedures and is explained by the Laboratory to the student at the time of specimen collection.

If a student tests positive for one or more of the drugs specified on the 10-panel urine screening test, the Laboratory physician (Medical Review Officer [MRO]) will discuss this with the student to determine the presence of metabolites of prescribed medications. The student may be required to contact the prescribing physician and/or pharmacy to authorize release of medical information to the Programs to indicate the illness for which the drug was prescribed and other relevant information.

If the student tests positive for one or more of the drugs on the 10-panel urine screening test and the Laboratory physician (MRO) determined that the test is positive, the student may choose to request confirmation testing by another approved laboratory identified by the Agency used for drug testing.) The original specimen will be retested at another laboratory.) All expenses and fees associated with the additional confirmation testing will be paid for by the student who contests the results.

The 10-panel urine screening is for the following classes of drugs:
1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine
5. Methadone  
6. Tetrahydrocannabinol (THC)  
7. Phencyclidine (PCP)  
8. Propoxyphene  
9. Opiates  
10. Methaqualone

An administrator of the School of Nursing and Health Sciences will suggest that a student who tests positive seek evaluation for substance abuse. The student must agree to the evaluation. If a diagnosis of substance abuse is made, the treatment costs will be borne by the student. No student will be eligible to attend clinical experiences if the 10-panel urine screening is positive. Students enrolled in clinical courses will be withdrawn from the courses immediately.

Substance Abuse Verification Process

This section of the policy of the Nursing Programs of the School of Nursing and Health Sciences requires a student to submit to immediate testing for illegal substances at the student’s expense when the Programs have reasonable suspicion to believe that a student is abusing controlled substances. Reasonable suspicion cause is identified by indicators such as:

1. Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of drugs or alcohol, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, or pupil changes.
2. Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance.
3. A report of drug use given by credible sources.
4. Evidence of tampering with a drug test.
5. Evidence of diverting controlled substances in a clinical agency.
6. Information that the student has caused or contributed to harm of self, visitors, other staff, students or a patient while under the influence of drugs as identified by observable phenomena.
7. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while in the educational setting.

If a full time or part time faculty member or staff observes the behavior or if the behavior is observed or validated by another faculty member, clinical agency staff member, preceptor, or other agency personnel overseeing a student’s clinical experience performed in conjunction with or as a component of meeting the requirements of a course of student in the School of Nursing and Health Sciences, the individual must excuse or remove the student from the educational or patient setting immediately. The observer then contacts the University’s Nursing Program Director, Dean, or the Dean of the Division of Student Life. The Director of the Undergraduate Nursing Program or his or her designee, will decide if it is appropriate to test the student immediately for illegal drugs or alcohol. The student will be referred to an emergency unit if present in the current clinical agency for testing at his or her own expense. The student will not be permitted to drive when exhibiting suspicious behavior.

The Director of the Undergraduate Nursing Program, or his or her designee, will discuss the test with the student. If the test is positive, a physician will discuss this with the student to determine the presence of metabolites of prescribed medications. The student may be required to contact the prescribing physician and/or pharmacy to authorize release of medical information to the Programs to indicate the illness for which the drug was prescribed and other relevant information.
If the initial drug screen is positive for one or more of the listed drugs or for a blood alcohol level, and the Laboratory physician (MRO) determined that the test is positive, the student may choose to request confirmation testing by an approved laboratory identified by the agency used for drug testing. (The original specimen will be retested at another laboratory). All expenses and fees associated with the additional confirmation testing will be paid by the student.

All test results will be reported to the Dean of the School of Nursing and Health Sciences or to the Dean of the Division of Student Life. The results will be maintained with the Dean and appropriate University administrators, and the student has access to the results.

The consequences of the student’s conduct regarding alcohol and drug use are identified in La Salle University’s Student Guide to Rights and Responsibilities, available on the University’s webpage at www.lasalle.edu Division of Students Affairs, Dean of Students, Division Publications.

If the student is dismissed or withdraws from the Nursing Program or the University due to positive test results for alcohol and drug use, and the student wishes to be considered for readmission, the student must:

1. Submit a letter from a treatment agency verifying completion of a counseling substance program or abuse treatment program. Authorize release of information to the Dean or Nursing Program Director).
2. Prior to readmission, submit to an unannounced substance abuse screening at the student’s expense. A positive screen, a positive criminal check, positive child abuse check, or a DUI conviction will result in ineligibility for readmission.
3. The student will be subject to random screening of blood alcohol levels and 10-panel urine screening.
4. The student must be aware that the above conditions are in addition to those imposed by the La Salle University Catalog and the La Salle University Student Guide to Rights and Responsibilities.

**Tape Recording/Laptop computers**
The School has no standardized policy regarding the use of tape recorders, tablets, or laptop computers in the classroom. Students should request permission from the faculty member and/or other students before taping a lecture or using a laptop or tablet computer. Students who may audiotape or use a laptop as an official classroom accommodation should notify the course faculty of this at the beginning of the course. Verification of this accommodation will be made by the Affirmative Action Officer. If a student receives permission to use a laptop during class, the student should be seated in a place in the classroom as to not to distract others. Faculty may deny students the use of laptop computers in their classrooms (except in the case of official accommodations). Students who are disruptive in class while using these electronic devices may be asked to leave the room.

**Test Make-Up Policy**
Students must notify the course faculty prior to missing an examination. If a student fails to make timely notification of missing an examination (e.g., is a no-call, no-show for the examination), the student will earn a grade of “0” for the missed examination with no opportunity for make-up. If the student is ill, a nurse practitioner or physician note must be provided. Documentation may be required for other reasons. Missed exams in the Undergraduate Nursing Program must be made up within the next five business days. Alternate forms of tests will be given for all missed examinations. This may include oral or essay examinations. There
will only be an opportunity for one makeup exam in each course. 12/18/03; 5/20/03; 4/6/04; 1/7/15

**Transporting Patients**
Students and faculty are not permitted to transport patients/clients in private vehicles.

**Transportation to Clinical Sites**
It is the responsibility of the student to provide his/her transportation to and from all clinical sites. Access to a car is a necessity as all clinical sites are not accessible by public transportation. Students may carpool in their clinical groups; however cannot make a special request to be in a clinical group due to travel arrangements. Students should also be aware that parking at most clinical agencies will involve a parking fee.

**Universal Precautions Policy**
The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population in the clinical setting. Based on the mandatory CDC and OSHA guidelines, the School of Nursing and Health Sciences adopts the policy that both students and faculty will observe blood and body fluid precautions when working with all clients in all settings (hospital, clinic, home, outside agency). All undergraduate nursing students are educated about OSHA requirements and Fire Safety during Orientation. All students complete a test of content taught on OSHA requirements.

Gloves are to be worn during an existing or potential contact with blood and/or body fluids. Masks and goggles should also be worn when a threat of exposure to secretions or excretions exists, (i.e., handling of blood, drainage from wounds, discontinuing IVs, converting IVs to heparin locks, suctioning, working with expected or confirmed IV drug abusers, emptying all drainage units or when there is a threat of splatter contamination.) Used needles are not to be recapped.

An individual can be a carrier of blood-borne illness (e.g., AIDS, HIV & Hepatitis B) and not exhibit clinical signs/symptoms for several years after exposure to the virus. Because of the implications and uncertainties, it is mandatory that all faculty and students adhere to this Policy. Universal precautions are a shared responsibility for both students and faculty.

RN students must sign a form that indicates that they have completed inservice at their places of employment on mandatory CDC and OSHA guidelines.
Miscellaneous Information

Campus Store
The Campus Store is located on the first floor of Wister Hall. A list of recommended and required textbooks for nursing courses can be obtained and then purchased at the beginning of each semester. Campus Store hours are posted and distributed to students and faculty. Online distance learning students may purchase textbooks from the bookstore via the web.

Food Services
Main Campus
The Food Service Department on the main campus offers a variety of items in the several cafeterias it operates on campus. One cafeteria, The Food Court is centrally located in the Student Union and is a popular meeting place on the way to class. The Blue and Gold Commons is located near the residence halls and is primarily used by undergraduates who live on-campus; another cafeteria used by resident students is the Treetops café, located in St. Basil’s Court. A new food service area, the Market sells fresh and frozen food products on the Main Campus. The POD Food Express, the food service option located in St. Benilde Tower, operates under limited hours with a grab-and-go selection of foods and beverages.

Bucks County Center
Vending machines are located in the Student Center at the Bucks County Center and provide a wide variety of snacks, light meals, and beverages for students. Several eating establishments are also available within a short distance.

Computing/Technology-Based Learning Facilities
St. Benilde Tower & Wister Hall - Main Campus; Bucks County Newtown Campus
The computer facilities at La Salle University’s main campus offer all students access to the latest technologies in computers and information retrieval. In addition to the facilities available in the Connelly Library, the computer facilities available to students at LaSalle include: a campus-wide network connecting PC’s, laser printers, a mini-computer, video projection, and presentation facilities. Most of these computers are available in an “open” lab intended for all students to use. Computers are updated periodically to keep current with the latest technologies. In addition to the local area network connections, students are able to connect to the Internet to reach out to networks throughout the world.

Identification Cards
All students are required to carry a valid La Salle ID card. This card is also the library card. The Gold Card/ID Office, in the Student Union, on Main Campus issues photographs for ID cards. Call (215)-951-1LSU for information. ID card photos will be taken at the Bucks County Center as well. Dates and times for ID card photos will be announced at the beginning of each semester. Students should carry their ID to all classroom and clinical experiences.

Recreational Facilities
La Salle University invites students, faculty, and staff to utilize the recreational facilities available at Hayman Center and its adjacent facilities. Hayman Center offers the use of the following: a one-twelfth mile suspended indoor running track, a completely equipped Olympic-style weight room with free weights and Universal equipment, three 94’ by 50’ basketball floors, two regulation volleyball courts, a six-lane 25-yard pool with diving well, two singles and one
double squash court, and a training room with sauna. Adjacent to Hayman Center is the Belfield Tennis Complex with six tiered and lighted tennis courts. Across 20th Street, McCarthy Stadium features a football field surrounded by a ¼ mile all weather track. There is also a fitness center on the south campus which contains free weights, nautilus equipment, and cardiovascular machines. From time to time, facilities may be closed for athletic events. For more information, contact the Athletic Department at (215) 951-1527.

**Student Transcripts**
Students may apply at the Registrar’s Office for a transcript of their undergraduate work. Official transcripts bearing the signature of the Registrar and the seal of the University are sent, by request of the student, to other institutions and organizations. A fee of $5.00 is charged for an official transcript. The University requires at least one week’s notice for the issuance of transcripts. Students requesting transcripts for their own use are given copies marked “student copy”. Each student is sent a copy of his or her transcript at the time of graduation. No transcripts can be issued until all financial obligations to the University have been satisfactorily settled.

**Parking**
Parking tags are obtained from the Department of Security and Safety in the Carriage House – Peale Estate. Parking is free at the Bucks County Campus. The Parking Permit forms are also available online at [http://www.lasalle.edu/financeadmin/security/parking.htm](http://www.lasalle.edu/financeadmin/security/parking.htm) Fees are noted on application.

**Emergencies – Security**
The Security Office is staffed twenty-four hours a day, seven days a week providing security services, parking registration, identification card distribution, shuttle bus/escort services and help with cars. Students may obtain parking decals anytime at the Department of Security and Safety in the Carriage House - Peale Estate. There is 24 hour availability of security. For general information call 951-1300; **FOR EMERGENCIES CALL 991-2111**.

The La Salle shuttle service is provided during the Fall and Spring semesters. The departure and pick-up locations along with the designated minutes on the hour are available via the Security Department. Any deviation in schedules shall be announced via La Salle University media by the Director of Security and Safety.

**Scholarships and Financial Aid**
A list of scholarship sources is available at the Financial Aid Office and in the offices of the School of Nursing and Health Sciences.
School of Nursing and Health Sciences
Nursing Programs

Student Awards

The following awards were a proved by the Faculty of the School of Nursing and Health Sciences to be given to nursing students at the end of each academic year.

1. The Dean's Academic Award (2)
To honor the generic Day BSN student and the ACHIEVE BSN student who has earned one of the highest academic indices in their respective graduating classes and who has demonstrated compassion and sensitivity in delivering care. (These students will be invited to the Awards Luncheon on the day of Baccalaureate Mass.
Qualifications for this award are:
1. Recipients shall be one graduating senior from the generic BSN program and one graduating senior from the ACHIEVE BSN program.
2. Recipient shall have one of the top five GPAs in the class.
3. Recipient shall be judged by faculty to have demonstrated compassionate and sensitive nursing care.

3. The Mabel Morris Leadership Award
To honor the student who has exemplified outstanding leadership qualities and participation in the enrichment of the nursing or other communities.
Qualifications for this award are:
1. Recipient shall be a graduating senior from the generic BSN program.
2. Recipient shall have a 3.0 cumulative average or better.
3. Recipient shall have made a documented contribution of leadership and service to a community.
Award: $50.00 and a certificate

Nursing Organizations at La Salle University

Sigma Theta Tau, International - Kappa Delta Chapter
The La Salle University Nursing Honor Society was chartered in April 1988 as the Kappa Delta Chapter of Sigma Theta Tau, International. The purposes of the society are (1) to recognize superior achievement, (2) to recognize the development of leadership qualities, (3) to foster high professional standards, (4) to encourage creative work, and (5) to strengthen commitment to the ideals and purposes of the profession. Membership is by invitation and by application once a year. For information please contact the Senior Counselor, Sigma Theta Tau in the School of Nursing.

National Student Nurses’ Organization (SNAP)
At La Salle University there is an Undergraduate Nursing Program chapter of the Student Nurses’ Association of Pennsylvania (SNAP). Students learn professional and leadership skills in this organization, and participate in local, regional, and national meetings of the National Student Nurses’ Organization.
Resources

Computer Assisted Instructional Materials
The faculty and clinical laboratory coordinator faculty member continually evaluate educational resource materials for software packages that will enhance student learning and facilitate teaching effectiveness. Non-instructional software have been added to enhance the development of instructional materials (Connelly Library, Audiovisual): add what is available to students here. Faculty are using Blackboard Learning systems to enhance their course offerings.

In addition, the School purchased a computerized heart-lung sounds machine which facilitates student learning of normal and abnormal heart-lung sounds in courses that require physical assessment skills. Other software programs purchased and used across nursing programs are located in the Connelly Library. The Connelly Library Media Services librarian provides updated lists of AV regularly and on request. Teaching aids are also located in the Connelly Library and Learning Resource Center at the Philadelphia and Bucks County campuses.

Other Learning Resources
Other learning resources for both undergraduate and graduate students include the Sheekey Writing Center that assists in the construction of required papers. Students are given advice and criticism on scholarly writing within their discipline. Further, students can receive counseling pertaining to study skills and time management through the counseling center. Students may attend courses with a peer writing fellow who critiques writing; this is part of an on-going La Salle University initiative.

The School has clinical and computer learning resource laboratories to facilitate student learning. The clinical laboratory is scheduled by appointment and posted hours with a graduate assistant and the Coordinator of the Learning Resource Center. The laboratory is used in the following ways:

1. scheduled for clinical sections of courses;
2. required clinical practice;
3. student initiated practice and review of course content;
4. study sessions arranged by clinical laboratory coordinator;
5. prescription for learning as identified by clinical instructors;
6. planned clinical skills instruction by faculty (i.e., medication administration, intravenous monitoring, etc.);
7. NCLEX preparation by seniors and recent graduates;
8. tutoring as recommended by faculty and requested by students; and
9. special workshops identified to meet student learning needs.

Learning resources are directly accessible to students. Many students self-refer for supportive instruction and faculty and advisors refer others. The Assistant Dean oversees academic advisement for the undergraduate students. Student counseling is provided in the following ways.

1. BSN students receive academic advisement from the Assistant Dean and assigned faculty advisors.
2. Evening/Weekend Basic BSN students receive academic advisement from the Director and the Assistant Director of the Undergraduate Nursing Program.

The University Counseling Center is available to all full-time enrolled university students for purposes of individual counseling, problem resolution, and study skills information.
Bucks Campus

La Salle opened a Bucks County campus in September, 1997. The Bucks Center is located close to the Newtown Exit of I-95 on Silver Lake Road. The Center is 26 miles from the Philadelphia Campus. Computer-equipped classrooms are available as well as 6 computers for Connelly Library access in the student center at the Bucks site. Other classrooms are also available to School of Nursing and Health Sciences faculty and students. A vending area and cafeteria are available for students.

The Director of the Connelly Library and professional staff honor periodical, book, and audiovisual requests. The Library budget includes requests for these instructional needs. Computer access to the Connelly Library is on-line at this time at the Bucks Center. A courier service transports periodical and book requests from the Philadelphia Campus to the Bucks Campus. Reserve library books are already shelved at the Bucks Campus. Personnel at the Bucks Campus include a director, a technical staff member, a librarian, a full-time secretary, audiovisual and computer support staff, and other staff to support the requirements of the physical facility.
How to Request Classroom Accommodations at La Salle University

My name is Rose Lee Pauline and I am the Affirmative Action Officer at La Salle. As the Affirmative Action Officer, I assist our students with disabilities in making classroom accommodations. Below you will find the information needed to request classroom accommodations at La Salle. All such requests and the appropriate supporting documentation of a disability should be submitted directly to me at least six to eight weeks before the start of a student’s first semester with the University.

The University makes reasonable accommodations in the classroom for students with disabilities based on the required needs of the specific disability. Such accommodations have included additional time for tests, use of a tape recorder for note taking purposes, use of auxiliary tools within the classroom such as notebook computers and calculators, use of our Counseling Center and Sheekey Writing Center for time management and organizational skills counseling, support counseling, assistance with writing assignments, tutoring, reading skills development, etc.

It is very easy to make a request for reasonable accommodation at La Salle. A request is made by submitting written documentation from an attending licensed physician or psychologist certifying a disability and specifying the requested accommodations. For learning disabilities and ADD/ADHD, a complete and recent psycho-educational evaluation, including all test scores and results, should be sent with the request. The evaluation should not be more than three years old. Once the certification is received, it is reviewed to determine what accommodations are required. If classroom accommodations are required, the student’s instructors are notified each semester of the approved accommodations. The accommodations made at the start of a student’s career remain in effect throughout his/her tenure at La Salle and additional accommodations can be requested as needed and certified at any time. All requests for classroom accommodations, including the appropriate certification, should be sent at least eight (8) weeks prior to the start of the semester so that authorized accommodations could be in place for the start of the semester. However, some accommodations may require additional time to be put into place, so it is recommended that a request for classroom accommodations be made as soon as the need is known.
Short Summary of Support Services

Support Services and Resources

1. Dr. Mary Robertson (extension 1299) — Dr. Robertson, Director of the Sheekey Writing Center, can assist you with any and all written projects you have including a full review and proofreading of your project prior to submission. Additionally, you can obtain peer tutors in writing and studying skills by contacting Dr. Robertson. You can learn more about the Center’s support services on-line at the Learning Services website listed below.

2. Dr. Suzanne Boyll (extension 1355) - Dr. Boyll, Associate Director of Health Programs, can inform you of a wide-range of support counseling services available through the Center, including organizational skills and time management counseling.

3. Ms. Teri Ceraso, Assistant Provost for Academic Support and Student Success (extension 5005). This Office lists all of the learning support programs of the University on its website, including tutoring, writing and studying skills. Also, the website offers online resources, the tutoring schedule for each semester and allows students to make appointments for tutoring services on-line. The website is [www.lasalle.edu/services/tlc](http://www.lasalle.edu/services/tlc).
Confidentiality Policy

Faculty members and students are required to sign a Confidentiality Statement. Students will be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member’s or student’s file in the School.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only that information that is needed and must immediately black out the client's name from the print out. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client's care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional nurse's role. Therefore, violation of this policy by any nursing student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.

In light of the above information, I understand that I will:

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place, i.e., elevators, corridors, dorm rooms, home, where it may be overheard by anyone not privileged to this information.
4. Not print any portion of the computer record that is not authorized by the instructor.
5. Not take any computer printout from the unit without blacking out the client's name.
6. Not mention a client by name, only by code number, when writing course assignments.
7. Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
8. Not mention a client by name to anyone in casual conversation including my family members or friends.
9. Adhere to HIPAA regulations.

Student Signature and Date: ________________________________

Witness Signature and Date: ________________________________

Note: Student signature denotes that the student has read and agrees to abide by the above statement.
La Salle University
School of Nursing and Health Sciences

Exposure Policy for Nursing Students

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. Although, as a nursing student, you have been taught and are expected to follow universal precautions, it is still possible to come into direct contact with blood and body fluids.

In order to ensure that you, as a student, and the clinical agencies where you perform your clinical practicums are protected in the event of exposure to infectious organisms, the following policy outlines your responsibilities in this area:

1. You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.
2. La Salle University and the clinical agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred. The student:
3. In the event that you are exposed to blood and body fluids, you will:
   a. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the clinical site is responsible for ensuring medical follow-up.
   b. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
4. When exposure occurs, the student should follow infection control procedures immediately to minimize the exposure and should also immediately notify the clinical faculty. The clinical faculty member will notify the unit nurse manager and the agency liaison and immediate treatment should be obtained following agency protocols. The faculty will notify the School of Nursing and Health Sciences within 24 hours of exposure. After initial care is provided, a meeting with the student and the course faculty and the Undergraduate Director should be arranged.
5. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Prior to the start of your clinical experience, you will be reminded by clinical faculty of the need to follow universal precautions in a reasonably prudent manner. In addition, you will be required to sign this statement acknowledging receipt of this Exposure Policy.

By my signature below, I acknowledge receipt of this Exposure Policy and my responsibilities under it as mandated by the La Salle University School of Nursing and Health Sciences and I am willing to comply with them as a student of La Salle University.

Student’s Name (Please Print) ____________________________________________

__________________________  ____________________________
Student’s Signature                Date

__________________________  ____________________________
Witness                          Date
La Salle University
School of Nursing and Health Sciences

Independent Study Contract

Evening: ______
Day: ______
Graduate: ______

Name: __________________________________________________    Student ID#:______

Discipline: __________ Course #: __________ Course Title: ________________________________

Number of Meetings: ________  Length of Meetings: ________  Time of Meetings: _____________

Course Description:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Course Expectations:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

(Use additional space if necessary)

Major sources to be used:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

(Use additional space if necessary)

Reason for needing independent study:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Signature: ______________________________________________    Date: __________
Faculty Signature: _______________________________________________    Date: __________
Director Signature: ________________________________________________    Date: __________

RETURN ALL SIGNED COPIES TO THE DEAN'S OFFICE

For Office Use Only:

____________________ Approved    ___________________ Not Approved

____________________ Date: __________
Dean, School of Nursing and Health Sciences
La Salle University  
School of Nursing and Health Sciences  
Nursing Programs

Clinical Jeopardy Form

Purposes: (1) to notify the student that he/she is in jeopardy of failing a clinical course and (2) to develop an action plan to assist the student in his/her efforts to satisfactorily meet the clinical course objectives and complete assignments.

Name of student:  
Course:  
Faculty:  
Date:  
Date for re-evaluation:  

Problems identification: (Provide specific statements describing why the student is in jeopardy of failing; can list clinical objectives by number; if necessary, attached other documents for clarification)

Action Plan: (Provide specific steps that will be taken to assist student in meeting the clinical objectives; check those listed below, if appropriate, and add other steps to be taken; specify the date of re-evaluation in space provided above)

- Tutoring
- Make-up clinical time
- Special assignment
- Learning lab assignment (CAI, skills, etc.)
- Improve study skills
- Other action needed (specify)  

Signatures: Student  
Faculty:  

*Signing this form does not necessarily mean that you agree with this information; however you are held to the outcome of this action plan. You may note your comments on this document.

Student agrees with this Jeopardy form and action plan
Student disagrees with this Jeopardy form and action plan
Student refuses to sign this Jeopardy form and action plan

Comments:
<table>
<thead>
<tr>
<th>Clinical Performance Area Requiring Improving</th>
<th>Specific Actions to Address Performance Improvement</th>
<th>Date</th>
<th>Outcome</th>
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Felony Statement

Pennsylvania State Board of Nursing Licensure
The Pennsylvania State Board of Nursing reserves the right to deny a license to any candidate who has been convicted of a misdemeanor; felony; felonious act; an illegal act associated with alcohol; an illegal act associated with substance abuse(s). Conviction includes a judgment, an admission of guilt or a plea of nolo contendere. Further, the board shall not issue a license to any applicant who has been:

1. convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, NO.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or

2. convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:
   a. at least 10 years have elapsed from the date of conviction;
   b. the applicant satisfactorily demonstrates the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
   c. the applicant otherwise satisfies the qualifications contained in this act.

The State Board of Nursing may also refuse licensure to an applicant who has been convicted of “crimes of moral turpitude”, that is, “anything done knowingly contrary to justice, honesty, or good morals”. Examples of such crimes include theft by deception, falsifying legal reports or records, conspiracy, and fraud. (Section 14(a)(5) of the Professional Nursing Law” (PA State Board of Nursing)

If you have any questions about the above licensure information, please contact the Pennsylvania State Board of Nursing at (717) 783-7142.

For information regarding licensure concerns for states other than Pennsylvania, students are advised to go to the National Council of State Boards of Nursing web site https://www.ncsbn.org/index.htm and contact the Assistant Dean of the School of Nursing and Health Sciences.
Nursing Programs
Compliments, Complaints or Comments

Do you have something on your mind that you wanted to talk about, but you don’t know how to address the subject? Here is the confidential forum for you! Just fill out the following questions and turn this sheet into the mailbox located in the student lounge on the 4th floor, 4423 St. Benilde Tower. Your “Cs” will be addressed in a confidential and professional manner. Remember – please fill out all of the questions in order for us to serve you better!

Please circle one:  Compliment    Complaint    Comment

Name of situation, professor, scheduled class, individual, classroom, etc. that is involved:

Please explain “Cs” in detail:

What are your suggestions/solutions if this is a complaint or a comment?

Your name & contact information (optional):
Receipt of Nursing Program Handbook Verification Form

The Undergraduate Nursing Program Student Handbook is available on the La Salle University portal. By signing this form, I acknowledge that I am responsible for adhering to all policies in the handbook.

___________________________________________
Signature

___________________________________________
Print name

___________________________________________
Address

___________________________________________
City, State, ZIP

/
Home telephone number          Cell phone number

___________________________________________
Date

I give permission to the Undergraduate Nursing Program of La Salle University School of Nursing and Health Sciences to submit the last 4 digits of my social security number to assigned clinical agencies as required for identification and security purposes. If my full social security number is needed by a clinical agency, this information will be sent via a secure electronic system and I will be notified via email. In addition, clinical compliance information will be provided as necessary to an assigned clinical agency. If I do not give permission for this information to be sent to the assigned clinical agency, I understand that it may impact my assigned clinical assignment and my ability to progress in nursing major courses as available clinical sites in a given semester may mandate this data is provided.

___________________________________________
Signature

___________________________________________
Date