

**La Salle University
School of Nursing and
Health Sciences**



**Graduate Nursing, Certificate, and
RN to BSN Programs
Student Handbook
2019-
2020**



~ 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.

UNIVERSITY POLICIES

Each year, La Salle University publishes a **University Catalog** (also known as the Academic Bulletin) and the **Student Guide to Rights and Responsibilities (Available at: <http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>)**.

The documents are available on the University's web page. The following non-exhaustive list provides some policies and procedures found in Student Guide to Rights and Responsibilities:

General Student Policies

- Rights
- Academic Responsibilities
- Academic Integrity Policy
- Academic Dishonesty
- Academic Integrity Violation Procedures
- Research Misconduct
- Courses/Registration
- Address Change
- Financial Delinquency
- Student Records
- Identification Cards
- Computer Usage
- WWW Policies
- Demonstrations
- Employment Policy
- Disabled Students
- Veterans

The following policies regulate the Nursing programs in the School of Nursing and Health Sciences. The information in this 2014-2015 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 Programs 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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La Salle University
School of Nursing and Health Sciences

Nursing Programs

Mission

Consistent with Lasallian values, the Mission of the Nursing Program is to provide scientifically based nursing curricula to educate clinically competent, caring, nursing professionals with a commitment to excellence in practice, service, life-long learning, and scholarship

Vision

The Nursing program educates professionals prepared as leaders in practice, service, scholarship, and education, contributing to the advancement of the health and well-being of communities.

Explore, Experience, Excel

Nursing Programs' Goals

To prepare students to provide nursing services in health care agencies and communities with an emphasis on vulnerable populations.

- Prepare students to provide professional nursing services in health care agencies and communities with an emphasis on vulnerable populations
- Facilitate students' professional development in the knowledge, skills, and values to advocate for a healthy society.
- Foster student and faculty engagement in interprofessional and collaborative health care services, programs, and research.
- Educate students to strengthen the nursing profession and to contribute to the health of society through service and practice.
- Develop a community of life-long learners among students, faculty, alumni, and community partners.

Philosophy for Nursing Programs

Philosophy for Nursing Programs

Nursing is a practice based profession encompassing both arts and sciences. Nursing provides health services to diverse individuals and groups. Nurses collaborate with multidisciplinary professionals and clients. Nursing care is aimed at facilitating health and wellness, thus fulfilling a contract between society and the profession. Safe, quality nursing interventions are evidence-based. The nursing community at La Salle University respects the humanity of the people they serve and recognizes the potential for healing within the person, integrating mind, body, and spirit. Students bring their experience to the process of development as ethical, caring practitioners. Students and faculty relationships foster scholarship, collegiality, respect, and collaboration.

1. Science 2. Holistic care 3. Professionalism 4. Population health 5. Environment

Approved: rev. Spring 1998; approved 5/98; rev. 2/01; approved 3/01;
rev. 5/01; rev. 2/02; rev. 5/15/08; revised & approved 5/9/12 revised & approved 4/30/15.

Graduate Nursing Programs

Program Goals for the Graduate Nursing Program

1. Educate baccalaureate prepared nurses for leadership roles in clinical nursing, advanced practice, nursing education, or administration
2. To meet the health needs of diverse individuals, families, groups, communities, and populations across various environments.

Graduate Nursing Program Student Learning Outcomes:

At the completion of the program the student will be able to:

1. Integrate advanced theoretical, research-based, scientific, and clinical knowledge into clinical practice to provide nursing care to diverse clients. (Essential 1)
2. Practice independently and collaboratively with an interprofessional team while delivering direct and indirect care services in various types of health care systems. (Essential 2, 7, 9, 10)
3. Use research findings from nursing and other disciplines as a basis for clinical decision-making to improve practice and to formulate health policy. (Essential 4, 6)
4. Use ethical decision-making to promote the well-being of individuals, families, health care professionals in local, national, and international communities. (Essential 6)
5. Utilize evidence-based practice recommendations and professional standards of care to promote health, prevent disease and improve the health status of individuals, families, groups, communities, and populations. (Essential 4, 8)
6. Demonstrate communication skills, including health information management to enhance the quality of care provided at individual and aggregate levels. (Essential 5)
7. Demonstrate safe, effective assessment, planning, implementation, and evaluation skills in caring for individuals and groups while working in interprofessional collaborative relationships. (Essential 3, 4, 7, 9)
8. Provide culturally competent care to all persons regardless of race, sex, sexual orientation, age, socioeconomic status, culture, health care beliefs, and religion. (Essential 7, 8)
9. Function as a leader and change agent in nursing and in health care delivery systems particularly to insure quality care for vulnerable and underserved populations. (Essential 7, 8)
10. Demonstrate responsibility and accountability for ongoing professional development (Essential 9)

rev. 2/06; rev. and approved, 5/18/06; 5/18/08; 05/15/13

(Outcomes are mapped to the Essentials of Master's Education in Nursing, AACN, 2011)

Graduate Nursing Programs Admission Policy

The Standards for Admission to the Graduate Program in Nursing are published yearly in the La Salle Academic Bulletin and are included as part of every Admissions Packet. They are as follows:

1. Evidence of successful academic achievement in completing a baccalaureate degree in nursing from an NLNAC- or CCNE-accredited program or the MSN Bridge program for those R.N.s with a non-nursing baccalaureate degree. Undergraduate coursework must include an introductory statistics course (including inferential and descriptive) and an undergraduate nursing research course. Students who have earned a GPA of 3.2 or higher in their undergraduate program may be formally accepted into the Master of Science program upon receipt of all required documents for admission and a review by the Graduate Nursing Admissions and Progressions committee.
2. Students with an undergraduate BSN GPA of less than 3.2 are required to present test scores from the GRE (Graduate Record Exam), MAT (Miller Analogies Test) or GMAT (Graduate Management Aptitude Test), to be considered for admission into the program. Students should aim for a score above the 50th percentile for the verbal and quantitative sections. Please submit the GREs or MATs scores with your application.
3. A statement articulating your professional values, future educational goals, and the reason for your track selection.
4. Current R.N. licensure in the United States.
5. Two reference contact information from professors or supervisors.
6. One year of relevant clinical experience as a registered nurse.
7. Clinical experience and/or professional résumé can be uploaded
8. The online Application for Admission.

Please note that the completed application needs to be submitted for consideration.

Graduate Program Academic Standing and Progression Policy

All graduate nursing students are required to maintain a cumulative grade point average of “B” (3.0) (La Salle University, Graduate Catalog 2014-2015). In addition, students must earn a “B” or better in each of the advanced core courses in order to progress into the specialty tract courses. Once enrolled in specialty track courses, students must earn a “B” or better in theory and field experience courses to progress in the clinical sequence. Graduate students who earn a grade of “B-” or less in any advanced core, theory, or field experience course may repeat the course only once. The course must be repeated at LaSalle University. Graduate students who have a GPA less than 3.0 will be placed on academic probation. A graduate student that earns less than a “B” in more than one advanced core, theory, or field experience course may not progress in their plan of study.

Graduate Nursing Advisement

Upon acceptance to the Graduate Program, the Graduate Chair serves as the academic advisor for all graduate students. Graduate nursing students are asked to schedule an appointment upon admission with the Graduate Chair to map out their plan of study.

Once the graduate student is enrolled into specialty track courses, the track coordinator is assigned as your advisor. The faculty advisors are available by appointment for student advisement concerning course selection any time during the year and especially during the pre-registration period. First-time registration is done through the Graduate Chair and Graduate Nursing administrative Assistant. For subsequent registrations, graduate students will receive a pin to register. Graduate students should register for courses as mapped in their plan of study.

Grading Criteria: Graduate Nursing Program

Letter Grade	Numeric grade	
A	93 – 100	
A-	90 – 92	
B+	87 – 89	
B	84 – 86	
B-	81 – 83	
C	75 – 80	Indicates a level of competence below that expected in graduate work
F	74 and below	Indicates a failure to demonstrate even a marginal level of competence in the course
I	Incomplete	By permission of instructor with written arrangement for completion of work not completed within the semester period
W	Withdrawal	Indicates an authorized withdrawal from a course

Student enrolled in graduate courses in partial fulfillment of their undergraduate degree requirements will be graded according to the Graduate Program grading scale.

Graduate Policy for Incomplete Grades

Incomplete grades at the graduate level require that a contract be written between the faculty member and student to set requirements and deadlines for completions (see form in Appendix). Please see the University Policy regarding incomplete grades for Graduate Students in the Graduate Catalog.

Make-Up Test Policy: Graduate Nursing Program

Please see the faculty member of the course for the course policy.

Requirements for Graduate Level Clinical Practicum/Field Experience

The School of Nursing and Health Sciences requires that each student submit evidence of the following three months before placement in a clinical practicum / field experience. Graduate nursing students must go to the website for Castlebranch <http://lasalle.castlebranch.com> for directions related to the procedure for completing compliance requirements.

Any student who does not have the urine 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.

- Valid RN PA License
 - A valid RN license for any state that you plan on doing clinical practica
 - Completed health form with required immunization data
 - Documentation of health insurance coverage
 - Documentation of malpractice insurance
 - Current CPR (CPR-BLS) with AED training for Healthcare Providers (AHA or ARC)
 - Current PA and state of residence criminal record background checks
 - Current Pennsylvania and state of residence child abuse history clearance
 - FBI fingerprint and background record check
 - Urine drug screening
 - MSN and post master's certificate students must submit current criminal background check and child abuse clearance minimally 1 month before participating in field experiences.
1. Initial Tuberculosis testing must be a 2-step PPD or one of the interferon-gamma release assays (IGRAs), which are either Quantiferon Gold Blood Test or T-SPOT. Subsequent tuberculosis testing is a one-step PPD or Quantiferon Gold Blood Test or T-SPOT 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 is required prior to 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 **positive** titer indicating adequate antibody development. If a student has received the 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 after 6 doses, the CDC recommends a Hepatitis B panel which should be reviewed and discussed with your primary care provider, and submit results.
 3. Titers for measles, mumps, rubella, and varicella. It is not sufficient to report having had any of these illnesses as a child. Titers 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. T dap – one vaccine dose
 5. Annual flu vaccine by 10/15

Child Abuse Clearance/Criminal Record Check Policy

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 Program**. 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 for students in clinical courses. FBI fingerprinting criminal record check is also required.**

Students are required to update the Director of the Graduate 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 Program. Students 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.

Graduate Programs Licensure Policy: Professional Nurses

All students entering the graduate and certificate programs who are nurses must hold a professional nursing license and must provide evidence of current licensure at the beginning of each academic year. Students who hold RN licensure in a state other than Pennsylvania are not required to get a Pennsylvania license as long as they are not working/employed as a registered nurse in Pennsylvania. However, if a Pennsylvania license is needed the student should apply for endorsement to:

Commonwealth of Pennsylvania, Department of State
 Bureau of Professional and Occupational Affairs
 P. O. Box 1753; Harrisburg, Pennsylvania 17105-1753

If the professional nursing license expires during the academic year, it is the responsibility of the student to send a copy of the certificate after renewal to the School.

Professional Liability Insurance Policy

All students must provide evidence of professional liability (malpractice) insurance before enrolling in their first clinical course. Students must hold current professional liability (malpractice) insurance while in all nursing courses with clinical components. If the policy expires during the course of the academic year, it is the responsibility of the student to send in copies of the licensure renewal certificate.

Requirements for Graduation: Graduate Students

See: <https://wa3.lasalle.edu/registrar/grad/app.php>

Graduate Nursing Course Withdrawal Policy

Students are only permitted to withdraw only one time from a single required nursing course in the Graduate Nursing Program with a maximum of two withdrawals permitted overall during the program. Upon the second withdrawal from the same course, or a third withdrawal overall, the student will be dismissed from the Graduate Nursing Program. It is the student's responsibility to know the withdrawal date within each semester.

Request for Reinstatement to the Graduate Nursing Program

A student who is dismissed from the Graduate Nursing Program and who believes that significant extenuating circumstances have contributed to the lack of academic success may make an appeal to the Graduate Admissions and Academic Standards Committee for reinstatement into the program. To initiate the appeal process, the student should write a letter detailing these circumstances. The Graduate Admissions and Academic Standards Committee will review the request and make a final decision regarding reinstatement.

Reinstatement Appeal Process

1. The student must submit the appeal within 14 days of written notification of dismissal from the graduate nursing program.
2. The word processed letter of appeal should be addressed to the Chair of the Graduate Nursing Program in the School of Nursing and Health Sciences
3. The letter should include:
 - A statement requesting consideration for reinstatement.
 - An explanation of the reason(s) the student thinks contributed to poor academic success.
 - A plan of intention describing what the student will do differently if allowed to continue in the Graduate Nursing Program.
 - Supporting documents must be submitted (if 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 Graduate Nursing 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. (12/10)

Certificate Programs

School Nurse Certificate

The Standards for Admission to the School Nurse Certificate Program are based on Regulations delineated by the Pennsylvania Department of Education. They are as follows:

1. Evidence of successful academic achievement in completing a baccalaureate degree in Nursing. Course work must include: basic physical assessment skills, anatomy and physiology, microbiology, nutrition, developmental psychology; fundamentals, psychiatric, pediatric, adult and public health nursing courses, two undergraduate mathematics courses and two undergraduate English courses (English Composition and English/American Literature) verified on transcript.
2. Grade point average of 3.0 in baccalaureate program.
3. Current RN licensure.
4. Current CPR (cardiopulmonary resuscitation) certificate.
5. Current professional liability (malpractice) insurance.
6. Evidence of personal health insurance.
7. Evidence of Health Assessment (Physical) by Physician or Nurse Practitioner.
8. Two letters of reference from professors or supervisors. At least one reference must be an academic reference.
9. A statement of philosophy.
10. The application for admission to the School Nurse Certificate Program.

Graduate Record Examination (GRE) and Miller Analogies Test (MAT) are NOT required for acceptance to the School Nurse Certificate Program. Students in the School Nurse Certificate Program must be accepted by the School of Nursing and Health Sciences MSN Admissions Committee.

RN-to-BSN

Program Goals of RN-BSN Nursing Program

The goal of the RN-BSN degree program at LaSalle University is to:

1. Students are competent for baccalaureate nursing practice.
2. Students develop holistic practice perspectives for improved client outcomes in a diverse, global society.
3. Students demonstrate beginning leadership skills to effect change using evidence-based nursing practice and service to improve the health of society.
4. Students are prepared to assume the roles and responsibilities of the nursing profession.

RN-BSN Nursing Program Student Learning Outcomes:

At the completion of the program, the student will:

1. Integrate liberal education as a basis for holistic nursing practice.
2. Exhibit leadership attributes to promote safe, quality care for diverse clients across a variety of settings.
3. Apply principles of evidence-based practice in the care of diverse clients across the lifespan.
4. Use information systems and health care technologies to support evidence-based nursing practices that promote safe, cost-effective, quality healthcare.
5. Practice as an advocate in complex health care delivery systems.
6. Communicate effectively as a member of the interprofessional healthcare team to promote optimal outcomes.
7. Engage in partnerships with diverse clients across the lifespan to promote health and prevent disease.
8. Demonstrate accountability for caring, professional nursing practice bound by ethical principles and legal statutes.
9. Implement culturally congruent, holistic, patient-centered nursing care to address complex needs of clients across the lifespan.

Articulation Model

The current articulation model allows all graduates from Associate Degree and diploma schools of nursing with a GPA greater than or equal to 2.50 to receive college credit for their basic nursing courses. This is consistent with the statewide articulation program established by the Pennsylvania Nurses' Association. Within the guidelines of the model the student takes courses within the nursing major.

1. RN students who are graduates of NLN accredited associate level nursing programs who have a final GPA of 2.5 or above have the option of transferring up to 31 nursing credits.
2. Following articulations, RN-BSN students successfully enrolled in the RN-BSN program may take up to 9 graduate credits. RN-MSN students may take up to 12 credits if they have applied to and been provisionally accepted in the Graduate Nursing Program.

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. Consult the CLEP program guidelines which are available in the School of Nursing and Health Sciences or in the School of Continuing Studies.

RN to MSN Bridge Program

Contact the graduate director for advisement. Students must be licensed RNs with a bachelor's degree in another field to be eligible for this program.

Grading Criteria: Undergraduate Nursing Program

Letter Grade	Numeric grade
A	93 – 100
A-	90 – 92
B+	87 – 89
B	84 – 86
B-	81 – 83
C+	78 - 80
C	75 – 77
D	70 - 74
F	69 and below
I	Incomplete (by permission of instructor with written arrangement for completion)
W	Withdrawal

General Policies of the School Of Nursing and Health Sciences Nursing Programs

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: : <https://wa3.lasalle.edu/channels/docs/get.php?id=350>

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.

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 "F" for work found to be associated with cheating. *If an F 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 Chair of the Program or the Associate Dean for Nursing 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, Associate Dean, 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.

Attendance Policy

Regular attendance is expected in all courses of the graduate nursing program. Preparation for class is required.

1. 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 Blackboard.

2. In case of illness or other extenuating circumstances the student, as a courtesy, should report to faculty person responsible for each learning activity prior to class or within 24 hours. 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.
3. 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.

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 and/ or preceptor 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. 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 programs or the assigned agency (e.g. 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 or 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

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stop the student's test at the time of discovery or may give the student a zero.

Graduate nursing students are permitted to use mobile devices in any clinical area to access medical references. Cell phones should not be used while in clinical practicum for personal calls.

Any 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 submit a copy of the current certificate to Castlebranch.

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

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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.

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 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.

Complaints- Students

Feedback from students, whether of a positive or negative nature, should be used for the improvement of the educational programs and environment of the University.

The purpose of this document is to outline avenues by which students may lodge complaints within the School of Nursing and Health Sciences (SONHS) at La Salle University. This

document provides an overview of the process, followed by sections that address the most common categories of student issues and complaints, with the aim of providing students with general information and specific contact strategies. Specific procedures may vary in details among departments and programs; students are encouraged to refer to the handbook of their particular program.

It is an express SONHS policy that all students at all times have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so. The recommended general strategy for reporting complaints is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so such as a desire to maintain anonymity (see section 4 below). The Campus Directory generally provides contact information for all the campus units, departments, Dean's offices, etc. from which an individual can usually determine where to go to make a complaint. All of the main campus entities also have contact information via web pages.

Policies and procedures for managing complaints regarding harassment and/or discrimination can be found in the Student Guide to Rights and Responsibilities which can be found online at:
<http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>)

Additionally, there is a University Policy and Procedure for appeal of final grades, available in the Student Guide to Rights and Responsibilities:

<http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>)

The University Handbook also presents a review of student rights, including grade grievances. Students should be aware that neither Chairs nor Deans can require an instructor to change a properly assigned course grade.

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
<http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>)

1. Issues about academic advising

The student should begin with the specific departmental or program advisor. Names, emails, office numbers and telephone numbers and names of the appropriate individuals can be found in the campus directory; if unsure of who the advisor is, the student may contact the administrative assistant assigned to his/her department or program. Complaints may continue to the advisor's Program Director or Department Chair. Normally, supervisory level complaints are submitted by a written process, which may include email and/or submission of the Complaint form found in the program Student Handbook. Reviewed and revised: 8/8/2019

2. Issues about grading of assignments or exams, exam procedures, excused absences, class policies, course content or teaching methodology

Students should first discuss the issue with the individual faculty person since faculty members have primary authority and responsibility in all of these areas. If the issue is still unresolved, the student may then contact the Program Director or Department Chair using the Complaint form in the program Student Handbook. If unable to resolve the issue at this level, the student may proceed to contact the Dean and present the written complaint to the Dean. Disagreements regarding whether a particular assignment earns a particular grade are decided solely by the individual instructor assigned to the course; information about assignment requirements and grading procedures are contained in the course syllabus and/or on Canvas. The campus has standing policies on student accommodation for religious and disability reasons. If a student has a complaint in these areas, they can contact Rose Lee Pauline, Affirmative Action Officer, Title IX Coordinator, and Academic Affairs Support Specialist, 215.951.1014, pauline@lasalle.edu

3. Issues about faculty performance or faculty behavior

If reasonable and appropriate, students should begin with the individual faculty person to discuss and resolve the problem together, if possible. If this direct effort fails, students may then contact the Program Director or Department Chair using the Complaint form in the program Student Handbook. If a student is unable to resolve the problem at this level, he or she may contact the Dean and present the written complaint to the Dean. This step typically constitutes the end of the formal complaint process.

4. Issues wherein the student wishes their identity to remain unknown with respect to an instructor or staff member, or where the student otherwise chooses to avoid directly discussing the problem with that individual. If, for whatever reason, a student does not want to personally or directly contact an instructor or staff member to discuss a complaint, the student should begin with the next highest level of responsibility, which would typically be the Program Director or Department Chair. The student can request an appointment to meet with the Chair or Director and/or send a written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are over-riding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty member to a Department Chair, the Chair *must* forward that information, to include the identity of the complainant, to the campus Affirmative Action Officer.

Students may also submit comments, concerns, and suggestions by completing a form located in the student lounge in St. Benilde Tower (rm 4423) and in the Appendix. Students have the right to lodge a
Reviewed and revised: 8/8/2019

complaint that they deem important without fear of retaliation. Your complaints will be handled in a confidential and professional manner.

Matters that relate to accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with CCNE. Only signed complaints related to accreditation standards or policies can be forwarded to CCNE. More information can be found at <http://www.aacn.nche.edu>

Confidentiality Policy

Faculty members and students are required to sign a Confidentiality Statement. The signed form is filed in each faculty members 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.

- Students must wear a plain white lab coat over professional dress (slacks and button down shirt for men and slacks/skirt with blouse or dress for women). Closed toe shoes with low heel.
- No lab coat with student's employer patch visible, no jeans, no open toe shoes, no tattoos visible.
- Good quality stethoscope with both bell/diaphragm and watch with second hand.

Additional equipment may be necessary for certain practices (i.e. portable otoscope, reflex hammer).

- Gum chewing is not professional.
- A white lab coat and stethoscope is also required for all lab/simulation on campus experiences.
- LaSalle 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.
- 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.
- 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.
- Make-up in moderation, as indicated by daytime wearing, is acceptable.
- 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
- 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.

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. Contact the School of Nursing and Health Sciences within 2 hours of exposure. If you are a graduate student, contact the Graduate Director and the appropriate Track Coordinator.
 - 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.

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.

MSN and Certificate Students' Health Requirements

Health screening measures are required for all students who enroll in clinical courses. The requirements have been developed for the students' and public's protection. Please have your physician or nurse practitioner refer to the requirements when completing your health form. Your progression through the nursing curriculum is conditional until health requirements are met. Health forms must be on file before clinical practicum experiences begin. Students who have not filed health history and assessment forms will not be permitted to take a clinical nursing course. Health history and assessment forms are available through School of Nursing and Health Sciences offices.

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 for ramifications*).

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 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).

Graduation/Licensure/Certification 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 graduate degree 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.

Military Reserve Call-Up Policy

Any study 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 Learning Resource Center, Main Campus

On the Main (West) campus, the Nursing Learning Laboratories are located in St. Benilde Tower. The Main LRC is Room 3307. 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.

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 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.

(Adapted from Esposito, N. W., Redman, R. W., Moore, K. A., Foster, B. B., & Blue, J. H. (2005). Preventing violence in an academic setting: One school of nursing's approach. *Nursing Education Perspective*, 26(1), 24-28.)

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 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 requested by the director or Dean and obtained by the director or 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 Dean 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 Dean 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 Programs 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)

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 Program Director 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 all aspects of the nursing program, the faculty invites student membership on select committees. Student representatives to this committee are solicited by the Graduate Directors. The School Committees with graduate and RN to BSN student representation are:

Committee	Students
Graduate Nursing Curriculum	(1 MSN, 1 RN-BSN)

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.

Policies

Substance Abuse Policy

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 Chair of the Graduate 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. 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 <http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/>) Division of Students Affairs, Dean of Students, Division Publications.

Readmission

If the student is dismissed or withdraws from Nursing Programs 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 Chair).
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 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 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 Affirmation 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.

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 should also be aware that parking at most clinical agencies will involve a parking fee.

Standard 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, and 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 in service at their places of employment on mandatory CDC and OSHA guidelines.

Nursing Programs Student Awards

The following awards were approved 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 RN - BSN Academic Award**

To honor the part time RN-BSN student who has earned one of the highest academic indices in the graduating class and who has demonstrated compassion and sensitivity in delivering care. (This student will be invited to the Awards Luncheon on the day of Baccalaureate Mass).

Qualifications for this award are:

- Recipient shall be a graduating senior from the part time RN-BSN program.
- Recipient shall have one of the top five GPA in the class.
- Recipient shall be judged by faculty to have demonstrated compassionate and sensitive nursing care.

Award: Certificate from Provost's Office

2. **The Graduate Nursing Program Academic Award**

To honor the MSN student who has earned one of the highest academic indices in the graduating class.

Qualifications for this award are:

- Recipient shall be a graduating nurse from the MSN program.
- Recipient shall have a GPA of 3.8 or higher.
- Recipient shall also be selected by the faculty on the basis of outstanding clinical ability and advocacy, leadership and commitment to the profession.
-

Award: Certificate from the Provost's Office

Nursing Organization 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.



LA SALLE UNIVERSITY

ASSISTANT VICE PRESIDENT FOR BUSINESS AFFAIRS & AFFIRMATIVE ACTION OFFICER

PHILADELPHIA, PA 19141-1199 • (215) 951-1014 • FAX: (215) 951-1453

E-MAIL ADDRESS: Pauline@lasalle.edu

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 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.

<https://www.lasalle.edu/academiclearningsupport/academic-accommodations/>

Support Services and Resources

Writing Center

1..Writing Tutoring

Friendly and formally-trained tutors provide information about the writing process and documentation styles, as well as assistance with idea development, organization, and issues of tone and voice. Regardless of one's writing ability, an appointment with a writing tutor can help all writers. Individual writing support is available for all students, all years, all courses, and at all stages of the writing process. Students may schedule an appointment with peer and professional tutors through GradesFirst in the mylasalle Portal. Evening and weekend hours are available, as well as distance and online writing tutoring. **Contact Jake Alspaugh for more information (alspaugh@lasalle.edu, 215.951.1167).**

2.Academic Coaching

Academic Coaching helps students become better organized, manage time more effectively, strengthen reading comprehension, study more strategically, and improve metacognition. Individual appointments (face-to-face and distance) and small-group workshops (live and online) are available to help students develop effective learning strategies and understand how to become a more successful student. **Contact [Melissa Gallagher](mailto:hediger@lasalle.edu), the professional Academic Coach, to schedule an appointment or for more information (hediger@lasalle.edu, 215.951.5115).**

1.

<https://www.lasalle.edu/academiclearningsupport/academic-coaching/>

Academic Skills Workshops and Online Student Resources

Academic Skills Workshops are offered face to face and online on a variety of topics such as study strategies, documentation styles, test taking, group study, and time management. A number of workshops are also archived online so students are advised to go to www.lasalle.edu/portal/learningsupport for workshop descriptions, dates, and times.

La Salle University
School of Nursing and Health Sciences

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 members 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/preceptor.
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.

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:

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.
- c. Contact the School of Nursing and Health Sciences within 2 hours of exposure. If you are an undergraduate student, you should contact the Undergraduate Chair or, if you are a graduate student, contact the Graduate Chair and the appropriate Track Coordinator.
- 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.

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

Contract for Incomplete Grades

Date

I _____ (Student Name) request an Incomplete (I) grade in Nursing _____,
(semester and year _____). I understand that the course requirement(s) (_____

_____) must be
completed by _____ and given to the instructor. I also understand that if I am unable to

complete the course work within the allocated time frame, that I *may* receive a reduction in the project grade for lateness. This may potentially result in a lower grade for the course.

If the student fails to meet the above requirements, and the faculty member does not assign a grade, the University policy applies. The University policy on “I” Incomplete grades states that a student who receives a grade of “I” for a course must complete the remaining work within the time of the next semester (whether the student is enrolled in course work or not during that subsequent semester). If the work is not completed within that time, the “I” grade will remain on the transcript permanently, and the course must be repeated to produce a satisfactory grade.

Student Name

Signature

Faculty Name

Signature

Date

cc: Student File
Student Advisor
Student Copy
Faculty Copy
Graduate Director

COMMENTS:

La Salle University
School of Nursing and Health Sciences

Independent Study Contract

Program: RN to BSN _____ Certificate: _____ Graduate: _____

Name: _____ Student ID#: _____

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

Dean, School of Nursing and Health Sciences Date: _____

**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:

Copy to Director, Student, Student file, Faculty, Lab Coordinator

Clinical Performance Area Requiring Improving	Specific Actions to Address Performance	Date	Outcome

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

Nursing Programs Student Complaint Form

A complaint is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint about their La Salle University experience should complete this form and submit it to the appropriate individual as directed in the program Student Handbook. It is an express School of Nursing and Health Sciences policy that all students at all times have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

Student Name: _____ Student ID# _____

Email Address: _____

Preferred Telephone Contact: _____

Semester/Year: _____ Current student: Yes _____ No _____

Name of individual and/or program against whom the complaint is filed:

Describe your complaint in detail, including date/s of occurrence if possible: (Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint):

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or program. Have you made an attempt to resolve this complaint in this way?

Yes _____ No _____

If yes, describe the outcome (Attach any additional comments, if necessary):

What outcome do you hope to achieve after talking to the appropriate University official(s)? (Attach additional sheets if necessary):

I understand that information contained on this Complaint form will be held confidential to the extent possible. Complaint information may be shared with University officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____

Receipt of Nursing Programs Handbook Verification Form

The Undergraduate and Graduate Nursing Programs Student Handbook is available for viewing on the La Salle University portal. The handbook for the 2016-17 academic year is available as of August 31, 2016. By signing this form, I acknowledge that I am responsible for adhering to all policies in the handbook as long as I am an enrolled student in the Nursing major.

Signature

Print name

Address

City, State, ZIP

/

Home telephone number

Cell phone number

Date

I give permission to the Nursing Programs 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.

(Signature)

(Print Name)

(Reviewed and revised August 31, 2016)

