La Salle University
School of Nursing and
Health Sciences

Undergraduate Nursing Program
Student Handbook
Spring 2024

LASALLE UNIVERSITY

~ 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.

Welcome

We are so pleased you have chosen to complete your baccalaureate degree at La Salle University within the School of Nursing and Health Sciences. As an undergraduate student, you will work with an experienced and dedicated group of faculty who bring high standards and a long history of caring to the practice of nursing and nursing education. We wish both new and returning students success and satisfaction during this academic year. We hold high academic expectations, but we are confident you will meet them with diligent studying and focus. The successful La Salle student nurse is an active learner with strong critical thinking skills.

During this year, you will discover so much new information, gain new skills, and explore new experiences. Here are a few tips. Read before class. Ask your course and clinical faculty questions frequently. Attend faculty office hours. If you experience problems or challenges, consult your faculty before the problems are out of control. Seek out your academic advisor for additional support. We often can offer solutions and resources that you never considered. Contact the Strategies for Success tutoring team as needed. Plan your daily study schedule with the same intensity as you plan your social calendar. Plan on studying a minimum of 2 hours/week/credit. For example, if you are taking 16 credits, plan on studying at least 32 hours/each week. Develop a nursing network for support. Be open to the many new opportunities to engage in available activities outside the classroom. These include joining Student Nurse Association of Pennsylvania (SNAP), serving as a student representative on committees, and getting involved in student clubs. Engage in healthy lifestyle choices; eat healthy, be physically active, get adequate sleep, and practice stress management techniques.

Although this academic year, we are still faced with the challenges of the pandemic, we are all in this together. We need, now more than ever, the best prepared nursing students to enter the workforce. You are becoming the nurse of the 21st century. The faculty, staff, and I want to help you as you prepare for this new role. We are all here to support you.

Best wishes!
Patricia DiGiacomo, EdD, MSN, RNC
Chair, Undergraduate Nursing Program

Introduction

The following policies regulate the prelicensure Nursing Program in the School of Nursing and Health Sciences. The information in this Student Handbook precludes all previous handbooks. By enrollment in nursing major courses, students accept the responsibility to abide by and adhere to all policies and procedures outlined in this handbook. In addition, students in the Nursing Program are expected to demonstrate behaviors that conform to the standards set forth by the Commonwealth of Pennsylvania Professional Nurse Practice Act and the American Nurses Association 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.

Program Accreditation

The baccalaureate degree in nursing at La Salle University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org) through 2027.

La Salle University School of Nursing and Health Sciences
Mission, Vision, and Philosophy

Mission
Consistent with Lasallian values, the Mission of the School of Nursing and Health Sciences is to provide excellent and scientifically-based education and service programs to prepare students as proficient and caring health professionals for lives of evidence-based practice, advocacy, service, and life-long learning.

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 Program Goals
- 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 inter-professional 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.

Diversity, Equity, and Inclusion (DEI) Statement

It is our intent to foster a community of learning in this course which builds upon and honors diverse perspectives and backgrounds and promotes equity and inclusion for all students. Respect for diversity, equity, and inclusion (DEI) in our courses encompasses reverence for diversity of race, ethnicity, gender identity, sexual orientation, culture, religion, socioeconomic status, age, language, and learning disabilities, among others. Consistent with Lasallian values it is our intent to share materials and learning activities which facilitate DEI through meaningful dialogue, trust, and mutual respect, grounded in association. We encourage you to share suggestions for improvement and reach out to faculty, staff, and nursing administration with questions or concerns.

Philosophy for Nursing Programs

Nursing is a practice-based profession[3] encompassing both arts and sciences[1]. Nursing provides health services to diverse[4] individuals and groups. Nurses collaborate with multidisciplinary professionals and clients. Nursing care is aimed at facilitating health[5] 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[2], and spirit. Students bring their experience to the process of development as ethical, caring practitioners. Students[3] 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. 5/03; rev. and approved 5/15/08; revised & approved 5/9/12, revised & approved 4/30/15.

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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.

   B. STUDENT LEARNING OUTCOMES OF THE UNDERGRADUATE NURSING PROGRAM

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. Synthesize principles of evidence-based practice in the care of diverse clients across the lifespan
4. Analyze data from information systems and health care technologies to 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 responsibility and accountability for caring, professional nursing practice.
9. Practice culturally congruent, holistic, client-centered nursing care to address complex needs of clients across the lifespan.

   C. BSN Curricular Plans

The BSN program is designed to integrate general education and nursing coursework. Nursing courses will be offered in each of the six semesters of the BSN Program and the opportunity to work with nursing faculty throughout the 3 years of the program of study. Simulation labs begin sophomore year where students work closely with nursing faculty and small student groups over the course of three years. The curriculum guide can be found below for the day program (2026) and the ACHIEVE (2026) program. To review older BSN curriculum guides, students, go to https://www.lasalle.edu/catalog/undergraduate/school-of-nursing-and-health-sciences/department-of-nursing/nursing/

La Salle University BSN Curriculum – Class of 2027

Year One: Total Credits = 34

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
ENG 110: College Writing I or COM 150: Presentation Skills	3	COM 150: Presentation Skills or ENG 110: College Writing I	3
FYS 13X: First Year Seminar	3	MTH 150: Math: Myths & Realities	3
CHM 161: Chemistry of Life Sciences or BIO 163: Clinical Microbiology	4	CHM 161: Chemistry of Life Sciences or BIO 163: Clinical Microbiology	4
BIO 161: Anatomy & Physiology I	4	BIO 162: Anatomy & Physiology II	4
PSY 155: Intro to Psychology	3	PSY 210: Developmental Psychology	3
TOTAL =	17	TOTAL =	17

Year Two: Total Credits = 31   Total Clinical Hours: 168 hours

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
NUTR 165: Nutrition	3	HSC 217: Statistics for Health Science Professionals	3
ENG 210: College Writing II	3	CSC 154: Healthcare Informatics	3
NUR 201: Pathophysiology	3	NUR 204: Pharmacology	3
NUR 202: Health Assessment (100 minutes lab/week)	3	NUR 205: Foundations of Professional Nursing Practice (126 hours)	6
NUR 203: Intro to Professional Nursing Practice (42 hours)	4	Health Literacy or Financial Literacy Module	0
Health Literacy or Financial Literacy Module	0		
TOTAL =	16	TOTAL =	15

Year Three: Total Credits = 32   Total Clinical Hours: 336

Fall Semester		Spring Semester	
Course	**Credits**	**Course**	**Credits**
SOC 150: Principles of Sociology	3	ILO 9.1 Creative and Artistic Expression – student's choice	3
REL 100: Religion Matters	3	ILO 10.1 Ethical Understanding and Reasoning – student's choice	3
NUR 331: Adult Health Nursing I (168 hours)	7	NUR 333: Family Nursing: Childbearing Families (84 hours)	4
NUR 332: Intro to Nursing Research and Evidence-Based Practice	3	NUR 334: Genetics and Genomics	2
		NUR 335: Family Nursing: Childrearing Families (84 hours)	4
TOTAL =	**16**	**TOTAL =**	**16**

Year Four: Total Credits = 26   Total Clinical Hours: 378

Fall Semester		Spring Semester	
Course	**Credits**	**Course**	**Credits**
ILO 11.1 Cultural and Global Awareness and Sensitivity – student's choice	3	NUR 425: Adult Health Nursing II (168 hours)	7
NUR 421: Psych / Mental Health Nursing (84 hours)	5	NUR 427: Nursing Leadership and Management	3
NUR 423: Public Health / Vulnerable Populations (84 hours)	5	NUR 428: Senior Seminar II: Synthesis of Clinical Concepts	2
NUR 424: Senior Seminar I: Synthesis of Clinical Concepts	1		
TOTAL =	**14**	**TOTAL =**	**12**

7/29/2022   **Total Clinical Hours: 840**   **Total Credits: 123**

La Salle University BSN Curriculum – ACHIEVE STUDENTS Class of 2026
Year One: Total Credits = 19

Fall Semester		Spring Semester	
Course	**Credits**	**Course**	**Credits**
NUR 201: Pathophysiology	3	NUR 202: Health Assessment (100 minutes/week)	3
NUR 203: Intro to Professional Nursing Practice (42 clinical hours)	4	NUR 204: Pharmacology	3
TOTAL =	**7**	**TOTAL =**	**6**

Summer Semester	
Course	**Credits**
NUR 205: Foundations of Professional Nursing Practice (126 hours)	6
TOTAL =	**6**

Year Two

Fall Semester		Spring Semester	
Course	**Credits**	**Course**	**Credits**
NUR 331: Adult Health Nursing I (168 hours)	7	NUR 332: Intro to Nursing Research and Evidence-Based Practice	3
		NUR 333: Family Nursing: Childbearing Families (84 hours)	4
TOTAL =	**7**	**TOTAL =**	**7**

Summer Semester	
Course	**Credits**
NUR 334: Genetics and Genomics	2
NUR 335: Family Nursing: Childrearing Families (84 hours)	4
TOTAL =	**6**

Year Three

Fall Semester		Spring Semester	
Course	**Credits**	**Course**	**Credits**

NUR 421: Psych / Mental Health Nursing (84 hours)	5	NUR 423: Public Health / Vulnerable Populations (84 hours)	5
NUR 424: Senior Seminar I: Synthesis of Clinical Concepts	1	NUR 427: Nursing Leadership and Management	3
TOTAL =	**6**	**TOTAL =**	**8**

Summer Semester	
Course	**Credits**
NUR 425: Adult Health Nursing II (168 hours)	7
NUR 428: Senior Seminar II: Synthesis of Clinical Concepts	2
Total =	9

Note: Religion 100 Course required (3) credits

Total

Clinical Hours: 840
7/29/2022

D. <u>EXPENSES RELATED TO NURSING EDUCATION</u>

Current tuition rates and fees can be found at
https://www.lasalle.edu/financialaid/undergraduate-tuition-and-fees/.

1. Additional Items and Student Costs

In addition to books, online resources and general supplies, student transportation costs, students are required to purchase uniforms, equipment, and Castle branch subscription. Table 1 provides additional items with approximate student costs, which are subject to change. Table II provides additional items for senior year.

Table 1: Additional Items and Student Costs

Category for Student Cost & Academic Year	Description of Student Cost	Examples of Costs
Student Uniforms Shoes Must Purchase prior to Sophomore Fall Semester	Students purchase uniforms through Flynn and O'Hara uniform program www.flynnohara.com/school/PA870	Approximately $150.00 -$300.00
Equipment Must Purchase Sophomore Fall Semester	Stethoscope Watch with a second hand	$60.00 - $150.00 Stethoscope – the Littmann® Classic II S.E. (two sided), III or Lightweight Littman Wired Headphones for HESI exams $5- $ 10.00
Lab Kit	Lab items are placed in a custom kit and this kit is used throughout the curriculum	$100.00
Castle branch Databank Must Purchase Beginning Sophomore Fall Semester and Annually	This online system supports all of students' required health records, criminal background checks, and additional documentation. Refer to Castle branch site: http://portal.castlebranch.com/LA 68	Initial Castle branch In State traditional package cost: $187 (purchased at sophomore level) Out of State traditional package cost: $175 (purchased at sophomore level) Renewal cost: $87 (purchased at junior and senior level) Annual Child Abuse Screening $13.00. Annual Drug Screening - $43.00 (Must be through LabCorp) CPR American Heart Association BLS Provider Course – $100.00 CPR needs to be renewed every two years through American Heart Association.

Table 2: Additional Costs for Senior Year

Category for Student Cost	Description of Student Cost	Examples of Costs
NCLEX RN Review Course	After completing senior year, students are required to attend an in-person review NCLEX course. This is a requirement before the UG Chair will submit your completion of the program to the Pa. State Board of Nursing.	Cost varies for an in-person review course. An example 3-day Kaplan review course $400.00 - $500.00
NCLEX-RN application	NCLEX RN application to take the NCLEX exam.	$200.00 fee Time of application for nursing license.
Out of State students/graduates applying for Pennsylvania RN licensure	Applicants must upload a recent Criminal History Record check from the state police or other state agency for every state in which you lived or worked	Varies
RN Licensure application for Pennsylvania	Pa. RN application fee	$ 95.00 Pa. license Outside Pennsylvania RN licensure varies from state to state
RN Temporary Permit	Pa. RN application fee	$70.00 Note not required; may be suggested based on possible delay in taking the NCLEX State Board.
School of Nursing Pin	School Nursing Pin Pinning Ceremony held spring semester senior year	Varies: Gold plated, Sterling Silver, Gold filled, Double Gold filled, 10K Gold or 14 K Gold $50.00-$700.00
LaSalle University Graduation fee	Graduation fee	$100.00

2. Student Transportation Costs

Clinical sites occur on and off campus, students are responsible for their own transportation. Students need to consider transportation costs in their educational planning and budget accordingly. Students may carpool in their clinical groups; however, students cannot make a special request to be in a clinical group due to travel arrangements. Parking costs will need to be considered at certain clinical sites.

E. COVID 19 La Salle University Policies and Student Responsibilities

La Salle University Guidelines can be found on under Student Health website:
https://www.lasalle.edu/student-health-center/covid-19-guidance-and-resources/
It is under COVID 19 Resources and guidelines.

Every student, faculty member, or staff member must provide proof of their COVID-19 vaccination. Exemptions are available for admission to La Salle University for those who are unable to receive the vaccine due to a disability under Section 504 of the Rehabilitation Act, sincerely held religious beliefs, or deeply held philosophical reasons. There are clinical sites that are requiring the COVID vaccine and are not allowing students to attend clinical with exemptions, medical or religious. To assure student progression throughout the nursing program, nursing students are required to receive the COVID vaccine without exemptions.

To increase the authenticity in the lab and simulation suite, masks may be required for simulations. Clinical sites vary with PPE requirements with at least a mask and some sites require face shields or goggles. Clinical and Course faculty will provide you the requirements for your clinical facility.

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.

RN students, who have a final GPA of 2.5 or above, can transfer up to 70 credits and they receive 25 articulation credits for being a registered nurse.   This totals 95. Students are required to take a minimum of 9 classes at La Salle University which equals 27 credits, total credits: 122 credits needed for graduation.

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. Discuss CLEP exams with the Assistant Dean, School of Nursing and Health Sciences or Director, ACHIEVE and RN BSN program.

II.POLICIES AND PROCEDURES

A. Honor Code

1. 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

2. Academic Cheating

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 VeriCite, to review the correspondence of papers with previously published material. It is the responsibility of the student to understand plagiarism and comply with University policies and procedures. Students are referred to the following site for resources about plagiarism:
https://www.lasalle.edu/idteam/plagiarism-tools/

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. Purchasing or selling "old tests" or papers is considered cheating. The person(s) deliberately giving the information and the person(s) deliberately receiving the information *are* "cheating". During testing, faculty may ask students to store personal items, such as Personal Digital Assistants, cell phones, programmable calculators in book bags or purses. Students must remain in the room until they finish the test. Faculty may assign a grade of "0" for work found to be associated with cheating. *If a 0 grade is received due to academic dishonesty, there will be no opportunity to make up for missed work.*

All students and faculty are expected to report academic dishonesty in writing to the Chair of the Program or the Dean of the School of Nursing and Health Sciences. Not reporting academic dishonesty enables the unacceptable behavior to continue and disrupts classroom learning and testing. It is an ethical imperative to report academic dishonesty. Every effort will be made to keep such matters confidential among the student, Chair, 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 https://www.lasalle.edu/student-life/student-guide/#dish

B. Student Conduct: Position, Policies, and Procedures for Unacceptable Conduct

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

Policies
The School of Nursing and Health Sciences faculty and administrators reserve the right to institute procedures when unacceptable student behavior is reported verbally and in writing to academic directors or, in extreme situations, to the Dean. Professional behavior is governed by personal moral and ethical codes, professional practice laws, professional practice standards, professional ethical standards, and the laws of the United States and the Commonwealth of Pennsylvania. These policies and procedures operate in conjunction with University policy. Please view Student Conduct policies found at https://www.lasalle.edu/student-life/student-guide/

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.
    (Adapted from La Salle University. Student Guide to Rights and Responsibilities, pp.46-47)
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. Faculty provide a verbal report to the chair of Director of Clinical Education on the day the incident occurs.

4. An incident report must be written by the end of the day the incident occurred on the University form. The completed incident report is submitted to the School's Conduct Board and/or to the Associate Dean of the Division of Student Life.
5. If a clinical agency or setting is involved in the incident, written documentation or an incident report is obtained by the Chair. A clinical jeopardy form is also completed.
6. The Chair meets with the student and faculty member or other grievant party. The student may bring an advocate with him or her. The Chair consults with the course or clinical faculty, Assistant Dean, program coordinator, or Dean for Nursing regarding the incident.
7. When the incident involves violation of patient safety, the student may be dismissed from the major.
8. The student has the right to meet with the Dean for Nursing regarding the incident after meeting with the Chair. 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.

C.   Use of Cell Phones

Cell phones should be turned off in the classroom. During all testing situations, cell phones and any other mobile communication devices (e.g. Apple watch) must be turned off and placed away from the student testing area (e.g. in a backpack placed in front of the classroom). In a testing situation, if a cell phone or any related device is noted to be on the student's person or desk (whether turned on or off), the student will be required to hand in the test. Faculty may determine to stop the student's test at the time of discovery or may give the student a zero.

Nursing students are not permitted to use cell phones on any clinical unit (including direct patient care areas or in nursing stations). If the clinical faculty observes a student making or receiving a personal phone call or texting while on the nursing unit or using the cell phone for any personal reason, the student will be required to leave the clinical site and to make up any missed clinical time. This is a zero-tolerance policy. Nursing students may carry cell phones during clinical experiences for NUR 423 (Public Health Nursing). These phones are to be used only for the following reasons – seeking directions, ensuring one's safety, or contact with the course/clinical faculty. Phones should be placed on vibrate so as not to be disruptive to patient encounters. If a student wishes to use a mobile device (e.g., iPhone) for a reference while at clinical, the student must obtain permission from the clinical faculty first and only in the

designated area approved by the faculty. A student who is found in violation of HIPAA regulations of the agency or the SONHS, will be given a Notice of Concern 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.

D.   Social Media Guidelines

Students are not to use the name of La Salle University, or make any reference to any La Salle teacher, patient/client, 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.

La Salle University Department of Nursing Guidelines for the Use of Social Media
Nursing students are required to have an understanding of the American Nurses' Association Principles and Tips for Social Media and consequences of participating in social media. La Salle University Nursing students are required to behave in a manner consistent with the following principles:

American Nurses Association (ANA) Principles for Social Networking:
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient – nurse boundaries.
3. Nurses must understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Additional requirements based on ANA's Tips to Avoid Problems for Social Networking

1. Professional behavior and maintenance of boundaries is required of students in an online environment consistent with in person contact and situations.
2. Students must not share or post information or photos gained through the nurse-patient relationship.
3. Students must refrain from making disparaging remarks about patients, even if they are not identified.
4. Students must not take photos or videos of patients on personal devices, including cell phones regardless of the intended purpose (example: unique wound or assessment finding).
5. Students are required to promptly report a breach of confidentiality or privacy.

HIPAA Regulations

La Salle University nursing students are required to comply with HIPAA regulations regarding all patient interactions regardless of location which includes the on-line environment.
1. Students may not discuss or provide client information, clinical/lab sites, and/or experiences at the clinical/lab sites via social media.
2. Students may not take photographs, scan documents or record patients at the clinical sites even at the patient or family's request.
3. Students may not appear in patient photos.

Consequences:

1. Each student is legally responsible for individual social media postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of HIPAA or any other applicable law.
2. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

Any disciplinary action will be taken in accordance with the Student Conduct Code Policy found in La Salle University's Student Guide to Resources, Rights, and Responsibilities can be found through this link: https://www.lasalle.edu/student-life/student-guide/#res_standards

E.   HIPAA Regulations/Confidentiality Policy

Students and faculty members are required to sign a Confidentiality Statement annually. The signed form is placed in Castle branch's compliance requirements. 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 printout. This printed sheet must be discarded in an appropriate confidential bin prior to leaving clinical. 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 supports the ANA Nursing Scope and Standards of Practice. Client confidentiality is an essential part of the standard of professional performance. 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 these 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

Students understand the following Confidentiality Policy.

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place, i.e., elevators, corridors, dorm rooms, home, where it may be overheard by anyone not privileged to this information.

4. Not print any portion of the computer record that is not authorized by the instructor.
5. Not mention a client by name, only by initials, when writing course assignments.
6. 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.
7. Not mention a client by name to anyone in casual conversation including family members or friends.
8. Adhere to HIPAA regulations.

F. Code of Ethics for Nurses (ANA House of Delegates, 2015)

1) The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
2) The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3) The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4) The nurse has authority, accountability, and responsibility for nursing practice, makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5) The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6) The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7) The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8) The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9) The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

To obtain a copy of the Code of Ethics for Nurses, contact the American Nurses Association visit the online resource: www.nursingworld.org/practice-policy/nursing-excellence/ethics/.

Students who violate the Nursing Code of Ethics will be referred to the Office for Student Conduct and Community Standards for violation of the program's policies and other applicable charges. La Salle University's Student Guide to Resources, Rights, and Responsibilities can be found through this link: https://www.lasalle.edu/student-life/student-guide/.

G. Incivility

Incivility is a common problem within nursing and educators and researchers have examined it extensively. In nursing education, it is defined as "rude or disruptive behaviors which often result in physiological or psychological distress for people involved and, if left unaddressed, may progress into a threatening situation" (Clark, Farnsworth & Landrom, 2008). It has a negative impact on patient safety, student and faculty satisfaction, and the learning environment. It can range from arriving late to class, to rude comments, to intimidating behaviors, and to actual violence. Some contributing factors for this behavior include managing multiple roles, intense time commitments, a competitive environment, and stress. Some examples of student incivility

are: disrespect in word and action to other students and faculty, using a cell phone in class, inappropriate emails, and questioning faculty credibility. Students are expected to be prepared for class and clinical and to be respectful to student colleagues, faculty, and staff. Incivility is considered unprofessional and a breach in the ANA's Nursing Scope and Standards of Practice. Students with concerns about incivility should discuss them with their faculty advisor or Chair.

H. Chain of Communication

Questions regarding compliances with Castle branch are handled by the Compliance Officer (powells@lasalle.edu).

If a student has a question or concern about issues within a course (e.g., test grade, an assignment, content question, or clinical events), the student must direct the question to the course faculty <u>first</u>. Faculty will respond to student's e-mails within 48 hours of receipt (not including weekends) unless an "out of office" message is posted. If the student does not obtain a satisfactory reply from the course faculty, the student should next bring the question or concern to the Chair of the Undergraduate Program, digiacomop@lasalle.edu.   Often a meeting can be arranged in the same week. If a student continues to feel dissatisfied with the response to the question or concern, the student can then make an appointment with the Dean. Following this chain of communication will allow for an efficient resolution to most problems in a timely manner.

I.   **Student Suggestions/Complaint Resolution Procedures**

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 detail among departments and programs; students are encouraged to refer to the handbook of their particular program.

It is an expressed 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). Please view La Salle University, Processes for Student Complaints for Unprofessional Behavior, at https://wa3.lasalle.edu/channels/docs/get.php?id=2100.

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: https://www.lasalle.edu/student-life/student-guide/#discr_main

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

- https://www.lasalle.edu/students/dean/divpub/manuals/studentguide/ .

- 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 Grade Appeal Process can be found: https://wa3.lasalle.edu/policies/get.php?type=policies&id=26.

- 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

Students have the right to lodge a complaint that they deem important without fear of retaliation. Complaints will be handled in a confidential and professional manner. Students may complete a qualtrics survey,

UG_Nursing_Programs_Student_Complaint_Survey_2023_2024_AcademicYear

Matters that relate to accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with the Commission on Collegiate Nursing Education (CCNE). Only signed complaints related to accreditation standards or policies can be forwarded to CCNE. More information can be found at https://www.aacnnursing.org/ccne-accreditation

J.   Classroom Policies

1. Classroom Attendance Policy Updated 12/2/2019

Regular attendance is expected in all courses of the Undergraduate Nursing Program. Preparation for class is required. In the Undergraduate Nursing Program, class and clinical hours for nursing major courses are set according to the curriculum plan approved by the PA State Board of Nursing. A student's grade will drop one grade level for more than two classroom absences (in any increment, including lateness or leaving a class early) for classes that are scheduled to meet face to face 8-14 times per semester and for more than one classroom absence for classes that are scheduled to meet face to face 5-7 times per semester. Beyond two absences (for classes that are scheduled to meet 8-14 times per semester) and more than one absence (for classes that are scheduled to meet 5-7 times) (in any increment of time), the student's grade will drop one grade level for each time missed (e.g., if an A to an A-; A- to a B+; etc.). In the case of any of these special circumstances, specific documentation is required from a third party: specific documentation from a health care provider excusing the student from class; death of an immediate family member; mandated legal hearing; military obligations; and University sponsored athletic events. Students may be approved by faculty on an individual basis to attend University and Nursing Department sponsored events. Alternative assignments may be required.

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

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

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 the content or skills that were taught during the student's absence.

Faculty may deny a student permission to take an exam that was missed for an unacceptable reason. Any examination that is taken outside of the regular scheduled examination time will be an alternate format. Formal 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.

2. Tape Recording

The School has no standardized policy regarding the use of recording devices, tablets, or laptop computers in the classroom. Students are required to obtain permission from the faculty member and/or other students before taping a lecture. Students who may audiotape or use a laptop as an official classroom accommodation should notify the course faculty of this at the beginning of the course. Verification of this accommodation will be made by the Affirmative Action Officer.

3. Laptop computers

La Salle University is basically a Microsoft Windows university. While we do have a few Macs throughout campus, Microsoft Windows computers are in all the labs. Students purchase Macs for school and can use both operating systems. Students can use Apple Mac Books to do their work and most software have installations that can be installed on a Mac. However, we use Microsoft Office 365 products for all email and documents. We also use Microsoft One Drive for document storage.

Starting sophomore year, all of your nursing exams will be on a computer. The application that you would need to download is called Examplify. Examplify can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). At this time, Examplify only supports these versions of Windows, MAC OS X and iPadOS listed below. Examplify will not run on Chromebook, Android, or Linux operating systems. Testing with Examplify on iPhones is not possible under any circumstance.

Minimum System Requirements - ExamSoft

Examplify: Download the Installers for Windows & Mac – ExamSoft

Operating Systems: iPadOS 14, iPadOS 15, and iPadOS16 (Only officially approved Apple versions of iPadOS are supported)

Examplify system requirements:

https://examsoft.com/resources/examplify-minimum-system-requirements/

Minimum System Requirements - ExamSoft

Students and exam-takers should review the following Minimum System Requirements (MSRs) to ensure devices are supported.

Testing with Examplify on iPhones is not possible under any circumstance.

4. Exams

Students must be on time for exams. During a classroom or on-line exam, all of a student's possessions (back-packs, cell phones, hats, etc.) must be left at the front of the room. The student may have only a pencil and a bottle of water during the testing period. All students will be required to sign an honor pledge statement on the cover of the exam that states: "I pledge on my honor that I shall neither give nor receive help during this examination". Students may only review exams within 2 weeks of the exam. The faculty will coordinate the review. No screen

shots or videos taken of on-line exam questions. Students cannot write down exam questions or answers during the review. Students earning less than 84% on an exam must make an appointment to review their exam with the course faculty. Exams will be administered in the classroom or computer labs.

5. Absence from Scheduled Exams

Exam Make-Up Policy

Students must notify the course faculty prior to missing an examination. If a student fails to make timely notification of missing an examination (e.g., is a no-call, no-show for the examination), the student may earn a grade of "0" for the missed examination with no opportunity for make-up. If the student is ill, a healthcare provider note must be provided. Documentation may be required for other reasons. Missed exams in the Undergraduate Nursing Program must be made up within the next five business days. Alternate forms of tests will be given for all missed examinations. This may include oral or essay examinations. One makeup exam in each course is allowed.

6. Grading Policy

Undergraduate Program Grading Scale for School of Nursing and Health Sciences

LETTER GRADE	NUMERICAL RANGE	GRADE POINTS
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	84-86	3.0
B-	81-83	2.67
C+	78-80	2.33
C	75-77	2.0
D	70-74	1.0
F	69 and below	0.0
I	indicates work not completed within the semester period	
W	indicates an authorized withdrawal from a course	

The passing grade for all nursing courses is 78% (C+). Students must maintain a semester nursing GPA at or above 2.75 to progress within the program. A good resource for students: Calculating a Semester Nursing GPA: https://www.lasalle.edu/registrar/gpa-calculator/.

A student whose semester nursing GPA is less than 2.75 and/or a nursing grade less than a 78% (C+) will need to apply for reinstatement. Please refer to Progression Policy on page 47. For students completing their last semester nursing courses of the undergraduate nursing program, a grade of Pass in NUR 428: Senior Seminar and a letter grade of C+ or better must be achieved.

In nursing courses that include papers, interviews, assignments, journals, etc., students must achieve a minimum passing grade of 78 on objective testing measures (exams, quizzes, and HESI exams) first before those additional grades will be factored in to the final course grade. Students who do not have an overall passing grade on objective testing will fail the course. The exceptions to this policy are grading practices for NUR 203: Intro to Professional Nursing Practice, NUR 332 – Introduction to Nursing Research and Evidence-based Practice, NUR 334-Genetics & Genomics and NUR 427: Nursing Leadership and Management. For these courses, there is no requirement to attain a minimum passing grade of 78 on objective testing measures before factoring in grades earned for other types of assessment methods within the course. Faculty will round final course grades. When the grade is .50 or greater, the score is rounded to the next highest whole number. When the grade is less than .50, the score is rounded to the next lowest whole number. For example, if a student receives a 77.5%, the grade would be rounded up to a 78%.

7. Academic Appeal

See University Academic Bulletin for Withdrawal, Satisfactory or Unsatisfactory, Audit, and Courses repeated policies. Grade Appeal procedure is available at: https://wa3.lasalle.edu/policies/get.php?type=policies&id=26.

K. Clinical Policies:

1.   Requirements for Participation in Clinical

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

Progression through the nursing curriculum is conditional until all health requirements are met. Health forms must be on file before clinical practicum experiences begin. The due date for the day and ACHIEVE program students is August 1, 2023. Documentation of a health assessment must be given every three years for as long as it takes the student to complete clinical courses. Health history and assessment forms are available in the School of Nursing and Health Sciences offices and online at: https://www.lasalle.edu/student-life/student-health-center/health-history-form/ . Questions about the student health policies can be directed to the Clinical Compliance Officer (powells@lasalle.edu).

For all new students entering the nursing major, all health data is to be reported through the policies and procedures as outlined by Castle Branch (http://portal.castlebranch.com/LA68). This is a web-based software, where students submit compliance documentation for review and approval.

In order to participate in clinical experiences, students are required to meet the health and immunization requirements of the Department of Nursing and the affiliated clinical institutions at all times. The nursing department processes immunizations, background checks and drug screenings through a third party, Castle branch. Please review Table III: Requirements for Clinical Fieldwork (Beginning Sophomore Year).

Students are required to obtain a Castle branch Account and remain compliant within the system. Students are required to submit their La Salle University email when setting up their account. Students who are not compliant will not be able to attend clinical. This is considered an unexcused absence.

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

Table III: Requirements for Clinical Fieldwork (Beginning Sophomore Year)

	Upon entering Sophomore Year	Repeat
Immunization record confirming immunity to measles, mumps, rubella, varicella, and Hepatitis B. 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. Hepatitis B Vaccine proof of 3-shot series **AND** a 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 a second time, no further vaccination is required. This student will be identified as a non-responder.	X	
Quantiferon blood test or 2 Step PPD Initial Tuberculosis testing must be a 2-step PPD or Quantiferon. Subsequent tuberculosis screening includes an annual TB questionnaire (found on Castle branch) must be completed by student and physician and uploaded to Castle branch Student has a positive PPD reaction or history of a previous reaction, TB Questionnaire (with accompanying clear chest x-ray when applicable; x-ray must be taken within 5 years; the chest x-ray does not have to be repeated every year	X	An annual TB questionnaire (found on Castle branch) must be completed by student and physician and uploaded to Castle branch account.
Urine Drug Test will be completed. Clinical agencies require a 12-panel urine for drug screen of all nursing students. For consistency and control of data reporting, students must use the vendor selected by the School of Nursing and Health Sciences. Students may not use their own physician for this service. Drug screening results at the student's employer will not be accepted.	X	Annually or every 6 months depending on clinical sites

Prelicensure Undergraduate Day and ACHIEVE students entering the Nursing major must go to the website for Castle Branch for directions related to the procedure for urine drug testing https://portal.castlebranch.com/LA68 No student will be eligible to attend clinical experiences if the 12-panel urine drug screening is positive. A "negative dilute" result is the same as a positive result. Students can repeat the urine drug screen at their expense, but the results must be negative prior to the first clinical day.		
COVID Vaccine – Documentation needed in Castle branch and submit a COVID – 19 vaccine certification form through the University. Must be completed 2 weeks prior to attending clinical.	X	
Flu Vaccine – obtain from September 1- October 31	X	Annually.
Diphtheria, Tetanus, and Pertussis Vaccination	X	Every 10 years
Child Abuse Certification Process Students are required to complete the Child Abuse Certification Process annually based on clinical sites requirements. This includes: ● Pennsylvania Criminal History Record, ● Pennsylvania Child Abuse History Certification ● FBI Criminal History Record.	X	Annually Criminal History Record and Child Abuse History Certification
Cardiopulmonary Resuscitation (CPR) Card – Cardiopulmonary Resuscitation (CPR) by American Heart Association (AHA): every 2 years: Must be from AHA. You must complete the Basic Life Support (BLS) for healthcare providers. Either an in-person or blended learning course. A blended learning course is a combination of e-learning (Heart code BLS online) followed by hands- on skill verification by an AHA BLS Instructor.	X	Every 2 years

Table III: Requirements for Clinical Fieldwork (Beginning Sophomore Year) continued

	Upon entering Sophomore Year	Repeat
Health Insurance - Documentation	X	Annually
Physical Exam	X	
Health Insurance Portability and Accountability Act of 1996 (HIPAA) training at La Salle University	X	Annually
Infection Control Training	X	Annually

The Department of Nursing provides a training program regarding protecting students and examples include the event of a blood borne pathogen exposure, TB, COVID 19 included in training.		

2. Students with Positive Skin Tests for Tuberculosis, Allergies to Tuberculin Serum, or history of BCG Vaccine

Any student whose skin test or blood test for tuberculosis is positive must have a follow-up chest X-ray. If that X-ray is positive, the student must follow his/her health care provider's recommendations and can participate in clinical only with documentation from his/her health care provider stating the student is not contagious for tuberculosis. If the chest X-ray is negative, the student must submit annual health provider documentation indicating the student is free from active disease. If a student is allergic to tuberculin serum, they must follow up with their health care provider to assess for appropriate TB screening. Students with a history of BCG (Bacille Calmette-Guerin) vaccination must comply with the tuberculosis testing requirement.

3. Immunization Exemption Policy

Policy

Students will be permitted to attend fieldwork experiences only upon documentation of all required immunizations
(refer to: https://www.lasalle.edu/student-life/student-health-center/health-history-form/ for complete listing), serologic evidence of immunity to a particular disease, or approved waiver.

Under *no* circumstance shall *any* student be granted a waiver to the Hepatitis B immunity requirement or the tuberculosis screening requirement.

Other immunizations mandated by Department of Nursing will not be waived unless the immunization is medically contraindicated or immunization conflicts with *bona fide* religious beliefs and practices. Any student seeking an exemption to the immunization policy is required to submit a ***Department of Nursing Immunization(s) Waiver Form***, Appendix B. The waiver form must be completed by deadlines set and published by the Department of Nursing. The deadline for compliance with immunization requirements will be prior to the first semester of clinical fieldwork in sophomore year. Exemption Waivers from one or more of the Department's required immunizations due to medical contraindications or *bona fide* religious beliefs or practices are accepted only if failure to receive an immunization does not prohibit fulfillment of Core Performance Standards for Admission and Progression in Nursing (Department of Nursing Policy, September, 2009) and the curricular demands of the program.

Students waived from one or more immunizations due to medical contraindications or *bona fide* religious beliefs or practices shall be provided reasonable accommodations by the Department as long as failure to be immunized does not prevent fulfillment of Core Performance Standards for Admission and Progression in Nursing and curricular requirements.

PROCEDURE

Medical Exemption
A student may be granted a waiver on health grounds if he or she presents a signed ***Department of Nursing Immunization(s) Waiver Form, Appendix B, which*** includes a statement from a licensed health care provider indicating that immunization against any or all of the diseases for which immunization is required, is medically contraindicated, detrimental to, or not in the best interest of the student. Valid medical contraindications for immunizations have been established by the Centers for Disease Control (CDC); any waiver request must be consistent with one or more of these CDC contraindications for any particular immunization.   The licensed health care provider's statement shall indicate whether the contraindication is permanent or temporary. When a medical contraindication no longer exists, the student must meet the Department's immunization requirements prior to continuation in the clinical program. Failure to comply with the Department's immunization requirements once medical contraindications cease will result in dismissal from the academic program.

Religious Exemption
A student who objects to immunization upon the grounds that immunization conflicts with his or her *bona fide* religious beliefs and practices may request a religious waiver. Students seeking immunization exemption on religious grounds must present a signed ***Department of Nursing Immunization(s) Waiver Form, Appendix A, signed*** by both the student and the student's clergy (may be optional) indicating that immunization is based on religious grounds and provide a brief description of those beliefs/practices which make it necessary to forgo immunization. The waiver form informs the student of possible exposure to communicable disease(s) in clinical areas and the associated risk(s) of contracting disease(s). The form also indicates that failure to be immunized may prevent fulfillment of Core Performance Standards for Admission and Progression in Nursing and curricular requirements.

4. Drug Screening

Pre-Admission/Pre-Clinical Screening
Pre-clinical drug screening will be conducted by a designated agency (LabCorp) identified by the Programs. Students must complete the drug screen by August 1 – 15th. The fee for testing is paid for by the student. The Nursing Program reserves the right to withdraw a student testing positive from the Undergraduate Nursing Program. Collection procedures, chain of custody, and monitoring of specimen collection is in accordance with the designating agency's standard operating procedures and is explained by the Laboratory to the student at the time of specimen collection.

If a student tests positive for one or more of the drugs specified on the 12-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 12-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 12-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
11. Buprenorphine
12. Oxycodone

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 consent 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 12-panel urine screening is positive. Students enrolled in clinical courses will be withdrawn from the courses immediately.

Substance Abuse Policy
Prelicensure nursing students abide by the substance abuse policies of La Salle University specified in the Student Guide to Rights and Responsibilities. In addition to the rationales supporting these policies, this policy stands because of the need for safe patient care and the

safety of faculty, staff, and students. This policy is consistent with the policy statement of the *American Association of Colleges of Nursing* (https://www.aacnnursing.org/news-data/position-statements-white-papers/policy-and-guidelines-for-substance-abuse)

Nursing students must abide by the substance abuse policy and subsequent revisions of the policy stipulated by the Pennsylvania State Board of Nurse Examiners. Students who are applying to the Undergraduate Nursing Major, must refer to this Substance Abuse Policy that is also posted in the Nursing Program Student Handbook on the University's website under School of Nursing and Health Sciences Resources for Students.

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 Program's faculty/staff has 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 harm to 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.

The faculty/staff member who observes the suspicious behavior 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 a clinical agency for testing at their own expense. The student will not be permitted to drive when exhibiting suspicious behavior.

The Chair of the Undergraduate Nursing Program, or designee, will discuss the test results with the student. If the test is positive, the student may be required to contact the prescribing physician and/or pharmacy to authorize release of medical information to the Programs to indicate the illness for which the drug was prescribed and other relevant information.

If the initial drug screen is positive for one or more of the listed drugs or for a blood alcohol level, and the Laboratory physician (MRO) determined that the test is positive, the student may choose to request confirmation testing by an approved laboratory identified by the agency used for drug testing. (The original specimen will be retested at another laboratory). All expenses and fees associated with the additional confirmation testing will be paid by the student.

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

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: https://www.lasalle.edu/student-life/student-guide/#alcoholdrugs

5. Child Abuse Clearance/Criminal Record

A reference guide from the Pa. State Board, effective 12/2020, Act 53 of 2020 Best Practices Guide, Information for Individuals with Criminal Convictions who are considering an occupation or profession that requires licensure and an overview of the license process is available to review; https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx. The Pa. Nurse Board Act 53: Information for Individuals with Criminal Conviction is found https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx.

Health care and educational agencies require a cleared child abuse and a cleared criminal record check from Pennsylvania and the student's state of residence (if outside of PA). Any student with a positive child abuse or criminal record check will not be permitted to enter or to remain in the Nursing major. It is the student's responsibility to follow up with any positive criminal background check or child abuse record. Yearly submission of criminal record and child abuse clearances are required and should span the entire academic year. FBI fingerprinting criminal record check is required for all students once when entering the major. All sophomore, junior, and senior nursing students must submit an updated child abuse and criminal record clearance before enrollment in clinical nursing courses.

If the background check report reveals information of concern which Department of Nursing may deem not to be satisfactory, the College will provide the student with a copy of the report and the document "A Summary of Your Rights Under the Fair Credit Reporting Act" and require the individual to provide a detailed written description and explanation of the information contained in the report along with the appropriate documentation. The information must be returned to the Department of Nursing within 7 working days of the date of the communication sent to the individual.   This report will be reviewed by the Chair, Director of Clinical Education, and Dean. The Chair will consult with the University's General Counsel's Office for advice and counsel.

Students are required to update the Director of Clinical Education if there has been any change in their criminal record status. Any student who misrepresents information related to their criminal record will be dismissed from the Nursing major. Students will not be able to attend clinical; therefore 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 https://www.aging.pa.gov/organization/advocacy-and-protection/Documents/Older%20Adults%20Protective%20Services%20Act.pdf. Students will be referred to their academic advisor for assistance in exploring alternative majors.

Any student who has been found guilty or pleaded guilty to felony charges must immediately disclose this information to the Director of Clinical Education and the Undergraduate Chair. Convicted felons will be dismissed from the nursing program. Any student with criminal charges may not participate in clinical practice until the charges are resolved. Charges will be considered on an individual basis and may result in the student's dismissal from the nursing program. Failure to immediately disclose any criminal charge or conviction to the Chair of the Undergraduate Program will result in dismissal from the nursing program.

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

6. Qualifications for Licensure

The 1986 Professional Nursing Law of the Commonwealth of Pennsylvania (Selections 6 and 14.5) states that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The application for licensure asks, "Have you been convicted of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?"

Applicants should be aware prior to applying to the BSN Program as well as prior to entering the BSN Program that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The Board of Nursing application for licensure asks, "Have you been convicted of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?" Applicants should seriously consider this condition for licensure. Practice of deceit in the submission of criminal background checks and child abuse clearance forms is cause for dismissal.

Each state has their own Professional Law and applicants should check that state board website.

Practice of deceit in the submission of any of the above documentation is cause for immediate dismissal from the nursing program and referral to the University Disciplinary Committee.

Preliminary Determinations (Section 3115 of Act 53)

If you have a criminal conviction in your past and are concerned about whether it could prevent you from getting a RN license, your first step should be to review the Best Practice Guide closely, including the Appendices found on the Pa. State Board of Nursing website: https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx.

If, after reviewing this Guide, you are still unsure whether your conviction is likely to prevent you from getting a license, you may submit an application to the Pa. State Board of Nursing requesting a preliminary determination. The preliminary determination will inform you whether your conviction falls within the set of crimes that the board has determined to be "directly related" to the nursing profession you are considering. The board/commission is required to issue a preliminary determination within 45 days of your request. Further details can be found on

the Pa. State Board of Nursing website:
https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx.

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).

If you have any questions about the above licensure information, please contact the Pennsylvania State Board of Nursing at 1-(833)367-2762.

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.

7. Pregnancy

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 Clinical Education 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 a student becomes aware of a confirmed pregnancy during a course.

Pregnant 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. 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. Clinical Site Assignments

Students enrolled in the Undergraduate Day program are assigned to clinical experiences during the daytime or evening hours (between 7am to 11:30 pm) primarily during the week with the possibility of a Saturday or Sunday clinical rotation. Clinical days are scheduled for 7 week or 14-week clinical rotations on either Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, Saturday, or Sundays. The hours may be between 7 am – 11:30 pm.   Due to the limitation of clinical sites resulting from the demand from other nursing programs, there may be instances in which students may be required to attend clinical for a 12-hour shift during the week/or weekend rotation. ACHIEVE students have clinicals assigned on weekends with a possible opportunity during the week.

The Director of Clinical Education will place the clinical sites, days, and times on the CANVAS site at the same time as a Qualtrics Survey. The clinical information will be shared under Announcements in Canvas with the Qualtrics Survey. Clinical requests will be conducted through a Qualtrics Survey that is distributed by the Director of Clinical Education.

Students are asked to submit special requests in the Qualtrics Survey describing the inability to attend clinical experiences based on the following: custody issues/childcare; honors student; athlete schedules and ROTC. Work schedules do not apply to special requests. Students in the ACHIEVE Program have clinical hours on the weekends (Saturdays and Sundays) for schedules that may include hours between 7am to 11:30 pm. Once students complete the survey, priority will be given to students with custody issues/childcare, athletes, ROTC, and honors students for clinical placement. After clinical rosters have been completed by the Director of Clinical Education, Assistant Dean and/or Director ACHIEVE Program, no changes will be made.

The Director of Clinical Education and Chair of Undergraduate Program have the right to change a clinical site and day of the week student was assigned as needed. Examples include cancellation of a clinical site or clinical faculty that impacted the posted clinical schedule. If students are moved after the clinical schedule is posted, it will be done by course registration date. The student(s) that registered last will be required to move to another clinical site if needed.

9. Dress Code, Uniform Requirements, and Appearance

The following mandatory requirements are intended to provide information relative to the attire that is required when involved in clinical learning activities that are part of the nursing curriculum. Students are expected to always present a professional image. Faculty developed this code to protect students from harm and to reflect mutual respect for students, clients, and communities. Failure to adhere to these guidelines may result in dismissal from the clinical setting. Make up for lost clinical time due to Dress Code Policy violations will be treated as an unexcused clinical absence

During the clinical agency orientation, the clinical instructor and students will review dress code requirements, PPE requirements, and any additional requirements of the assigned agency. Students must meet these requirements. Students, who cannot adhere to the dress code, may not complete the clinical experience.

a. The official school uniform for undergraduate pre-licensure students should be worn in clinical areas unless otherwise specified by the clinical faculty member. The uniform consists of an approved blue polo shirt, blue scrub shirt, blue pants or skirt, and optional scrub jacket with La Salle emblem. Students may not have any odors such as cigarette smoke or strong scents when reporting to the clinical area.

b. Solid color sneakers with minimal logo must be worn. No cloth sneakers are allowed. Clogs or open back footwear are not permitted. Solid color socks are appropriate.

c. The scrub jacket can be worn over the uniform. The jacket should have the La Salle University emblem on the left sleeve. If a student wears a long sleeve shirt under the polo, it must be only white or black without print or decoration.

d. Stethoscope, scissors, and a watch with a second-hand are considered part of the professional uniform unless otherwise specified by the clinical faculty member. Smart watches are acceptable.

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

 f. Hair should be neatly groomed and secured so that it does not fall about the face when providing care. Students must also adhere to the dress code mandated by the assigned clinical agency. Students who wear head coverings must be secured to keep from falling forward while delivering patient care.

g. Large amounts of jewelry are not permitted. Plain band rings are acceptable, no stones are permitted. Earrings should be short for safety reasons. Necklaces and bracelets are discouraged or should be kept underneath clothing. Tattoos cannot have offensive wording or images, if visible.

 h. Make-up in moderation is acceptable.

 i. Nails should not exceed a medium length as determined by clinical faculty. Only clear or light color shades of polish are acceptable. Chipped nail polish is not allowed. Artificial nails are prohibited in the clinical area due to risk of infection. No nail polish will be worn in neonatal intensive care units, newborn nurseries, operating rooms, and delivery rooms, as specified by the affiliating agency.

j. Undergraduate students attending public health and community clinical experiences will wear the blue uniform polo shirt and navy scrub pants. The La Salle emblem should be on the left sleeve and the nametag should be visible.

10. Clinical Failure

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

11. 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.

12. 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 them from meeting clinical objectives, the faculty will:

1. Immediately notify the student in person and in writing regarding student performance.
2. Immediately notify the course faculty member and the Program Chair in person and in writing.
3. The clinical, with support from the course faculty, will complete a Notice of Concern form (Attachment B) to develop a clinical action plan.
4. For each clinical objective behavior that is unsatisfactory, a target date to demonstrate satisfactory performance must be specified.
5. If the concern is not resolved and further action is required, another meeting is scheduled to include the faculty, Chair and student, and the concern and plan is reevaluated to determine further action. **13. Attendance Policy: Clinical/Lab/Simulation (remote and in person) Courses**

13.   Attendance Policy: Clinical/Lab/Simulation (remote and in person) Courses

Clinical experience is defined as supervised learning at any community clinical agency site (hospital or community) or clinical laboratory/simulation experience. Students are required to attend all clinical experiences to meet the clinical objectives of the course and the number of credits earned in the course.

1. Students must notify faculty by cell phone or email of an absence at least 1 hour before the scheduled clinical experience communicated by clinical faculty. Students must review clinical guidelines per BSN handbook.

2. All missed clinical experiences are required to be made up. The fee associated with clinical make-up; remote, lab, or clinical site, is determined by the Director of Clinical Education in consultation with the chair and course faculty. Unexcused absences cover administrative fees.

See **Table IV schedule.**

Table IV

Clinical Lab/Simulation/Clinical Agency Site absence	Fee schedule
Lab	$50.00
Simulation and Community Clinical Agency Site absence	$100.00

3. Payment for missed clinical time must be brought directly to the office of the Administrative Assistant, Tonisha Whitfield, Benilde 1105 as soon as possible. Her email is whitfiel@lasalle.edu. Fees must be paid prior to posting of the final course grade or a grade of "Incomplete" will be given. A financial hold will be placed on all graduation/licensure

paperwork for outstanding clinical fees. **Only** money orders and checks are accepted and should be made out to "La Salle University School of Nursing and Health Sciences (SONHS)", with the student's name and ID and "clinical make-up fee" noted on the check.

4. Clinical make-up hours are required for all missed time. This includes immersion, labs, simulations, and clinical. However, payment may be waived in these excused absences: death of a family member, student hospitalization, illness with healthcare provider note, mandated legal hearing, military obligations, religious holiday, or University athletic required participation events. Athletes are required to give clinical and didactic faculty <u>written notice</u> of missed time for athletic events prior to the scheduled clinical event. A plan for any missed time must be made in writing and signed by both the student and course/clinical faculty. In the case of any of these special circumstances, specific documentation should be sent to the Director of Clinical Education. Students may be approved by faculty on an individual basis to attend University and Nursing Department sponsored events. Alternative assignments may be required. All other absences are considered unexcused.

5. Documentation of student absences and clinical make-up plan on spreadsheet in Microsoft Teams by course faculty and/or full-time clinical faculty on weekly basis. The Director of Clinical Education will determine make-up fee, document amount on spreadsheet in Microsoft Teams, and email the student the amount of fee and directions on payment.

6. Clinical makeup hours will be scheduled either at the end of the semester based on availability of clinical faculty and clinical affiliating agency sites or throughout the semester remotely/simulation in lab determined by course faculty. If clinical makeup is not accomplished by the end of the term, the student will receive a grade of "I" (incomplete). Students may not progress into the next semester with a grade of "I" in any clinical course.

7. Any student who misses more than 15% of lab/simulation/clinical time with an excused and/or unexcused absence in any one clinical course may be withdrawn from the clinical course, regardless of course grade at the time of withdrawal. Any excused absence that exceeds 15% must meet the guidelines under the acute/chronic illness or injury section (See below). Students who do not attend a scheduled clinical immersion day or orientation may be dropped from the course.

8. Acute/Chronic Illness or injury

Students experiencing a change in health status such as illness, hospitalization, surgery, or trauma must notify the course faculty and the Director of Clinical Education 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.

Students experiencing a chronic illness are encouraged to request academic accommodations. La Salle University works with students requesting academic accommodations on a case-by-case basis by communicating with each student to determine the appropriate accommodations. Students who would like to request academic accommodations must submit the appropriate documentation certifying an illness or condition. *To learn more about the process for requesting academic accommodations, Rose Lee Pauline, Affirmative Action Officer, at pauline@lasalle.edu or 215.951.1014. For more details about accommodations, visit their website:* https://www.lasalle.edu/academiclearningsupport/academic-accommodations/

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

9. Students may be prohibited from participating in clinical experiences for the following reasons. The student:

    a) Is unprepared for an assignment.

    b) Exhibits signs of either physical or psychological illness or a condition that may place the student, clients, or others at risk for illness or injury.

    c) Is unaware of his/her own limitations or fails to seek help when he/she recognizes his/her limitations.

    d) Has not completed requirements for clinical compliance.

    e) Does not meet the specified clinical requirements of the Nursing Program or the assigned agency (e.g., dress code violation).

    f) Does not meet the physical demands of the assigned agency (e.g. boots, crutches, wrist brace, etc.)

    g) Is required to attend immersion day prior to attending clinical.

Attendance Clinical policy updated 12/15/2023

14. Nursing Learning Resource Center (Nursing Lab) and Simulation Lab (Sim Lab)

The Nursing Learning Center and Simulation Lab are located on the third floor of St. Benilde Tower. The Main LRC is Room 3307. The clinical labs are used for health assessment skills and practice of skills that are taught in clinical nursing courses. Open lab practice hours are posted each semester on the doors of the Nursing Learning Resource Center and on canvas. Simulation dates are assigned to students by their course faculty in collaboration with the Director of the Simulation Lab. Students receive an orientation to the nursing Learning Resource Center and Simulation Lab at the beginning of the sophomore year. course.

 Individual appointments may be made by emailing the Nursing Learning Resource Coordinator, Ms. Beth Wagner (wagner@lasalle.edu).

 Nursing Totes

All prelicensure students enrolling in the first Nursing major course will be required to purchase a nursing tote and a stethoscope. Totes are purchased through Coursey Enterprise and are distributed the first week of school sophomore year. Students utilize their totes supplies throughout senior year for clinicals in lab or clinical sites.

15. Safe Medication Practices – Medication Administration Policy

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

The following statements serve to direct students during this teaching-learning experience:
   A. Prior to the administration of any medication, the drug, dose, route, time, and patient will be verified by a faculty member or identified preceptor. Faculty members must be present in the client's room any time a student is to administer medications. The faculty member may permit the student to administer oral, topical, intramuscular, subcutaneous, and intradermal drugs with direct faculty supervision in the client's room.
   B. No more than four nursing students should administer medications on any given unit on a clinical day. Clinical agencies may further restrict the number of students or the number of patients involved in medication administration experiences. **It is the responsibility of the clinical faculty member to adhere to the policies of the agency regarding this issue.**
   C. Faculty and students must follow the agency policy in relation to administering intravenous medications. Most agencies prohibit student nurses from giving intravenous push medications to patients. If the agency does allow for this experience (e.g., saline flush), the faculty member is to be present in the patient's room for the entire time of the intravenous medication administration. No student is permitted at any time to administer medications that are chemotherapeutic agents or to administer medications during codes**.**
   D. A faculty member is to countersign all controlled drugs on the appropriate narcotic count record. Students may not accept responsibility for unsupervised access to locked compartments of controlled substances.
   E. More stringent regulations for medication administration may be established for students by the agency and/or by the clinical faculty member regarding certain medications or

    patients, e.g., insulin administration, heparin administration, administration of medications to pediatric clients.

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

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

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

Required Annual Clinical Education

16. Infection Control Annual Education

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 Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines, the School of Nursing and Health Sciences adopted the policy that both students and faculty will observe blood and body fluid precautions when working with all clients in all settings (hospital, clinic, home, outside agency). All undergraduate nursing students are educated about OSHA requirements, HIPAA, and Fire Safety during orientation. All students complete a test reflecting knowledge of OSHA requirements annually.

Gloves are to be worn during an existing or potential contact with blood and/or body fluids. Masks and goggles/face shields are required when a threat of exposure to secretions or excretions exists, (i.e., prevention measures, 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.

17. Accidental Exposure to Blood and Body Fluids Policy

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 nursing students are 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). See Appendix B for documentation requirements.

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:

A. Students 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.
B. 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.
C. In the event that you are exposed to blood and body fluids, the student will 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.
D. The student will follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
E. Immediately after you have been exposed to blood or body fluid (i.e. needle stick, splash, and exposed mucosa, wash the exposed area with soap and water or flush eyes with at least one (1) liter of water or normal saline solution.   Follow the appropriate procedure, Table VI, based upon where the exposure occurred.
F. Immediately notify the clinical faculty. The clinical faculty member will notify the unit nurse manager and the agency liaison and immediate treatment should be obtained following agency protocols. The faculty will notify the School of Nursing and Health Sciences within 24 hours of exposure. After initial care is provided, a meeting with the student and the course faculty and the Program Chair should be arranged.
G. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Table VI: Procedure for accidental exposure to blood or body fluids in an agency without and on-site medical services.

Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to faculty member. It the student is working with a preceptor the preceptor should contact the program coordinator and the appropriate health care agency administrator.	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. Report to local hospital emergency room for immediate evaluation and treatment. Post exposure prophylaxis should occur immediately, but no later than 2 hours after exposure.	2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.
3. Complete *Department of Nursing Blood or Body Fluid or TB Incident Report* within 24 hours	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for post-exposure prophylaxis.
4. Report incident to program administrator.	4. Complete *Department of Nursing Blood or Body Fluid or TB Incident Report* within 24 hours
5. Sign *Post Exposure Responsibility Form** (Addendum C) indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.	5. Report incident to program administrator.
6. It is expected that the student will follow all	6. Sign *the Department of Nursing Post Exposure*

recommended post exposure follow up treatment. This may include counseling, further testing, and medication.	*Responsibility Form** (Addendum C) indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.
7. All expenses incurred are the responsibility of the student.	7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.
	8. All expenses incurred are the responsibility of the student.

See Procedure and Post-Exposure incident Report (Appendix D).   Refer to Appendix E, Blood or Body Fluid or TB Exposure Incident Report Form, which must be completed the day of the incident.

18. Accidental Exposure to Tuberculosis Policy

Exposure to a patient who may have TB for whom infection control procedures have not been taken must be reported to your instructor or preceptor immediately. He/she will follow the appropriate guidelines to assist you in receiving immediate medical attention**.** He/she will ask you about the exposure incident and initiate the appropriate incident report and treatment processes. Be as specific as possible when giving details around the incident including the identification of the source or source person. Table VII includes the Procedure: Accidental Exposure to Tuberculosis.

Table VII: PROCEDURE: ACCIDENTAL EXPOSURE TO TUBERCULOSIS

Clinical Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.
3. Report immediately to your family physician or local health department for the placement of a baseline PPD test. This must be administered as soon as possible post-incident. Student should also receive counseling from a health care provider related to the sign and symptoms of TB. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for placement of a baseline PPD test. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.

4. Complete *Department of Nursing Blood or Body Fluid or TB Incident Report* within 24 hours.	4. Complete *Department of Nursing Blood or Body Fluid or TB Incident Report* within 24 hours
5. Report incident to program administrator.	5. Report incident to program administrator.
6. Sign the *Department of Nursing Post Exposure Responsibility Form**. Student must provide the program administrator PPD test results within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure	6. Sign the *Department of Nursing Post Exposure Responsibility Form**. Student must provide the program administrator the results of the PPD test within24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure
7. It is expected that the student will follow all recommended post exposure follow up treatment. ***The student, who previously tested negative for TB,*** must have a PPD test placed 8-10 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. ***The student, who previously had a positive PPD (prior to the exposure),*** will be required to provide a letter from their medical provider 8-10 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.	7. It is expected that the student will follow all recommended post exposure follow up treatment. ***The student, who previously tested negative for TB***, must have a PPD test placed 8-10 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. ***The student, who tested positive for TB prior to the exposure***, will be required to provide a letter from their medical provider 8-10 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.

See Procedure and Post-Exposure incident Report (Appendix D).   Refer to Appendix E, Blood or Body Fluid or TB Exposure Incident Report Form, which must be completed the day of the incident.

19. General Incident Report

If a student is injured while participating in the clinical setting, the student must immediately report the event to the clinical faculty. If the clinical faculty is not present or available, the student must report the incident to the unit or agency representative. Examples of injuries that may be sustained includes, but is not limited to, falling, slipping, equipment-related burns, cuts and bruises, and assault by a patient or visitor. The student, with the guidance of the faculty member or agency representative, will complete an agency incident form and the Department of Nursing General Incident Form (Appendix E). This form must be submitted to the clinical coordinator and Director of Clinical Education within 24 hours of the event. Given the nature of the incident the student may be advised to seek medical attention.

20. Transporting Patients

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

L. Notice of Concern

Purpose: When a student is not meeting course objectives or requirements, the course faculty may issue a *Notice of Concern* (NOC). Faculty include course faculty and clinical faculty. The clinical faculty will review the concern with the course lead and/or Chair and together coordinate a plan for management of the *Notice of Concern*.

The faculty will complete the NOC form (Addendum B) and schedule a meeting with the student to review the concern and develop a plan for resolution, with the goal to support student success. The *Notice of Concern* form will describe the concern and action plan, with details describing the steps to be taken by the student and/or faculty to resolve the concern, along with a timeline for completion. The student may complete a written response to the concern/s. The response will be attached to the original form and signed and dated by the student and faculty.

Procedure:

Circumstances that may result in a *Notice of Concern* include but are not limited to the following:
- Inappropriate use of social media, per the Student Code of Conduct policy
- An average of < 84% on all graded items by midterm; Unsatisfactory clinical performance.
- Noncompliance with mandatory immunizations, screenings, and/or clearances

Timeline for implementation of the *Notice of Concern*
- Meeting 1: (Part 1 of Notice of Concern). Faculty meets with student to review concern and collaboratively develop an action plan and answer questions. A referral to Lab Coordinator or Strategies for Success requires the parties be notified by email with the action plan.
- Meeting 2: (Part 2 of Notice of Concern). Faculty and student meet as previously determined to assess resolution of concern.
- If the concern is not resolved and further action is required, another meeting is scheduled to include the faculty, Chair and student, and the concern and plan is reevaluated to determine further action.
- At any step, the Dean may be notified at the discretion of the Chair, faculty or at the request of the student.

Record Keeping and Tracking
- The signed *Notice of Concern* form is given to the Chair, who reviews and enters details on a tracking log, to include: semester and year, date of NOC, course number, student La Salle ID, faculty initiating, brief description of concern
- The Chair places form in the student's academic file, which is kept in a locked cabinet in the undergraduate program's office.
- The *Notice of Concern* form is kept on file for the duration of the student's academic program, to be shredded following graduation. In the case of student withdrawal or discharge from the program, the decision about management of the *Notice of Concern* form will occur at the level of the chair and Assistant Dean in School of Nursing and Health Sciences.

III.   Department Policies

A. Core Performance Standards for Admission and Progression in Nursing

The Department of Nursing requires that students in the undergraduate nursing program possess the eight essential functions found in Table VIII:

Table VIII: Core Performance Standards for Admission and Progression in Nursing

Essential Function	Standard	Examples of Necessary Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-and-effect relationships in classroom and clinical situations, develop nursing care plans Evaluation of the effectiveness of nursing interventions
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability. Develop the ability to make appropriate and timely decisions under stressful situations.
Communication	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses. The candidate must be able to communicate in English (oral and written).
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in patient's room, workspaces, and treatment areas; administer cardiopulmonary resuscitation procedures; transfer and position patients and reposition patients. Work in a standing position and do frequent walking for twelve hours. Demonstrate sufficient endurance to complete a twelve-hour clinical laboratory experience
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients/clients; medication administration; able to operate IV pumps, cardiac monitor, and electric and manual blood pressure equipment, electric beds, etc. Access patient/client information electronically and document care provided.
Hearing	Auditory ability sufficient for observation and assessment necessary in nursing care	Hear monitor alarm, emergency signals, auscultate breath sounds, and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses. Possess sufficient visual acuity to perform close and distant visual activities involving objects, persons, and paperwork, as well as the ability to discriminate depth and color perception. Read calibrated scales of one-hundredth increments in not more than a three-inch space.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination, and/or those related to therapeutic intervention (such as insertion of a catheter)

Note: These standards were adopted from those developed and approved by the Southern Regional Education Board Council on Collegiate Education for Nursing. https://www.sreb.org/publication/americans-disabilities-act.

American Association of Colleges of Nurses. Accommodating Students with Disabilities. Reviewed 7/12/21.
https://www.aacnnursing.org/our-initiatives/education-practice/faculty-tool-kits/accommodating-students-with-disabilities

   B. Independent Study

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 <u>emergency</u> situation (e.g. the cancellation of a major course needed for graduation), usually a circumstance not within the student's control. Most often this option is one negotiated with the Dean's Office by the director of a program on behalf of the student. For evening students, the academic advisor consults the chair.

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

III.   Procedures

   a.   Students should complete the form located in this link: https://lasallecentral.etrieve.cloud/#/form/133
   b.   When the application is approved or denied, the student will be notified accordingly.
   c.   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.
   d.   Independent Study courses should involve 1 credit but not exceed 4 credits.
   e.   Specify the number of credits on the study application form.
   f.   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 <u>extraordinary opportunity or a necessary solution; it is not available</u> 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.

C. Progression Policy: Undergraduate Nursing Program

A. Undergraduate Program Grading Scale for School of Nursing and Health Sciences

LETTER GRADE	NUMERICAL RANGE	GRADE POINTS
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	84-86	3.0
B-	81-83	2.67
C+	78-80	2.33
C	75-77	2.0
D	70-74	1.0
F	69 and below	0.0
I	indicates work not completed within the semester period	
W	indicates an authorized withdrawal from a course	

B. Undergraduate Nursing Program Grading Requirements:

1. Grades of "C+" or better are required in all nursing courses to meet the course requirement. Students must satisfactorily complete both the didactic and clinical components of clinical courses in order to receive a passing grade for the course. If the student's performance is failing in clinical practice, the letter grade assigned to the course will be an "F". The clinical grade is derived from achievement of clinical objectives that are specified on the clinical evaluation form for courses with clinical components. If a student earns less than a "C+" in the didactic component of the course, the recorded grade will be recorded as "C", "D" or "F."

2. A grade less than "C+" in any nursing course must be repeated and completed successfully before progressing to the next nursing course. When the course is repeated, the student must re-take both didactic and clinical portions of a course in which they have received a failing grade (grade lower than a "C+").

3. A student that earns less than a C+ in more than one nursing course in the same semester will be dismissed from the major.

4. Students must successfully complete 200 level courses before progressing to 300-level fall semester nursing courses. Students must successfully complete all 300-level courses before progressing to the fall semester 400-level clinical courses.

5. While enrolled in the nursing program, a nursing student is only allowed to withdraw 2 times (total) from courses in the nursing major.

   Example: If a student withdraws from NUR 201 Patho sophomore year and Fundamentals, NUR 205 sophomore year, this student can not withdraw from any future nursing courses in the nursing program.

Example: If a student withdraws from NUR 201 Patho sophomore year, two consecutive academic years, this student can not withdraw from any future nursing courses in the nursing program.

6. All cases of progression are reviewed by members of the Admissions and Academic Standards Committee.   The committee description is below:

Functions: Review records of candidates for admission to the nursing major in the pre-licensure BSN program. Reviews academic records of students and makes recommendations concerning policies on student progression, retention, and re-instatement. Notice of Concern students reviewed. Assists with planning recruitment events such as Open Houses and middle and high school educational programs surrounding an interest in the nursing profession.

Membership: Assistant Dean, Director of the Evening/Weekend Program, SONHS Academic Advisor, Remediation and Tutor Specialist, and a minimum of three faculty members and Chair of Undergraduate Nursing Program.

7.   University requirements for grade point averages necessary for progression and graduation can be found in the University Bulletin. See University Academic Bulletin for Withdrawal, Satisfactory or Unsatisfactory, Audit, and Courses repeated policies. Grade Appeal procedure is available at: https://wa3.lasalle.edu/policies/get.php?type=policies&id=26.

C. Progression within the Nursing major:

1. The Nursing Semester GPA of 2.75 is required to be maintained each semester while enrolled in the undergraduate nursing program.

2. Calculating a Semester Nursing GPA: https://www.lasalle.edu/registrar/gpa-calculator/.
    i) Students can review the credits/nursing course found on the nursing curriculum page 9 (Day program). and page 10 (ACHIEVE) program. Each semester has a different number of nursing credits.
    ii) Examples by Program type:
    Day Program: First semester sophomore year: NUR 201 (3) credits, NUR 202 (3) credits, and NUR 203 (4) credits. Total 10 credits. If a student receives a B in NUR 201, a B – in NUR 202, and a C + in NUR 203, the total nursing GPA for the semester is a 2.63. **This is less than a semester nursing GPA of 2.75; therefore, the student is required to apply for reinstatement.**

    ACHIEVE Evening and Weekend Program: first semester sophomore year NUR 201 (3) credits and NUR 203 (4) credits. Total 7 credits. If a student receives a B in NUR 201 and a C + in NUR 203, the total nursing GPA for the semester is a 2.62. **This is less than a semester nursing GPA of 2.75; therefore, the student is required to apply for reinstatement.**

D. Reinstatement to the Nursing Major:

1. The Chair of the Undergraduate Nursing program will notify the student that they would need to apply for reinstatement due to the student receiving less than a GPA 2.75 in their nursing courses in one semester or obtaining less than a C+ in a nursing course.
2.   Students who earn less than a C+ in more than one nursing course in the same semester or have withdrawn more than 2 times from any nursing course are not eligible for reinstatement.
3. The student should complete the reinstatement form within 14 days after final grades are posted and submit it to the Chair of the UG Program via email.   See Addendum G; Reinstatement Form
4. Once the reinstatement form has been received, a letter by the Chair of the UG Nursing Program with an action plan that includes specific activities to complete as part of the reinstatement process will be sent to the student via email.
5. The student will review the action plan and schedule an appointment with the Assistant Dean or Director and Advisor for the ACHIEVE Evening and Weekend Program to review and determine a plan for completing a required remediation and the sequences of courses for the remainder of the Undergraduate Nursing Major curriculum.
6. The student is required to sign the action plan to acknowledge the prescribed plan for reinstatement in its entirety.
7. The Assistant Dean or Director and Advisor, ACHIEVE Evening and Weekend Program will notify course faculty and Tutor/Remediation Specialist of prescribed action plan. The student will meet with the Assistant Dean or Director and Advisor, ACHIEVE Evening and Weekend Program prior to registering for clinical placement.
8. After reinstatement, a student who earns less than a "C+" in a second nursing course or the same nursing course for the second time will be dismissed from the Undergraduate Nursing Program.
9. Following reinstatement, students must maintain a semester GPA of 2.75 or higher for nursing major courses. If the required semester nursing GPA of 2.75 is not met, the student will not be permitted to progress within the nursing major. The student will be required to select a different major.
10. Reinstatement is possible only once during the nursing major for a student.
11. Following reinstatement, a failure in any subsequent nursing course, C or below, even in the last semester senior year, will lead to dismissal from the major.

Reinstatement and Progression Policy updated 3/28/23

E. Change of Division Policy

Students will be permitted to Change Division <u>one time only during their program of studies</u> in the Undergraduate Nursing Program. This applies to a student who wishes to transfer from the Day Program to the ACHIEVE Program or from the ACHIEVE Program to the Day Program. Students who have fewer than 90 credits and are in good academic standing may change from Undergraduate Day to Undergraduate Evening status and vice versa. Students need to meet with the Assistant Dean. Students should be aware that, in addition to credit hours, financial obligations are affected by changing divisions. Registration for a clinical course for a student

changing division will only be permitted based on clinical site availability once all students following the typical sequence of courses have been placed.

F. Math Calculations Policy

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

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

B. NUR 203 Introduction to Professional Nursing in the sophomore year Basic Math and Conversions (Chapter 1 – 2); Dimensional analysis will be taught using up three - factor analysis in NUR 205: (Craig, Ch. 3-6). Safe dosage calculation will be reinforced and tested in every clinical nursing course each semester.

C. On math calculation medication quiz, numeric scores will not be used in calculation of any overall course grade. Test scores are counted as a clinical PASS/FAIL criterion.

D. Students will not be permitted to administer medications before medication calculation competency is demonstrated. As a course requirement, students are required to achieve a 100% on a drug calculation competency examination.

   a. Simple, non-graphing, calculators distributed by the faculty will be used for dosage calculations. No cell phones are permitted. Students must pass a dosage calculation test at 100% for clinical nursing courses by a date established by the faculty. Failure to obtain these scores results in failure of course.

E. Retests must be taken on assigned days/times. Retest 1 will be within one week of original test. If a student fails to achieve 100% on the first exam, the student is required to meet with the course faculty for remediation. If a second attempt (less than a 100%), a mandatory remediation must be completed. Course faculty will refer to Strategies of Success and documentation of such remediation provided to course faculty.

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

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

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

I. The following clinical courses across the curriculum in the Day and the ACHIEVE programs will have a dosage calculation proficiency test: NUR 205, NUR 331, NUR 333, NUR 335, and NUR 425. Faculty in clinical courses should provide teaching/testing opportunities for students to apply clinical calculations in the context of the specialty.

J. Faculty will refer students who are having difficulty with DA in class or in clinical to the Strategies for Success Program with examples of specific areas/types of problems for remediation.

Reviewed and updated UG Council 4/9/21

G. Licensure Preparation

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

Background

The National Council of State Boards of Nursing (NCSBN) Licensure Exam (NCLEX-RN®) has a very significant effect on nursing program graduates as they prepare for entry into practice as professional nurses. The NCLEX-RN® examination is designed to test knowledge, skills, and abilities essential to the scope and effective practice of nursing at the entry level (NCSBN, 2017). NCLEX-RN® examination results also have a significant effect on nursing education programs as first-time pass rates can positively or adversely affect a program's approval status, accreditation, reputation, student and faculty recruitment, and nursing school rankings. Every three years, the NCLEX-RN® test plan is evaluated and revised by the NCSBN as needed based on results of an extensive practice analysis study of newly licensed registered nurses practicing for one year. The test plan serves as a guide to inform nursing programs of the most essential and relevant nursing concepts to be emphasized in theoretical and clinical learning activities throughout the program. The latest information related to the 2019-2020 NCLEX-RN® test plan is posted on the NCSBN web site (https://www.ncsbn.org).

Philosophical Basis for the NCLEX Success Plan

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

Purpose of the NCLEX Success Plan

The overall purpose of this NCLEX Success Plan is to facilitate each student's readiness to pass the NCLEX – RN® exam as a demonstration of basic competency necessary to provide safe and

quality nursing care. The plan details the responsibilities of the students and faculty in implementing strategies throughout the nursing program that have been put in place to promote success on the NCLEX examination as a first-time test taker. Specific purposes of the plan are to:

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

Table IX. Mastery Levels: Novice, Intermediate, and Proficient 36 month Elsevier Product

Mastery Levels	Description of Levels
Novice level	Student is able to recall specific facts and information.
Intermediate level	Student is able to use specific information to interpret or analyze.
Proficient Level	Student is able to judge, evaluate, and combine information to make decisions about what is best for the patient's care.

NCLEX SUCCESS PLAN

Strategies within the NCLEX Success Plan

The NCLEX Success Plan uses strategies throughout the curriculum that are evidence-based and considered standard educational practice in nursing programs throughout the region and across the nation. References supporting the selection of specific strategies are available upon request. Table X provides an overview of the plan schedule, including the sequence for testing and remediation.

Table X: Nursing Courses NCLEX Plan

Course	Elsevier Adapting Quizzing for NCLEX RN Exam (36 month).	Standardized Test HESI
NUR 203	N/A	N/A
NUR 201	N/A	N/A
NUR 202	N/A	N/A
NUR 204	N/A	N/A

NUR 205	Novice Level Concepts selected	Fundamentals HESI® Complete Required HESI Remediation
NUR 331	Intermediate Level	Fundamentals HESI® Complete Required HESI Remediation
NUR 332		N/A
NUR 333	Intermediate Level	Maternal-Child HESI® Complete Required HESI Remediation
NUR 335	Intermediate Level	Pediatric HESI® Complete Required HESI Remediation
NUR 421	Intermediate Level	Mental Health HESI® Complete Required HESI Remediation
NUR 423		N/A
NUR 424	Intermediate Level	Medical Surgical HESI® Complete Required HESI Remediation
NUR 427	Intermediate Level Leadership	Management HESI® Complete Required HESI Remediation
NUR 425	Proficient Level Medical Surgical	
NUR 428	Fundamentals Pediatrics Maternity Mental Health Proficient Level	Exit HESI ® Complete Required HESI Remediation

Nursing Elsevier HESI Remediation Policy

Purpose of the NCLEX Success Plan

Standardized testing is used as part of the nursing program assessment plan as well as a tool for students to measure their progress and remediate in areas that they need improvement. HESI Standardized testing will occur at designated points during the curriculum.

The HESI predictability model (HPM), a proprietary mathematical model, is used to calculate each HESI Score (typical range from 0 to 1,500). The HPM considers several factors, including the difficulty level of each test item and the performance by that student on all the items. Research on predictive accuracy of the HESI exams has been conducted using this HESI Score. Research studies have found the HESI Score to be highly accurate in predicting NCLEX success.

The overall purpose of this NCLEX Success Plan is to facilitate each student's readiness to pass the NCLEX – RN® exam as a demonstration of basic competency necessary to provide safe and quality nursing care. The plan details the responsibilities of the students and faculty in implementing strategies throughout the nursing program that have been put in place to promote

success on the NCLEX examination as a first-time test taker. Specific purposes of the plan are to:

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

Testing Environment:

· Students are expected to show their La Salle ID to gain entry into the computer testing room.
· Students must store all belongings including smartwatches, cellular phones, food, beverages, jackets, baseball caps, and sweatshirts with a hoodie at the designated area indicated by the proctor. No belongings may be kept at computer workstation.
· Students are allowed ear foam plugs into the testing room. Students are expected to bring plug in (wired) ear pods to hear audio questions in the exam.
· Students should arrive at the testing environment at least 15 minutes before the scheduled start time.
· Students will be permitted one piece of blank white/yellow paper.
· Students should not initiate any writing on the paper until the exam has officially started.
· Students will provide this paper to the exam proctor upon completion of the exam.
· Students should not use any external calculator. There is a calculator located on the test page of the computer from the right side of the screen.
· Discussing test content with other students is prohibited and is academic dishonesty
· HESI exam content is copyright protected.
· Students are required to review rationales to finish testing process. This is the only opportunity for students to review their rationales per Elsevier.

Conversion Score

All HESI exams provide a Conversion Score. The Conversion Score is a weighted percentage score that considers the average difficulty of the test item on the exam. The Conversion Score was developed to better reflect the student's ability compared to a traditional percentage score because it considers the test items' difficulty level. HESI Scores (range from 0 to 1,500) are individually weighted and consider the difficulty of the test item. The Conversion Scores (typically ranging from 0 to 100) use average difficulties and average performance. The relationship between the HESI predictability model (HPM) and the Conversion Score is not a simple percentage. For example, a HESI Score of 850 (the typical "acceptable performance" score) can result in a converted score typically between 70 and 84, depending on the difficulty of the test items the student answered. In NUR 205, a student's first HESI exam, 5% of the student's conversion score on the exam will be included in the calculation of the overall course grade. In NUR 331, NUR 333, NUR 335, NUR 421, NUR 425 and NUR 427, 10% of the student's conversion score on the exam will be included in the calculation of the overall course grade. The 850 Exit HESI score is the curriculum benchmark score. The Exit HESI score based on the HPM is a more accurate predictor of NCLEX success than the Conversion Score.

Goal of Remediation

The goal of this remediation plan is to:

- Promote students' success and performance on subsequent HESI exams.
- Increase students' performance on specific areas identified from the Elsevier HESI exam.
- Increase students' knowledge and clinical reasoning.
- Increase students' self-confidence.

Process for Remediation Completion

Based on students' HESI Score, students will be assigned an individualized remediation plan including remediation packets and HESI case studies. Elsevier provides students with links to access the HESI case studies and remediation packets in the Student Summary Remediation Report. Students are expected to access their individualized remediation in the HESI Next Generation Assessment Portal on Evolve by clicking on Exam Results. Students are required to complete their remediation plan based on their achieved Elsevier HESI score within one week after they complete their course HESI exam. This includes all remediation packets and case studies.

Failure to Complete Remediation

If the remediation requirements are not completed 48 hours before final grades are due, students will receive an Incomplete as their course grade. Once an Incomplete is given in a course, the student will be required to complete the remediation requirements using the guidelines documented in La Salle University's Incomplete policy at https://www.lasalle.edu/registrar/undergraduate-grading-system/ which states:

> All Incomplete (I) grades that have not been removed within three weeks after the last regular examination of the semester become Fs. When it is physically impossible for the student to remove this grade within the time limit, he or she must obtain a written extension of time from the Assistant Dean.

Integrated standardized testing with benchmarking throughout the curriculum

Individual course mastery testing

The Nursing Program utilizes case studies, practice tests, and HESI® course assessments offered by Elsevier. Students in the revised 3-year curriculum will be required to complete the HESI exams in NUR 205, NUR 331, NUR 333, NUR 335, NUR 421, NUR 425 and NUR 427. In NUR 205, a student's first HESI exam, 5% of the student's conversion score on the exam will be included in the calculation of the overall course grade. In NUR 331, NUR 333, NUR 335, NUR 421, NUR 425 and NUR 427, 10% of the student's conversion score on the exam will be included in the calculation of the overall course grade. Refer to table IX.

All students are required to complete remediation as part of the course evaluation methods in order to earn the final course grade. Testing may take place during the regularly scheduled class

day/time or students may be required to take the course test during scheduled time outside of the regular class schedule.

Exit comprehensive testing

In Senior Seminar and NUR 428 Senior Seminar II – Synthesis of Clinical Concepts, students are required to achieve a benchmark score of 850 on the HESI® exit comprehensive examination in order to pass the course. Students will be given two attempts within one semester to achieve 850. Failure to achieve a score of 850 on the second attempt will result in course failure. In the event of course failure, the student will need to register to retake NUR 428 according to their plan of study in consecutive semesters (including fall, spring and summer), and meet all elements of a remediation contract and testing requirements of the course. Students have a total of 4 opportunities to satisfactorily complete NUR 428 in consecutive semesters (1 initial attempt, and 3 opportunities to repeat the course) in order to have verified that they have met all Nursing Program requirements. NUR 428 must be taken in the last semester of nursing courses as defined by the curriculum plan that the student was admitted under.

Evidence of required practice and remediation NCLEX examination style questions

Throughout the curriculum, students will be required to complete NCLEX examination style questions. Students will be given assignments within each nursing course for the number of questions to complete and mastery levels to attain. Faculty may give a class an assignment or quiz as part of the instructional plan; the student's questions would be in addition to this faculty assignment. Students must complete course assigned case study/practice questions in order to earn the final course grade. Faculty within courses will be responsible to track online the completion of assigned questions.

Evidence of completion of an approved NCLEX examination review course

All students must complete an approved nationally recognized NCLEX review course delivered as a face-to-face (or live) program. Students must submit a certificate of completion of such a course in order to complete Nursing Program requirements.

References:

Custer, N. (2016). Remediation 101: Strategies for Nurse Educators. *Teaching and Learning in Nursing* 11, pp. 166-170.

Custer, N. (2018). Remediation in Nursing Education. *Teaching and Learning in Nursing* 13, pp. 147-152.

Elsevier. (2021). Elsevier HESI Remediation Guide. pp. 1 – 21.

Elsevier. (2023) Computer Software. Elsevier Adaptive Quizzing for the NCLEX-RN Exam (36-Month) (eCommerce Version), 4th Edition. Elsevier.

Mee, C. & Schreiner, B. (2016). Remediation in Nursing. Education Today: Review of the Literature & Considerations for Future Research. *Journal of Nursing Regulation*. Volume 7/Issue 1, pp. 37-45.

H. Incomplete Grade

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

I. Nursing Course Withdrawal Policy

Students are only permitted to withdraw 2 times (total) from required nursing courses. It is the student's responsibility to know the withdrawal date within each semester. These are published each semester on the academic calendar that is available on the registrar's page on the La Salle website. Withdrawals may be given in cases of serious illness and disability during the semester; Withdrawals from a nursing course for non-academic reasons will be reviewed on a case-by-case basis. If a student receives counseling from the faculty to withdraw from a course due to illness or related circumstances, and the student voluntarily chooses to remain in the course, the likelihood of a medical withdrawal at the end of the semester is seriously limited. Withdrawals given for medical reasons are for all courses in a given semester, not for any individual course. Students who are reinstated to the Nursing major after a dismissal may not withdraw from any nursing courses if they have a failing average at the time of the requested withdrawal. Please complete electronic course withdrawal form:
https://lasallecentral.etrieve.cloud/#/form/105

J. Leave of Absence/Withdrawal

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

Students who are admitted to the Nursing major must **complete the program requirements** no later than 3 years from the original expected date of graduation (e.g., if the original expected date of graduation was May of 2021, upon return from the leave of absence, the student must finish all core and major requirements no later than May 2024). A leave of absence from the program for longer than the time allowed to accomplish this program completion requirement will

necessitate that the student must reapply for admission to the program as a new student. Admissions requirements are available in the Catalog.

K. Graduation/Licensure / NCLEX-RN® Paperwork Procedures and Requirements

1. Students are to complete the online graduation application in the beginning of their final semester of study.
2. Students are responsible for checking that BSN degree requirements (core **and** major requirements) have been met. It is the student's responsibility to check courses and credits each semester in order to avoid late awareness of a deficiency.
3. Students are responsible to submit original transcripts from schools other than La Salle University from which students completed required courses, prior to the last semester of study.
4. Students who meet the graduation requirements of the BSN program can complete the application for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®).

L. 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.

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

N. Military Reserve Call-Up Policy
Any student who is called up for reserve duty should contact the Registrar's Office. The University procedure will be to drop all courses for these students and remove all tuition charges. Financial aid will be returned to the 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 will use good judgment to make such provision.

O. Inclement Weather
All courses at the University remain in session unless announced otherwise by media outlets. If classes are in session, students are expected to be present for clinical assignments. For safety reasons only, faculty and students can make individual decisions about attending clinical experiences. *(See attendance policy).* Students and faculty should refer to the La Salle University portal for all weather-related announcements and University closings for day and weekend programs. It is the responsibility of all students to know and follow the chain of communication regarding inclement weather within clinical courses in any given semester. Students may also sign up for emergency cell phone notification of weather-related closings via the Safety and Security Office: https://www.lasalle.edu/public-safety/emergency-alert-system/

IV. Communication with Faculty and Staff

A. Getting in Touch with Nursing Faculty/Office Hours

All faculty post their office hours in their syllabi. Please consult faculty schedules for office hours and contact faculty in person, by telephone or e-mail to find a mutually agreeable meeting time. Faculty are here to support you and welcome office hour visits.

B. Key Departmental Staff

Dean	Kathy Czekanski, PhD	czekanski@lasalle.edu 215-951-1432
Assistant Dean	Mary Dorr, MSN, RN	dorr@lasalle.edu 215-951-1646
Chair, Undergraduate Program	Patricia DiGiacomo, EdD, MSN RNC-OB	digiacomop@lasalle.edu 215-951-1218
Director, ACHIEVE Evening & Weekend BSN Program	Susan Moraca, MSN,RN	moracas1@lasalle.edu 215-951-1097
Director of Clinical Education	Angellyn Rosario, BSN, RN	rosarioa@lasalle.edu 215-951-1914
Nursing Learning Resource Center Lab Coordinator	Beth Wagner, MSN,RN	wagner@lasalle.edu 215-991-3797
Simulation & Technology Coordinator	Stephanie Blumenfeld, MSN, RN	blumenfeld@lasalle.edu 215-951-1706
Tutor/Remediation Specialist	Sharon Mingo, DNP	mingo@lasalle.edu 215-951-1707
Undergraduate Academic Advisor	Karla Delgado, BA	delgadok1@lasalle.edu 215-951-1970
Administrative Assistant Compliance Officer	Shira Powell-Carter	powells@lasalle.edu 215-951-1944
Administrative Assistant	Tonisha Whitfield	whitfiel@lasalle.edu 215-991-3572

V. Personal Safety

Personal Safety at All Times

Student safety is a priority at the university and in our nursing program. Students are expected to be aware of their surroundings at all times both on campus and while traveling to and from

clinical activities. Please review LaSalle University Public Safety website for additional information and safety awareness tips: https://www.lasalle.edu/public-safety/.

La Salle University's Public Safety Department is staffed year-round, 24 hours a day. The department's headquarters and administrative offices are located on West Campus at Good Shepherd Hall which is in the "Shoppes at La Salle" at 5301 Chew Avenue.

In addition to providing security patrol services in and around campus, the department operates shuttle service during the fall and spring semesters and manages parking permit registration. Escort services are available year-round.

For general information or service requests call 215.951.1300. For emergencies: **215.991.2111**

We encourage you to place this phone numbers in your cell phone.

Rave Guardian app (FREE) information available on the La Salle University portal. We encourage you to download this safety app.

https://apps.apple.com/us/app/rave-guardian/id691246562

https://play.google.com/store/apps/details?id=com.ravemobilesafety.raveguardian

VI. Student Life

A. Student Representation on Department Committees

In an effort to maximize student participation in aspects of the nursing program, the faculty invites student membership on selected faculty committees. The Chair will coordinate with the Chair of the Student Advisory Committee to elect student representatives to serve on the Student Advisory Committee.   Student leaders are invited to report on current student activities and obtain feedback from faculty and staff at the Undergraduate Nursing Program Council Committee. Email Dr. Pat DiGiacomo, Chair Undergraduate Program, digiacomop@lasalle.edu to be placed on the agenda.

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 meeting. Information should be shared with the student body.

B. Student Organizations and Activities

1.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.

2. National Student Nurses' Organization (SNAP)
At La Salle University there is an Undergraduate Nursing Program chapter of the Student Nurses' Association of Pennsylvania (SNAP). Students learn professional and leadership skills in this organization, and participate in local, regional, and national meetings of the National Student Nurses' Organization. Our Faculty Advisor SNAP is Dr. Kathleen Monforto.

C. Student Resources

1. Academic Accommodations

La Salle University works with students requesting academic accommodations on a case-by-case basis by communicating with each student to determine the appropriate accommodations. Students who would like to request academic accommodations must submit the appropriate documentation certifying an illness or condition. *To learn more about the process for requesting academic accommodations, please contact Kate Austin, Academic Accessibility Specialist, kilmeraustin@lasalle.edu or 215.951.5186 or Rose Lee Pauline, Affirmative Action Officer, at pauline@lasalle.edu or 215.951.1014. For more details about accommodations, visit their website:* https://www.lasalle.edu/academiclearningsupport/academic-accommodations/

2. Academic Advisement

General Academic - Academic Policies and Procedures.

Academic advising is a collaborative experience in which students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success and outlining the steps for achievement of the students' personal, academic and professional goals. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful (NACADA, 2004).

It is the responsibility of the student to be familiar with and observe the academic policies of the University in all matters of course registration, dropping and adding courses, withdrawing from a course and/or the University.

The University is processing Course and University withdrawals electronically plus Declaring a minor or major:
- Course Withdrawal: https://lasallecentral.etrieve.cloud/#/form/105

- Withdrawal from the University: https://lasallecentral.etrieve.cloud/#/form/2
- Declaring a minor: https://www.lasalle.edu/registrar/change-major-minor-concentration

Learning resources are directly accessible to students. Many students can self-refer for supportive instruction/services and faculty and advisors can also refer students to University resources. The Assistant Dean oversees academic advisement for the undergraduate day students. The ACHIEVE -Evening/Weekend pre-licensure BSN students receive academic advisement from the Director of the ACHIEVE Undergraduate Nursing Program.

It is the student's responsibility to communicate frequently with the advisor and to keep them apprised about positive events and any issues related to academic progress.

Suggested topics to discuss during academic advisement include:

- Discussing the current/past semester - academic support
- Reviewing Degree works/audit (non-nursing and nursing major requirements)
- Declaring a minor
- Career Services/resume
- Registration - pin number
- Study habits, etc.
- Support Services
- University involvement - Athlete, SNAP member or other campus organizations
- Current employment - number of hours work
- Graduation

Transfer Students
Students may not transfer non-nursing or nursing courses as a replacement for any LaSalle University Nursing course.

3. Center for Academic Achievement

The Center for Academic Achievement provides a variety of academic support services— tutoring, review sessions, guided study sessions, and academic coaching —that are designed to help all students achieve their highest potential as they aim to reach their academic goals! For an overview of their services, operating hours and more, visit their website: https://www.lasalle.edu/center-for-academic-achievement/

Starfish is a communication and scheduling tool that is accessible through the "Tools" menu of the mylasalle Portal. At La Salle, we use the Starfish to:
- connect you to your coordinated care network of instructors, advisers, and staff who are here to support your goals
- schedule tutoring appointments
- alert students who are at-risk in their classes
- communicate with each other via e-mail
- review course schedules

- record advising and tutoring notes
- track support service usage

4. Computer Services

At La Salle University, we are committed to helping you every step of the way. Take advantage of all the technology resources available on campus and online and don't hesitate to contact the Helpdesk, helpdesk@lasalle.edu, phone number is 215-951-1860, if you have any questions. The General Student Technology help and support website is https://www.lasalle.edu/technology/.

The Computer Assisted Instructional Materials: Student Self-Paced Canvas Guide – can be found at https://lasalle.instructure.com/courses/111

5. Connelly Library

The Connelly Library website is https://library.lasalle.edu/ Non-instructional software has been added to enhance the development of instructional materials (Connelly Library, Audiovisual). Other software programs purchased and used across nursing programs are located in the Connelly Library. The Connelly Library Media Services librarian provides updated lists of AVs regularly and on request. Teaching aids are also located in the Connelly Library and Learning Resource Center.

6. Counseling Center

The University Counseling Center is available to all full-time enrolled university students for purposes of individual counseling, problem resolution, and study skills information. The website is: https://www.lasalle.edu/student-life/student-counseling-center/ . Any questions, *please contact Jessica Brannan, Psy.D* studentcounseling@lasalle.edu *(215.951.1355).*

7. Financial Aid

The Financial Aid Office website is https://www.lasalle.edu/financialaid/. Please contact them at finserv@lasalle.edu.

Federal Work Study (FWS) is a need-based employment program administered by the University. Priority is given to full-time students who apply on time. https://www.lasalle.edu/financialaid/ways-to-pay-for-college/student-employment/

8. Student Health Services – The website is https://www.lasalle.edu/student-life/student-health-center/

Primary contact is studenthealth@lasalle.edu
Secondary contact is 215-951-1565

9. Tutoring – Strategies Success Tutoring Program

Students have access to tutors (at no cost) to review content for nursing courses and to improve test-taking skills. The Strategies Success Tutoring Program is designed to assist nursing students with pertinent skills necessary for academic success. Students with an exam grade of 80% or bellow are referred to Strategies for Success for tutoring support. Group sessions are offered by tutor/remediation specialist, and or peer academic tutors. Session topics include content review, strategies for time management, study skills, note-taking, test-taking, group study, test anxiety, HESI, and NCLEX Prep etc. Individual tutoring sessions with the Remediation Specialist can be made in Starfish. Individual appointments for Peer Academic Tutors can be made in Starfish. For additional information, please contact Dr. Sharon Mingo at mingo@lasalle.edu.
 (updated 12/15/23)

10. Writing Center

Other academic support resources for including writing tutoring offered by the Center for Academic Achievement (Lawrence 409). 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 Starfish in the mylasalle Portal. Evening and weekend hours are available, as well as distance and online writing tutoring. *Contact Stephanie King for more information (kingss@lasalle.edu, 215.951.1817).*

11. Career Center

La Salle's Career Center offers an array of career readiness services, programs, and resources to help you prepare for, and achieve, your goals whether they be graduate school, full-time employment, or long-term volunteer opportunities. Regardless of your major or year, our staff is ready to help you plan for "life beyond La Salle". It's never too early to start preparing!
https://www.lasalle.edu/student-life/career-center/

Location and Contact Information
Founders' Hall – 128
Call 215-951-1075 to schedule an appointment or schedule by logging into Handshake!
careers@lasalle.edu

12. Multicultural Center

The mission of the Multicultural and International Center is to support our students with resources that address their specific needs and raise cultural awareness on campus. The center provides a wide range of academic support and personal development services and events, such as special luncheons, reunions, and employment workshops, for students from diverse backgrounds. We offer advocacy and advisement for U.S. minority students, international students, and students interested in studying abroad. *Contact Cheryln L. Rush, Director,*

Multicultural Affairs for more information (rush@lasalle.edu, 1923 W. Olney Ave., 215.951.1948)

VII.   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 in May.

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

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

3   The Caring Spirit Award
   This student exemplifies caring behaviors in the classroom and in the clinical setting. They exhibit collegiality and caring with peers and faculty.

4   The Award for Outstanding Persistence and Resilience
    Despite obstacles this student is focused on achieving their goal.

5.   Daisy Award
   The La Salle University Baccalaureate Nursing Program participates in the Daisy Recognition Program. This program recognizes nursing students who have delivered extraordinary and compassionate care to patients and their families during their clinical rotations for their profound impact on the future practice of their students.

Appendix A

LASALLE UNIVERSITY
School of Nursing and Health Sciences

Immunization Declination Form

LaSalle University SONHS policy requires that I receive the following vaccinations: Measles, Mumps, Rubella, Varicella (ZVW), Influenza, Tdap/Adacel/Boostrix and Hepatitis B. I may also be asked to be vaccinated for Polio (only where site-specifically applicable).

I understand that my exposure to patients while completing clinical practica requirements at healthcare facilities puts me at risk of acquiring and/or spreading vaccine-preventable diseases. I have had the opportunity to be vaccinated for these diseases, however, I choose to decline the vaccination(s) recorded below at this time. I understand that by declining this/these vaccine(s), I continue to be at risk of acquiring and/or spreading the disease(s). I understand that the consequences of my declining to be vaccinated could have life-threatening consequences to my health and to the health of those with whom I have contact.

As a result of this/these declination(s), and in the event of exposure, I understand that I will not be permitted to attend class or to remain on campus at LaSalle University. I also understand that I may not be permitted to complete required training hours at my clinical practica sites. I further understand that this absence from academic activities may be in effect for a period of up to a month to account for the incubation period of some diseases. I understand that missing time from coursework and clinical practica for vaccine declination(s) may jeopardize my ability to successfully satisfy course requirements for on-time degree completion.

Despite these facts, I am choosing to decline the following vaccination(s) for the following reason(s):

Type	Reason
Measles	
Mumps	
Rubella	
Varicella (VZW)	
Influenza	
Tdap/Adacel/Boostrix	
Hepatitis B	
Polio	

I understand that I can change my mind at any time and accept the above-declined vaccination(s) at my Authorized Healthcare Provider's office.

By submitting this form, I acknowledge that the clinical sites define the required student documentation and that vaccination declination(s) may not satisfy these requirements. Finally, by signing this form I acknowledge that I will not hold LaSalle University, or my Authorized Healthcare Provider, clinical practica sites, nor any of their entities' board members, officers, agents, employees, contractors, faculty, authorized healthcare providers, patients and / or their family members, nor anyone else I come in contact with, liable if I am diagnosed with any of these vaccine-preventable diseases.

Student Name (Printed):_____

Student Signature: _____ **Date:** _____

Authorized Healthcare Provider Name (Printed):_____

**Authorized Healthcare Provider
Signature:**_____**Date:**_____
(May include MD, DO, CRNP or PA)staff

Authorized Healthcare Provider Office Name, Address and Telephone

Attachment B

![La Salle University logo]

School of Nursing & Health Sciences
Notice of Concern Form

Student: Last Name_____ First_____ La Salle ID _____

Semester _____ Year _____ Course Number/Title _____

Faculty Name _____

Description of concern: *(Add attachment, if needed.)*

PART ONE: Action Plan and Timeline

_____   _____
Student signature   Date

_____   _____
Clinical faculty signature (if applicable)   Date

_____   _____
Course faculty signature   Date

LASALLE UNIVERSITY
School of Nursing & Health Sciences
Notice of Concern Policy and Procedure

Student: Last Name_____ First_____ La Salle ID _____

Today's Date: _____

PART TWO: Follow Up

FURTHER ACTION REQUIRED? (*Circle one:* **Yes / No**)

If Yes, describe below:

_____   _____
Student signature   Date

_____   _____
Clinical faculty signature (if applicable)   Date

_____   _____
Course faculty signature   Date

Appendix C

LASALLE UNIVERSITY
School of Nursing & Health Sciences

Post Exposure Responsibility Form

Student Name: _____   Student ID: _____

Date: _____

This form should be completed by the student within 24 hours after the exposure and submitted to the clinical coordinator within 48 hours after exposure.

ALL STUDENTS MUST be seen in the emergency department/employee health department or by their personal health care provider within 2 hours for blood and body fluids exposure or within 24 hours of TB an exposure. Failure to comply will result in dismissal from program. It is the student's responsibility to obtain medical treatment and follow-up after exposure to blood or body fluids or tuberculosis. Treatment following exposure includes initial screening; counseling risk, health, and relationships; and follow up testing.
Initial all statements that are correct.

_____ I have been seen in the emergency department/employee health department or by my personal health care provider within 2 hours after a bloody and body fluid exposure or within 24 hours of a TB exposure.

_____ My exposure was to blood or body fluids and post exposure prophylaxis (PEP) measures were taken as appropriate (PEP measures may include blood work for baseline HIV, Hepatitis B and C; administration of immunizing agents; administration of antiretroviral treatment; and administration of immunoglobulin.)

_____ My exposure was to TB, and I previously have had no history of a positive PPD test, a PPD test was placed and I was provided counseling related to signs and symptoms of TB.

_____ My exposure was to TB, and I have a previously known positive PPD test, a PPD test was not placed but I was provided counseling related to signs and symptoms of TB and recommended follow up measures.

_____ I plan to fully participate in all follow-up medical care as recommended by the emergency department/employee health department or my personal health care provider.

_____ I have had a blood or body fluid exposure and I do not plan to participate in follow-up care as recommended.

_____ I have had a TB exposure and I do not plan to participate in follow-up care as recommended. I understand my decision to no participate in continued monitoring for the presence of TB will require that I withdraw from the program.

The student must initial each statement below. The student's initials indicate understanding of each statement.

____ I realize that I am responsible for any health care expenses related to this situation.
____ I realize that I have the right to refuse to be tested for exposure/infection.

_____   _____

Student signature   Date

_____   _____

Witness signature   Date

_____

Witness printed name

THIS FORM MUST BE MAINTAINED FOR THE DURATION OF MY CLINICAL EDUCATION EXPERIENCE PLUS 30 YEARS.

Appendix D

LASALLE UNIVERSITY

School of Nursing & Health Sciences

Blood or Body Fluid or TB Exposure Incident Report Form

Directions: This form should be completed by the student within 24 hours after an incident occurs; and should be submitted to the clinical coordinator.

Student Name: _____   Student ID: _____

Date of Incident: _____   Date of Report: _____

Place Incident Occurred (specify facility and unit/department): _____

Person(s) involved in the Incident: _____

Instructor/Preceptor/ Supervisor Name: _____

Describe the Incident:

Detail what equipment was being used:

Initial Action(s), such as flushing, washing, medical care, etc.…:

Describe planned follow-up action(s), such as medical care, etc.:

Signature of Student: _____ Date _____

Student Address   _____

                       _____

Phone Number: _____

Appendix E

School of Nursing and Health Sciences

General Incident Report Form

Directions: This form should be completed by the student within 24 hours after an incident occurs; and should be submitted to the clinical coordinator.

Student Name: _____   Student ID: _____

Date of Incident: _____   Date of Report: _____

Place Incident Occurred (specify facility and unit/department):
_____
Person(s) involved in the Incident:
_____
Instructor/Preceptor/ Supervisor Name:
_____

Describe the Incident:

Detail what equipment was being used (if applicable):

Initial Action(s), such as flushing, washing, medical care, etc.…:

Describe planned follow-up action(s), such as medical care, etc.:

Signature of Instructor: _____   Date _____

Signature of Student: _____   Date _____

Student Address: _____
                                  _____

Phone Number: _____
E-mail Address: _____

Appendix F:

School of Nursing and Health Sciences

Undergraduate Nursing Program
Request for Reinstatement Form

- The student should complete this reinstatement form within 14 days from the date the final grades are posted and submit it to Dr. Pat DiGiacomo, Chair of UG Nursing Program, digiacomop@lasalle.edu, via the student's La Salle email account.
- Once the reinstatement form has been received, the Chair of the UG Nursing Program will send a letter with an action plan that includes specific activities to complete as part of the reinstatement process to the student via email.
- The student will review the action plan and then schedule an appointment with the Assistant Dean to discuss and determine a plan for completing a required remediation and the sequencing of courses for the remainder of the Undergraduate Nursing Major curriculum.
- The student is required to sign the action plan and to follow the prescribed plan for reinstatement in its entirety.

Student Name:_____

Student ID: _____

During this semester, I was enrolled in the following:

　　　　　□ NUR 200 level courses 　　　□ NUR 300 level courses 　　　□ NUR 400 level courses

I am requesting reinstatement to the Undergraduate Nursing program due to the following (check all that apply):

□ My Nursing Semester GPA was less than a 2.75

□ I earned less than a C+ in NUR major course this semester.
　NUR Course:_____

I understand that only one reinstatement is allowed during the Undergraduate Nursing program. If I am dismissed from the program in the future, I will be unable to request reinstatement again. By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Student Signature: _____Date: _____

Reviewed by Chair, UG Nursing Program: _____Date: _____
7/20/21