



# Dwight Schar College of Nursing and Health Sciences



## *2021 - 2022* Nursing Student Handbook

Traditional, Accelerated, and Advanced Entry Programs

[www.ashland.edu/conhs](http://www.ashland.edu/conhs)

## **ASHLAND UNIVERSITY MISSION STATEMENT**

Ashland University, guided by our Christian heritage, is a comprehensive, private university that provides a transformative learning experience, shaping graduates who work, serve and lead with integrity in their local, national, and global communities.

Adopted by the Board of Trustees on January 29, 2016

## **DWIGHT SCHAR COLLEGE OF NURSING AND HEALTH SCIENCES MISSION STATEMENT**

The mission of the College of Nursing and Health Sciences is to educate individuals to become health care professionals committed to health related practice, leadership, and service. The programs provide undergraduate and graduate education in health science professions. Our guiding values are integrity, caring, accountability, respect, and excellence. Our vision is to be the premier College of Nursing and Health Sciences in the Midwest, educating graduates to serve a global and diverse society.

## **DEPARTMENT OF NURSING MISSION STATEMENT**

The mission of the Nursing Department is to educate individuals to become nurse leaders committed to evidence-based practice and service in a diverse and global society. Our innovative nursing programs embrace the college's ICARE values (integrity, caring, accountability, respect, and excellence), interprofessional collaboration, scholarship, and lifelong learning.

**The policy and procedures contained within this handbook are guidelines designed for the students associated with the nursing program. The Nursing Department reserves the right to change, remove, or supplement as necessary, any material contained in this student handbook. The electronic version of the handbook is located on the MyAU Portal under the College of Nursing and Health Sciences academics page for BSN Pre-licensure nursing program.**

**The following university documents are also to be used for reference for all other university issues:**

- Ashland University Student Handbook
- Ashland University Undergraduate Catalog

## TABLE OF CONTENTS

### BSN PROGRAM

1.1	Conceptual Framework.....	1
1.2	Assessment and Evaluation.....	4
1.3	Student Learning Outcomes.....	4

### STUDENT HEALTH AND CLINICAL REQUIREMENTS

2.1	Criminal Background Check.....	5
2.2	Drug Screen.....	5
2.3	Essential Functions for Clinical Course Work.....	5
2.4	Health Status Criteria for Students .....	7
2.5	Required Health Forms and Immunizations .....	8

### ACADEMIC, PROGRESSION, AND COMPLETION POLICIES

3.1	Absence from Nursing Class, Lab or Clinical Experience .....	11
3.2	Academic Advising.....	12
3.3	Annual Education Development Requirements .....	12
3.4	Assessment Technology Institute (ATI) Policies.....	13
3.5	Cell Phones/Pagers.....	13
3.6	Chemical Impairment.....	13
3.7	Class Cancellation Due to Adverse Weather Conditions .....	14
3.8	Clinical Evaluation Document Guidelines.....	15
3.9	Communicable and Non-Communicable Illnesses .....	15
3.10	Computer Skills .....	16
3.11	Deferment of Selected Pre-Requisites .....	16
3.12	Formal Complaints.....	16
3.13	Grade Scale .....	17
3.14	Graduate Recognition Ceremony.....	18
3.15	Medication Calculation Practicum.....	18
3.16	NCLEX-RN® Review Course.....	18
3.17	Notification of Change Regarding Program Policies.....	19
3.18	Nursing Course Fees and Additional Approximate Expenses .....	19
3.19	One on One Computer Policy .....	20
3.20	Online Discussion Board Confidentiality .....	22
3.21	Professional Licensure NCLEX-RN® .....	22
3.22	Program Completion.....	23
3.23	Progression Requirements	
	Grade Policies .....	23
	Academic Dismissals .....	24
	Withdrawals .....	24
3.24	Readmission to the Nursing Program .....	25
3.25	Written Paper Guidelines.....	27
3.26	Written Paper / Use of Grammarly® .....	27

**CLINICAL POLICIES**

4.1 Attire in Lab and Clinical Settings.....28  
4.2 Clinical Assignments .....29  
4.3 Clinical Locations .....29  
4.4 CPR Certification.....30  
4.5 Electronic Medical Records .....30  
4.6 HIPAA Compliance .....30  
4.7 Ohio Board of Nursing Policies Related to Student Conduct.....31  
4.8 Professional Liability Insurance.....33  
4.9 Safe Nursing Practice.....33  
4.10 Student Clinical Files.....33  
4.11 Student Incidents Relative to Patients.....34

**SCHOLARSHIPS**

5.1 Scholarship Opportunities.....35

**STUDENT ORGANIZATIONS AND REPRESENTATION**

6.1 Dean's Student Advisory Council .....36  
6.2 Nurses Christian Fellowship.....36  
6.2 SCRUBS Society .....36  
6.3 Sigma Theta Tau International (STTI), Rho Nu Chapter.....36  
6.4 Student Nurses Association (SNA).....37

**NURSING PROGRAM FACILITY - MANSFIELD**

7.1 Copying/Printing.....38  
7.2 Food Service .....38  
7.3 Parking .....38  
7.4 Safety .....38  
7.5 Student Commons and Quiet Study Areas.....38  
7.6 Student Lockers.....38

**DEFINITIONS .....39**

**INDEX.....43**

## BSN PROGRAM

### 1.1 CONCEPTUAL FRAMEWORK

The Ashland University baccalaureate nursing program conceptual model is a globe, representing the global responsibility of professional nursing in a diverse society. The base of the globe represents the foundation of a liberal arts education, the hallmark of higher education. As an integrated learning experience, a liberal education promotes critical thinking and analysis, intellectual inquiry, and exploration of values, ethics, and diversity in thought.

The meridian arm of the globe, lifelong learning, represents a fundamental concept of ongoing knowledge development important to professional nurses. Education is a lifelong process of reflection, intellectual challenge, and practice. The student is responsible for self-directed learning while drawing from previous knowledge and life experiences to become an active participant in the collaborative learning environment. Through education, the faculty endeavor to develop and enhance individual growth, social responsibility, and professional practice in increasingly complex health care environments. Students and faculty work in partnership to develop and maintain a shared learning environment that enables students to reach their potential. Faculty encourage students to develop professional perspectives which includes practice in diverse settings and implementation of health promotion concepts. Thus, the education of nursing students is a means of advancing the health of a global and diverse society. The meridian arm, lifelong learning, lends support to the dynamic concepts located on the latitudinal (nursing metaparadigm and core values) and longitudinal lines (AACN Essentials) of the globe.

Core values of the program, Integrity, Caring, Accountability, Respect, and Excellence (I CARE), along the latitudinal lines, are intentionally built from the foundation of the globe upwards to the BSN Generalist graduate, indicating the progression of development of these values throughout the educational program. Additionally, the establishment at the base of the globe highlights the importance of integrity to the nursing profession.

Central to the globe, the equator, the nursing metaparadigm, defines the importance of these concepts, **Nursing, Person, Health, and Environment**, as they relate to nursing practice. The college faculty embrace these concepts which direct program development and guide the educational process.

Guided by compassionate caring, **Nursing** is a profession which practices collaboratively in a variety of settings, and in a variety of roles to meet patient needs. Nursing can be described as a discipline with a unique body of knowledge; as a science that expands the body of knowledge; as an art that transforms; and as a process which addresses the holistic health of patients. As a profession, nursing is self-regulating in a contractual relationship with society.

**Persons** are viewed in the context of individuals, families, and communities. Each person has physical, psychological, social, cultural, and spiritual dimensions and is recognized for their unique experiences, qualities, values, and resources. This recognition leads to

individualization while encouraging the achievement of mutually identified outcomes.

**Health** is a multidimensional, dynamic process that is culturally defined, valued, and practiced by each person, family, and community. All persons have the right and responsibility to participate in decisions affecting their health and outcomes according to social justice principles.

**Environment** consists of internal and external influences. Perspectives on environment are influenced by the uniqueness of individuals, families, and communities. Environment extends through the diverse and changing needs of society in the local community as well as the broader, global society.

The longitudinal lines represent the AACN Essentials which are woven through the curriculum: Safety and Quality Care, Evidence Based Practice, Technology and Informatics, Policy and Finance, Communication and Collaboration, Prevention and Population Health, and Professionalism. These concepts, strategically placed throughout the curriculum, lead to the development of praxis, where embodiment, practice and enactment of the learned skills are realized as students' progress.

The concepts of practice, leadership, and service surround the globe, defining the anticipated outcomes of the BSN Generalist graduate. The programmatic student learning outcomes further explicate the expected graduates' basis for practice.

The Mission of the College of Nursing and Health Sciences, consistent with the mission of Ashland University, is to educate individuals to become professional healthcare providers committed to practice, leadership, and service.

The College Curriculum Committee developed a nursing conceptual framework that incorporates the philosophy, mission, core values and AACN's essentials from *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008). The College Curriculum Committee voted to approve this Undergraduate Nursing Conceptual Model on February 3, 2010, to be effective May, 2011. Proposed revision: October 2015. Faculty reaffirmed model 4/4/18.

# BSN Generalist Practice



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## **1.2 ASSESSMENT AND EVALUATION**

In striving for academic excellence in nursing education, the nursing program has a Comprehensive Program Evaluation Plan (CPE) that seeks in part to gather relevant feedback in reference to curriculum, support services, governance and quality of teaching/clinical instruction. This ongoing process necessitates occasional surveys and questionnaires, which, although not a part of the instructional program, are designed to collect the feedback that is essential to the assessment process. Completion of these surveys and questionnaires, when part of the college's assessment plan, are expected of all students, faculty, professional staff and administration as part of their professional responsibilities. Faculty, teaching assistants, and preceptors will be evaluated by students at the end of each course, clinical, and laboratory experience as appropriate for the individual course. Additionally, Department Chairs will conduct evaluations of faculty and teaching assistants within their departments according to University policies. These evaluations are for the purpose of (1) assuring the educator provides pedagogically sound teaching and learning experiences in course, clinical, and laboratory experiences, and (2) assuring the educator provides experiences that facilitate student accomplishment of course outcomes.

## **1.3 STUDENT LEARNING OUTCOMES**

**Upon completion of the nursing program, the student will be able to:**

1. Synthesize knowledge from nursing and a liberal education as the basis for clinical judgment, reflective practice, and decision making.
2. Incorporate professional standards in the practice of nursing.
3. Value integrity, caring, accountability, respect and excellence in nursing practice.
4. Collaborate with patients and health professionals to develop and implement culturally appropriate health promotion, disease prevention, and illness care methods.
5. Select current theory and evidenced-based knowledge to guide and teach individuals, families, and populations regarding health promotion, and illness prevention.
6. Employ patient care technologies, information systems, and communication devices that support safe nursing practice and development of nursing knowledge.
7. Demonstrate knowledge of healthcare policy, finance, and regulatory environments that impact patient care.
8. Incorporate effective communication and collaboration skills to form partnerships to provide care and to promote positive outcomes to a diverse society in a global context.
9. Apply leadership concepts, principles of advocacy and decision making in the provision of quality patient care, healthcare team coordination and accountability for care delivery in a variety of settings.
10. Collaborate with healthcare professionals to enhance quality improvement and safety initiatives at individual and systems levels of care.
11. Investigate health-related social justice concerns within legal, ethical, and political contexts.
12. Value lifelong learning for personal and professional growth to support excellence in nursing practice.



## **STUDENT HEALTH AND CLINICAL REQUIREMENTS**

### **2.1 CRIMINAL BACKGROUND CHECK**

Criminal background inquiries will take place in the fourth term of enrollment in the Traditional four-year program, and prior to clinical experiences for Advanced Entry, Accelerated, and Transfer students. All background checks will be performed by the agency chosen by the Nursing Department. The Nursing Department reserves the right to dismiss any student based on the results of the inquiry, regardless of felony or misdemeanor convictions. A student who has been denied clinical placement by the college based on the results of a criminal background check may discuss the decision with the Nursing Program Director, Nursing Department Chair, and/or Dean of the College of Nursing and Health Sciences.

If an affiliate agency in which a student is seeking assignment requires a more extensive check than completed, the student must meet that agency's requirement for placement in that agency at the student's expense. Clinical agencies reserve the right to review any background check and deny student placement.

### **2.2 DRUG SCREEN**

All drug screenings will be performed by the agency chosen by the Nursing Department. Refusal to meet the drug screen requirement will cause the student to be dismissed from the Nursing Program. The college reserves the right to dismiss any student based on the results of the drug screening. A student who has been denied clinical placement by the Nursing Department based on the results of a drug screen may appeal the decision to the CONHS dean.

Traditional Nursing Program students will complete the initial drug screening during the fourth term of enrollment. Accelerated and Advanced Entry Nursing Program students will complete the initial drug screening prior to the first clinical course. Traditional Nursing Program students who fail the initial drug screening will be allowed to complete the fourth term until the results are confirmed by additional laboratory testing. In the event a student fails the initial drug screening and the additional laboratory testing, the student will be dismissed from the Nursing Program.

### **2.3 ESSENTIAL FUNCTIONS FOR CLINICAL COURSE WORK**

Nursing students must be able to fully perform the essential functions in each of the following categories: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills, and communication skills. However, it is recognized that degrees of ability vary widely among individuals. Individuals are encouraged to discuss disabilities with the CONHS Dean, Nursing Department Chair, Program Director, Student Accessibility Center Director, and their lead faculty, if needed. The University may seek accommodations with clinical sites on behalf of the student, depending on the disability. The Nursing Department is committed to providing reasonable accommodations to students with disabilities upon written notice and through

established Nursing Department policies and procedures. The Program Coordinator may be required to contact clinical sites, discuss site policy, or identify the site's contact person to assist in meeting a student's needs. A release form is to be completed if this level of intervention is required on behalf of a student.

- **Gross Motor Skills:** Students must be able to move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulder (IVs), and reach below waist (plug-ins).
- **Fine Motor Skills:** Students must be able to pick up objects with hands, grasp small objects with hands, write with pen or pencil, key/type (use computer), pinch/pick or otherwise work with fingers (syringe), twist (turn knobs with hands), and squeeze with finger (eyedropper).
- **Physical Endurance:** Students must be able to stand (e.g., at patient side during procedure), sustain repetitive movements (e.g., CPR) and maintain physical tolerance (work entire shift).
- **Physical Strength:** Students must be able to push and pull 25 pounds (position patient), support 25 pounds of weight (ambulate patient), lift 25 pounds transfer patient), move light objects up to 10 pounds, move heavy objects weighing from 10 to 50 pounds, defend self against combative patient, carry equipment/supplies, use upper body strength (e.g., CPR and restrain a patient), and squeeze with hands (fire extinguisher).
- **Mobility:** Students must be able to twist, bend, stoop/squat, move quickly, climb ladders, stools and stairs, and walk.
- **Hearing:** Students must be able to hear normal speaking level sounds, hear faint voices, hear faint body sounds (BP), hear in situations not able to see lips (e.g., when using masks), and hear auditory alarms.
- **Visual:** Students must be able to see objects up to 20 inches away, see objects up to 20 feet away, see objects more than 20 feet away, use depth perception, use peripheral vision, distinguish color, and distinguish color intensity.
- **Tactile:** Students must be able to feel vibrations (pulse), detect temperature, feel differences in surface characteristics (e.g., skin turgor), feel differences in sizes and shape (e.g., palpate vein), and detect environmental temperature.
- **Smell:** Students must be able to detect odors from patients, detect smoke, and detect gases or noxious smells.
- **Reading:** Students must be able to read and understand written documents.
- **Arithmetic Competence:** Students must be able to read and understand columns of writing (e.g., flow sheets), read digital displays, read graphic printouts (e.g., I & O), calibrate equipment, convert numbers to/from metric, read graphs (e.g., vital sign sheets), tell time, measure time (duration), count rates (e.g., pulse rate), use measuring tools (e.g., thermometer), read measurement marks (e.g., scales), add, subtract, multiply, divide, and compute fractions (medication dosages), use a calculator, and write numbers in records.
- **Emotional Stability:** Students must be able to establish therapeutic boundaries, provide patients with emotional support, adapt to changing environments/stresses, deal with the unexpected (e.g., crisis), focus attention on task, monitor own emotions,

perform multiple responsibilities concurrently, and handle strong emotions (e.g., grief/anger).

- Analytical Thinking: Students must be able to transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use long term memory, and use short term memory.
- Critical Thinking Skills: Students must be able to identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.
- Interpersonal Skills: Students must be able to negotiate interpersonal conflicts, respect differences in patients, establish rapport with patients, and establish rapport with co-workers.
- Communication Skills: Students must be able to teach (patient, family), explain procedures, give oral reports, interact with others, speak on the telephone, influence people, direct activities of others, and convey information through writing (e.g., progress notes).

## **2.4 HEALTH STATUS CRITERIA FOR STUDENTS**

The Nursing Department requires that all students enrolled in the Nursing Program possess the intellectual, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required for safe professional practice. An individual must possess the emotional and physical health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to patient care, and the development of mature, sensitive, and effective relationships with patients. Prior to clinical coursework, and/or at the time designated, required health records are to be uploaded to the electronic tracking system for the Nursing Department. Records are placed in the student health file maintained by the Program Coordinator. The student must sign all documents; in the case of a minor, the parent must also sign. Every student (or parent if minor) will sign a release form giving permission for health records to be shared with the Student Health Center, if providing services to the student. The release includes permission to share health records and/or background check results with clinical agencies to determine clinical eligibility.

In accordance with the requirements of the Americans with Disabilities Act and Ohio law, Ashland University does not discriminate against any candidate for admission, nor any student, on the basis of disability, provided that the individual:

- meets the eligibility criteria necessary to complete the full curriculum at the level of competence required for safe professional practice.
- complies with the basic policies, practices and procedures essential to the education process.
- does not require the provision of auxiliary communication aids and/or services which would fundamentally alter the nature of the educational process or result in undue burden on the Nursing Department.
- does not pose a direct threat to his or her own health or safety, or the health and safety of others.

Based on the foregoing, the Nursing Department will determine whether modification or auxiliary aids and service falling within the guidelines of this policy will permit the individual to undertake the required curriculum and achieve the level of competence required for safe professional practice with reasonable accommodation. The Nursing Department reserves the right to withdraw any student for failing to participate, provide proper documentation, and efforts to conceal any information.

**It is the responsibility of the student to provide any updated information to the Nursing Department that come due during the course of the year, such as updated Tuberculosis/Tuberculin Skin Test (TB/TST) or Interferon Gamma Release Assay (IGRA) to the Program Coordinator's office by the due date.** Failure to maintain current health records will result in prohibition of clinical experiences which could lead to failure/dismissal from the Nursing Program.

## **2.5 REQUIRED HEALTH FORMS**

Prior to the second term of enrollment in the Traditional Four-year program, or upon acceptance/deposit for Transfer, Accelerated or Advanced Entry programs, students are required to complete the required health forms and provide a record of immunizations verified and signed by the student's healthcare provider. Documentation of the following childhood immunization records is required: chickenpox/Varicella, MMR (measles, mumps, rubella), diphtheria/tetanus/ pertussis (Tdap), and Hepatitis B vaccinations. Meningitis vaccination is recommended. These records are to be submitted to the Program Coordinator on the Mansfield campus through the electronic tracking system.

Students are fully responsible for tracking immunization due dates and obtaining and submitting immunization records when due. Acceptable health records for immunizations include copies of a medical record from a healthcare provider/agency with the student name, immunization given and the date administered. Contact information for the healthcare provider/agency should be evident. Immunizations are not provided by the Nursing Department. Students should contact the health care provider of their choice to meet this requirement. The student assumes full financial responsibility for the cost of required immunizations or testing.

Proof of health insurance is a requirement for all nursing students. Documentation must be submitted through the electronic tracking system.

### ***Required Immunizations***

- *Chicken Pox (Varicella)* - Immunity either by a positive Varicella antibody titer or two doses of the vaccine to demonstrate immunity.
- *MMR (Measles, Mumps and Rubella)* - If born before 1957, provide documentation of a history of measles, mumps, rubella or rubeola, a titer or vaccination. Those born during or after 1957 must also meet this requirement, either by having been vaccinated with two doses against the three diseases (either as the combined vaccine MMR or individual vaccination against the three diseases) or show laboratory evidence of immunity to all three diseases.

- *Tetanus / Diphtheria/Pertussis (Tdap)* - Completed the primary childhood series of doses as well as a booster within the last ten years. A booster received more than ten years ago is considered expired and will need to be repeated.
- *Hepatitis B Vaccine* – Completion of the series of three vaccinations for Hepatitis B by the beginning of clinical coursework or at the time designated by the Nursing Program. Students without verification of vaccine status are required to have an antibody titer to demonstrate immunity, or receive the vaccination series.
- *Influenza Vaccine* – Annual vaccination at time designated.
- *Meningitis* – Recommended, but not required.
- *Other* –Any agency specific immunizations, as designated by the clinical agency(s).

### **Tuberculin Skin Test or Interferon Gamma Release Assay (IGRA)**

Initially a two-step tuberculin skin test (TST) using purified protein derivative (PPD) or Interferon Gamma Release Assay (IGRA) is required at the designated time. *Note: If the student is a healthcare worker with documentation of negative yearly TST for the last two consecutive years, then only a one step is required.*

Types of Tuberculosis (TB) Testing:

1. Tuberculin Skin Testing (TST)- Mantoux method
  - a. Initial testing is to be two-step TST | Two-step TB-how it works:  
General process source:  
<http://www.pacificu.edu/sites/default/files/documents/2-step%20TB%20Testing%20Info2.pdf>  
Visit 1, Day 1: PPD antigen is applied under the skin  
Visit 2, Day 3: PPD test is read (within 48-72 hrs of placement) or the process will be restarted.  
If positive, it indicates past or present exposure to tuberculosis. A chest x-ray (CXR) and/or IGRA testing will be needed through their provider.  
Visit 3, Day 7-21: a second PPD skin test is applied (if the first result was negative)  
Visit 4, 48-72 hours after placement: the second test is read or the process will be restarted.  
A positive 2nd test indicates TB infection in the distant past.  
Further evaluation by CXR and/or IGRA testing will be needed through their provider.
  - b. If results are negative, a one-step TB to be done annually thereafter. See Visit 1 and Visit 2 under 1.a. for process.
  - c. Pregnancy is not a reason to defer TST.

Verification of TST result is to include date placed, date read, and result indicated in actual millimeter of induration with positive/negative notation. All documentation for TST or from the healthcare provider's evaluation must be turned in to the Program Coordinator's Office by uploading to the electronic tracking system. This must include release or clearance to participate in clinicals if further evaluation was required.

Interferon Gamma Release Assays will be required annually thereafter for those individuals with a positive test skin test result.

2. Interferon Gamma Release Assay (IGRA, blood test) is recommended for: bacille Calmette-Guerin (BCG) Vaccine recipients or persons with a history of positive TST that should not have further TSTs placed.
  - a. Students with an equivocal or indeterminate result for IGRA testing will have repeat testing done.
    - i. The time between the first test and repeat testing will be determined by the healthcare provider.
    - ii. If the repeat test result is equivocal or indeterminate, the individual will be required to seek treatment from their provider and submit all documentation from the healthcare provider's recommendations/treatment decision to the Program Coordinator's Office by uploading to the electronic tracking system.
    - iii. This must include release or clearance to participate in clinicals
  - b. *IGRA testing should not be ordered for 4 to 6 weeks after administration of live-virus vaccines if it is not drawn the same day as the live vaccine.*
  - c. IGRA testing will be required annually.
  - d. All results and recommendations of the healthcare provider must be submitted to the Program Coordinator's office by uploading to the electronic tracking system.

	<b>Freshman/ Traditional Students</b>	<b>Transfer</b>	<b>Advanced Entry (not current AU student) &amp; Accelerated</b>
<b>Hepatitis B</b>	By second Freshman semester	Upon Admission/Deposit	Upon Admission/Deposit
<b>Meningitis</b> (Recommended, not required)	By second Freshman semester	Upon Admission/Deposit	Upon Admission/Deposit
<b>MMR</b>	By second Freshman semester	Upon Admission/Deposit	Upon Admission/Deposit
<b>Tdap</b>	By second Freshman semester	Upon Admission/Deposit	Upon Admission/Deposit
<b>Two-Step TST or IGRA</b> (Annual requirement)	By second <b>Sophomore</b> semester. One step or IGRA annually thereafter	<b>Semester prior to Junior level courses.</b> One step or IGRA annually thereafter	Upon Admission/Deposit
<b>Varicella</b>	By second Freshman semester	Upon Admission/Deposit	Upon Admission/Deposit
<b>Influenza *</b> (Annual requirement)	Junior/Senior level, if during October-April	Junior/Senior level, if during October-April	Junior/Senior level, if during October-April

\*Some clinical partners will require the influenza vaccine into May, if the Centers for Disease Control and Prevention extend the flu season. During peak flu season, some clinical partners require the influenza vaccine two weeks prior to the clinical experience.

## ACADEMIC, PROGRESSION, AND COMPLETION POLICIES

### 3.1 ABSENCE FROM CLASS, LABORATORY OR CLINICAL EXPERIENCE

Optimal achievement of course outcomes requires student attendance at all assigned learning experiences, including classes, laboratory and clinical experiences, and observations. Students are expected to attend all scheduled classes, laboratory and clinical experiences.

It is recognized that an occasional absence due to illness or unusual circumstances is unavoidable. Excused absences are granted at the discretion of the faculty member involved.

An excused absence is defined as a student not being present for clinical/laboratory or class experience with prior approval from the appropriate faculty member. Students are required to make up clinical/laboratory absence(s). More than one excused clinical/laboratory absence may lead to a grade of “unsatisfactory”. When a class is missed, the factual information may be recovered, but the benefits derived from class participation are lost. Students absent from class are responsible for content missed.

Faculty members may require makeup work when in-class assignments are not completed because of absence. Upon returning to class, the student must contact the involved faculty member(s) regarding makeup of assignments or other class activities. Assignments and activities must be made up by the designated time set by that faculty member. A student who does not complete make-up work within the time designated by the course coordinator or faculty member will be given a grade of “zero” for that work. Any variance from this policy is at the discretion of the involved faculty member(s).

The student will assume responsibility for reporting each clinical/laboratory day of absence before the scheduled time of the assigned clinical experience. Notification must be given to the appropriate faculty member as directed by the lead faculty member for the course. Appropriate individuals and clinical site(s) will be notified regarding the student’s absence. Absence from laboratory and clinical experiences requires a make-up assignment. Clinical makeup will depend on the availability of the faculty member(s) and clinical facilities.

The student who does not meet the course outcomes due to absence may receive a grade of “Incomplete”. It is the Nursing Department’s prerogative to determine if the student can realistically complete course requirements. A plan for make-up of course content and/or clinical/laboratory experience will be developed by the course faculty member in consultation with the Nursing Department Chair for successful completion of the course.

#### *Reporting an Illness*

An ill or injured student may be sent to an appropriate Emergency Department, to the Student Health Center, to their residence, to their private healthcare provider, given a referral, or hospitalized as appropriate. When a student is admitted to the hospital, the Dean will notify the spouse/parents or guardian if the student requests. Student permission for non-emergency hospitalization is required.



Students are to report health problems, because treatment or advice may prevent more serious illness. Contact with other students should be limited if the illness is communicable. Students absent for more than three days from class or clinical must report the illness to the Program Coordinator and the lead faculty member. Upon the student returning to class or clinical, the student must present a healthcare provider release form to the Program Coordinator and lead faculty member.

### **3.2 ACADEMIC ADVISING**

Academic Advising is an essential component of academic success for students. The College of Nursing and Health Sciences takes this responsibility seriously and asks that students take responsibility to assure their advising needs are met.

The Nursing Department has an Academic Advisor whose responsibility is to assist students with aspects of the academic experience including registration, program and degree requirements and access to university resources during the first two years of enrollment in the Nursing Program.

Additionally, the Dean assigns a faculty advisor for each nursing student at the beginning of the second year of enrollment in the Nursing Program. The faculty advisor is a professional mentor for the student, meets with the student prior to registration to facilitate registration for courses meeting degree requirements and at other times to assist with interpretation of policies. However, it is ultimately the student's responsibility for meeting all stated requirements for the degree and observing relevant policies.

*Student responsibilities in regard to advising:*

1. Read and understand the academic policies and procedures in the *Traditional, Accelerated, and Advanced Entry Student Handbook*, the *Ashland University Student Handbook*, and the *Ashland University Catalog*.
2. Consult advisor as needed during registration periods for course scheduling and program or track modifications.
3. Inform advisor of any academic difficulties.
4. Maintain scheduled appointments with advisor and be prepared for advisement sessions with supporting documentation or materials.
5. Provide advisors with feedback and follow through on advisor recommendations as needed.
6. Contact academic advisor for mentoring if placed on academic probation.

### **3.3 ANNUAL EDUCATION DEVELOPMENT REQUIREMENTS**

Students will be required to complete the following continuing education courses or student software management platforms on an annual basis:

- Bloodborne Pathogens Exposure Control
- Emergency Operations Plan
- Clinical Orientation
- Health Insurance Portability and Accountability Act (HIPAA)

### **3.4 ASSESSMENT TECHNOLOGY INSTITUTE (ATI) POLICIES**

The Ashland University Nursing Program utilizes the Assessment Technology Institute, LLC Comprehensive Assessment and Review Program (ATI) for ongoing assessment of Traditional, Accelerated, and Advanced Entry nursing student knowledge.

#### **ATI Distribution:**

ATI materials will be distributed at designated times throughout the curriculum.

#### **Online ATI Registration:**

Students must register with ATI online to access the ATI virtual learning resources, web testing, and remediation. The student registers only one time, therefore they should keep their username and password in a safe secure place throughout the rest of the nursing program. (Note: Students who share their user information with others are in violation of the University integrity policy. Should students forget their username or password, they may gain access by checking with a faculty member or administrative assistant at the Mansfield campus).

#### **ATI Success Plan:**

Students should refer to course syllabi regarding requirements of the ATI Success Plan policy for each relevant course.

### **3.5 CELL PHONES**

Cell phone use is discouraged in classrooms. Students should turn off cell phones before the start of class (if a student has a family emergency or is concerned about a family issue, apprise the professor and turn phone on vibrate). Cell phones and smart watches or any other communication devices are prohibited during labs and exams. Some nursing clinical courses may allow cell phones to assist with clinical work. Cell phone use in clinical is course specific. Consult the nursing course syllabi to determine whether cell phone use is allowed in clinical and laboratory experiences.

### **3.6 CHEMICAL IMPAIRMENT**

The University and the Nursing Department is committed to providing compassionate and proactive assistance for chemically impaired or co-dependent students and their families and to afford students, who are not legally restricted and are no longer chemically impaired, the opportunity to continue their education without stigma or penalty, and to protecting society from harm that impaired students could cause.

The Nursing Department defines chemical impairment as a chronic, progressive illness which involves the use of alcohol and/or other drugs/chemicals to a degree where it interferes in the normal functional life of an individual as manifested by health, family, job, legal, financial and/or emotional problems.

Students may be suspected of improperly using or abusing drugs or alcohol on the basis of one or more of the following:

- Possession of an illegal substance

- Conviction of a drug-related crime
- Theft of a drug product of abuse potential
- Chemical impairment at school or a school-sponsored function
- Unexplained decrease in class attendance or academic performance that may be related to chemical substance abuse.
- Concern expressed by a faculty member, staff member, fellow student, preceptor, other health professional, police authority, or others regarding possible chemical substance abuse.
- Positive urine drug screen on a routine drug test or required urine screen for a specific clinical placement site.

If a nursing student is aware that he or she is impaired by substance abuse, he or she has the responsibility to seek assistance for diagnosis and treatment. Assistance can be obtained through the University Health Service.

A student suspected of chemical impairment may be confronted by a faculty or staff member or administrator and referred to the Dean of the College. If the student is unwilling to seek assistance or go for drug screening upon request at the expense of the Nursing Department, the student will be dismissed from the Nursing Program. Student confidentiality will be maintained at all times.

### **3.7 CLASS CANCELLATION DUE TO INCLEMENT WEATHER CONDITIONS**

The Dean of the Dwight Schar College of Nursing and Health Sciences shall determine the conditions for class, laboratory, and clinical cancellations based on inclement weather on the Ashland University Mansfield Campus. Radio announcements of adverse weather emergency will be made in accordance with University Policy.

All students and Ashland University employees registered with the Campus Shield notification program will be texted and/or emailed with the cancellation information.

Students taking coursework on other Ashland University campuses will follow announced cancellation for that campus.

#### *Clinical Cancellations*

- If the Mansfield academic building or the agency in which the student has clinical closes due to inclement weather, the clinical is also cancelled for that day.
- Clinical faculty have the discretion to cancel or continue clinical based on the timing of the closure announcement from AU.
- Students may make a decision to miss a clinical day based on a personal travel safety choice. The determination regarding make up of this time will be made by the course faculty member. Students must follow the same process for informing clinical instructors and course faculty regarding their absence as has been announced in their course syllabus.
- If students have an observational day or precepted clinical experience, they

may call the faculty of record to determine if it is acceptable to complete the day. The faculty will be responsible for being available to the student via appropriate means.

- Clinical assignments will be rescheduled if feasible, as determined by the faculty member. Students must consult with the appropriate faculty member(s) for rescheduled clinical dates and times.

### **3.8 CLINICAL EVALUATION DOCUMENT GUIDELINES**

Students enrolled in a clinical nursing course are required to write evaluation comments weekly. Faculty will provide evaluative feedback on a regular basis. Mid-term and end-term summaries will be completed by the student and clinical faculty. Written evaluation of the student's clinical performance (according to predetermined outcomes) will be completed by the appropriate faculty member with input from the preceptor, if applicable. Student evaluations and self-evaluations are official records and will be secured and retained according to policy. Evaluations are confidential. Clinical documents will be graded either "Satisfactory" or "Unsatisfactory". Mid-term grades may reflect need for improvement.

### **3.9 COMMUNICABLE AND NON-COMMUNICABLE ILLNESSES**

The Nursing Department will maintain an environment that ensures the provision of safe, quality patient care and is also supportive of the well-being of students. Accordingly, students are required to report to class, lab, and clinical settings unimpaired by noncommunicable personal illness or at risk of transmitting a communicable disease, and will be removed immediately from any situation to ensure patient and/or student safety. Faculty and students will adhere to the Center for Disease Control (CDC) and Prevention Guidelines for work restrictions when exhibiting signs and/or symptoms or for post exposure follow-up of certain communicable diseases

[http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6153a1.htm?s\\_cid=mm6153a1\\_w](http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6153a1.htm?s_cid=mm6153a1_w)

An ill or injured student may be sent to an appropriate Emergency Department, to the Student Health Center, to their residence, to their private healthcare provider, given a referral, or hospitalized as appropriate. When a student is admitted to the hospital, the Nursing Department Chair will notify the spouse/parents or guardian if the student requests. Student permission for non-emergency hospitalization is required.

The Nursing Department will maintain the confidentiality of all information related to student health. No specific information concerning diagnosis shall be provided to any persons including college administrators, faculty, and professional staff other than the Dean of the College of Nursing and Health Sciences without the expressed written consent of the student. No information can be released to another person, agency, insurer or institution without the prior written consent of the student involved.

Contact with other students should be limited if the illness is communicable. Students whose illness causes absence from class, lab, or clinical must report the illness to the Program

Coordinator and the lead faculty member. Upon the student returning to class, lab or clinical, the student must present a health care provider release form to the Program Coordinator and the lead faculty member.

### **3.10 COMPUTER SKILLS**

Recommended skills for online and/or hybrid classes are listed below.

#### *Skills:*

The beginning level computer skills listed below are very helpful for student success. If the student is deficient in these areas, it is recommended that remediation be sought prior to enrolling (e.g., community education course).

1. Create and save documents using a word processor (e.g., Microsoft Word) to type assignments.
2. Send and receive email communications.
3. Attach a document (e.g., to an email or course drop box).
4. Exhibit appropriate professionalism toward faculty and students in online communications (sometimes called netiquette).
5. Maintain confidentiality (e.g., may use “hospital X” to discuss a facility).

Additional skills that students will be expected to develop as they progress may include:

1. Use of pocket cameras (personal or those available for student loan) to record and post presentations
2. Ability to post and discuss course topics using an online class discussion forum, wiki, and/or blog

### **3.11 DEFERMENT OF SELECTED PRE-REQUISITES**

Schedule conflicts may make it necessary for a student to request an adjustment in the expected sequence in which pre-requisite courses and courses in the nursing major are taken.

Students requesting such exceptions should petition the Program Director and/or Dean, or designee, in writing for the necessary permission.

### **3.12 FORMAL COMPLAINTS**

#### *Definitions:*

“Appropriate” complaint: defined as a noted dissatisfaction with any application or interpretation of a work process, policy or procedure at the College of Nursing and Health Sciences other than academic integrity issues (undergraduate - Ashland University Student Code of Conduct (*See Ashland University Student Handbook*))

Internal Constituents: defined as the College of Nursing and Health Sciences students, faculty, administration and staff; Ashland University community.

External Constituents: external agencies (including clinical agencies and other providers of goods and services), prospective students to Ashland University and/or the College of Nursing and Health Sciences, the general public (including patients served as part of a clinical experience).

*Process:*

- Ashland University Dwight Schar College of Nursing and Health Sciences students will submit a written complaint, concern or improvement suggestion using the online reporting link:  
<https://www.ashland.edu/student-affairs/content/student-complaint-form>
- All external constituents will submit a written complaint, concern or improvement suggestion using the online reporting link:  
<https://www.ashland.edu/conhs/content/college-nursing-health-sciences-contact-form>
- A College of Nursing and Health Sciences designee shall respond to the complaint (internal or external) in writing within seven (7) working days of its receipt. If additional time is needed to respond to the complaint, the person filing the complaint will be notified.
- If resolution of the complaint cannot be achieved at the college-level, the situation will be taken to the university administration to receive input for resolution.

**3.13 GRADE SCALE**

The Nursing Department adheres to the following system of letter grades and quality points.

Grade	Percentage Points	Quality Points
A	100 - 94	4.00
A-	93 - 90	3.67
B+	89 - 87	3.33
B	86 - 84	3.00
B-	83 - 80	2.67
C+	79 - 77	2.33
C	76 - 74	2.00
C-	73 - 70	1.67
D+	69 - 67	1.33
D	66 - 64	1.00
D-	63 - 60	0.67
F	59 - 0	0.00

### **3.14 GRADUATE RECOGNITION CEREMONY**

The Graduate Recognition Ceremony held by the Nursing Department is designed to celebrate the accomplishments of each student upon completion of degree requirements, as confirmed by the AU registrar's office and College of Nursing and Health Sciences Dean. Students who attend the ceremony will receive a nursing pin. Graduates are strongly encouraged to participate.

### **3.15 MEDICATION CALCULATION PRACTICUM**

Accurate medication administration and related treatments is an essential part of nursing. Students are expected to understand and to accurately determine dosages and administration rates. To demonstrate this, students are required to pass the medication calculation practicum in select courses. Students not receiving a satisfactory score will fail the course they are enrolled in when the practicum is administered.

1. All students will be given the medication calculation practicum during Health Foundations II (NUR 306) Psych/Mental Health (NUR 310), and Complex Care (NUR 410). The practicum results will be recorded as a Satisfactory or Unsatisfactory.
2. Students must achieve a 90% to be Satisfactory.
3. Students who fail to achieve a satisfactory score of 90% (less than 90% will be unsatisfactory) on the practicum will be given an opportunity to retake a different version of the practicum at a time designated by lead faculty.
4. Students who fail to achieve a Satisfactory score of 90% on the second practicum will receive a failing grade in the course.
5. The first practicum will be scheduled outside of class during weeks 2-4 of an 8-week term, or weeks 10-12 of a 16-week semester. The second attempt practicum will be scheduled during weeks 7-8 of an 8-week term, or weeks 14-15 of a 16-week semester. Practicum results will be posted on the Learning Management System after the lead faculty has reviewed all practicums.
6. Sixty minutes will be allowed for the practicum each time it is given.
7. Students who are unsuccessful will meet with the lead faculty or their designee within one week after taking the practicum and will review the practicum to begin remediation. The student will remediate and prepare for the second attempt practicum. Remediation resources available to students include: Open lab, ATI, Tutoring, required dosage textbook, and (Blackboard Community may be available).
8. Students who fail to attend the practicum or the repeat practicum at the designated time will be considered to have failed the practicum and will receive a failing grade in the course.
9. The academic dismissal policy for pre-licensure track students will be followed.

### **3.16 NCLEX-RN® REVIEW COURSE**

A review course will be required in the final term prior to graduation for all pre-licensure students. This NCLEX-RN® review course is to provide students the opportunity to review core nursing content prior to graduating.



### 3.17 NOTIFICATION OF CHANGE REGARDING PROGRAM POLICIES

Students will be informed regarding program policy changes in a timely manner. According to the Ohio Administrative Code (OAC) 4723-5-12 (B) a nursing “program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.”

1. Policies that impact progression or program completion will be approved by the Nursing Department Admission and Progression Committee and will become part of the *Catalog*.
2. Policies regarding progression or program completion are part of the student’s incoming year of admission/readmission catalog and do not change while the student is enrolled in the program.

The policy for notifying students regarding program policy changes that do not effect progression or program completion are part of the *Student Handbook* and include:

1. Students will be sent email notification by the Nursing Department Chair, Program Director, Program Coordinator, and/or Dean regarding program policy changes.
2. Students will have access to the nursing program *Student Handbook* that is updated/revised annually on the My AU Portal.
3. Students will be required to sign annually that they have read the handbook and are aware of the location of the handbook on the portal.
4. This document will be stored in the student clinical file and/or the electronic tracking system (Typhon).

### 3.18 NURSING COURSE FEES

Note: Course fees are billed the term in which the course is taken.

Course Number/Title	Course Fee
NUR 105 Nursing Concepts and Values	\$200
NUR 225 Pathophysiology/Pharmacology I	\$300
NUR 301 Health Assessment	\$300
NUR 304 Health Foundations I	\$350
NUR 306 Health Foundations II	\$350
NUR 310 Psychiatric Mental Health	\$300
NUR 311 Adult Health Concepts: Regulation and Transport	\$350
NUR 312 Adult Health Concepts: Protection, Sensation and Mobility	\$350
NUR 410 Complex Health Alterations	\$300
NUR 420 Community and Global Health	\$350
NUR 430 Advanced Simulation	\$300
NUR 435 Capstone Preceptorship	\$300
NUR 438 Maternal Newborn Health	\$350
NUR 440 Pediatric Health	\$250

#### ADDITIONAL APPROXIMATE EXPENSES

Uniforms /Lab Coats	\$250	CPR	\$40
Stethoscope	\$50-\$100	Blood Pressure Cuff	\$80
Laptop:	\$1200		
Textbooks, Clinical Travel, Clinical Badge as required			
NCLEX® Exam application and related costs (state dependent)			

### 3.19 ONE ON ONE COMPUTING POLICY

The Nursing Department prepares nursing students using the most modern simulation equipment and by engagement in nursing clinical experiences. Increasingly, the clinical experiences are facilitated through the use of technology and access to clinical information is done through mobile computing devices. *As such, nursing students enrolled in clinical coursework who are attending the CONHS are required to have and use a mobile computing device that has been recently purchased\** (The same device may be used for the duration of the program).

Nursing students are expected to bring a mobile computing device to class and to their clinical assignment (if designated by a clinical instructor). This device will be a Windows 7 notebook or laptop with sufficient battery life. Please note that Mac OS devices, netbooks, and some popular tablet devices including iPads are not suitable or are not capable of running Microsoft Office applications; therefore, such systems or devices are not an option for nursing students because of the incompatibility with software the nursing students will be using.

It is recommended that computers be purchased with a 2-3 year warranty that covers parts and labor. An insurance policy that covers accidental loss or destruction should be considered as well. The Ashland University Technical Support Center (TSC) can provide limited services such as virus scans and other basic troubleshooting, but hardware repairs and operating system restores are beyond the scope of services provided by the TSC.

Ashland University has partnered with Dell, and the Apple Store for Education to offer discounts on computer systems and peripherals. Students may shop for a system by going to <https://www.ashland.edu/administration/information-technology/purchase-plans> to select a system that meets the requirements and recommendations listed on the table on the next page. They may also shop their preferred computer reseller for systems that meet these requirements and recommendations. **Tablet computers, including iPads, do not meet the requirements of this program.**

<b>Ashland University Undergraduate Computer Requirements and Recommendations</b>	
<b>Computer Requirement (Laptop Device)</b>	Nursing students enrolled in clinical coursework must have a mobile computing device. RN to BSN and DNP students may have either a mobile computing device or a desktop computer.
<b>Computer Recommended (Laptop Device)</b>	Recommended for all other students including Health Sciences.
<b>Minimum Computer Specifications / Requirements</b>	
<b>Operating System</b>	Microsoft Windows 10 (Chrome Books, Netbooks, Mac OS devices and tablets including iPads are NOT suitable)
<b>Processor</b>	2.4 GHz or higher for laptops
<b>Memory</b>	Laptops - 8GB or more (16 is better)
<b>Storage</b>	250GB or more (traditional or solid state)
<b>Networking</b>	802.11n Wireless and Ethernet LAN
<b>Webcam, Microphone and Speakers</b>	Integrated or discrete
<b>Screen Size</b>	10" to 15" recommended
<b>Video HD graphics card with HDMI, VGA port and Dual Monitor capability</b>	Integrated or discrete
<b>Battery Life</b>	Capable of running 6 or more hours between charges
<b>Weight</b>	Under 6 pounds recommended
<b>Carrying Case/Bag</b>	Designed for laptop
<b>Software - General</b>	Microsoft Office free for student to download at office.com
<b>Software - College Specific</b>	To be determined by the College at start of each semester
<b>Optical Drive (DVD)</b>	Optional
<b>External Monitor</b>	Optional
<b>External Keyboard &amp; Mouse</b>	Optional
<b>External Speakers/Headphones</b>	Optional

\*Options and Accessories – Laptops and MacBook are great devices for mobility, but the small size and light weight mean that the display, keyboard and mouse are smaller than would be available with a traditional desktop system. Students may opt to have a larger display and standard keyboard/mouse for use outside of the classroom.

### **3.20 ONLINE DISCUSSION BOARD CONFIDENTIALITY**

All online discussion boards must adhere to current HIPAA regulations as well the Code of Ethics for Nurses related to confidentiality. Pseudonyms must be used for all persons and/or institutions/agencies in your postings. Breach of patient or institution/agency confidentiality will constitute grounds for dismissal from the nursing program. Access is limited to course faculty and students enrolled in the course. However, occasionally guest speakers or other College of Nursing and Health Sciences faculty members may access discussion boards for specific purposes. Students will be notified in advance if this is planned.

### **3.21 PROFESSIONAL LICENSURE NCLEX-RN®**

#### *Application*

Pre-licensure students successfully completing degree requirements are eligible to take the National Council of State Board Licensure Examination (NCLEX-RN®) to obtain licensure as a registered nurse (RN). Students are responsible for filing their own applications to take the NCLEX-RN® examination. The Nursing Department Chair (or Designee) will inform senior students of the website for application download. There are two separate applications to be filed, one with the National Council of State Board of Licensure Examination for Nursing and the other with the State Board of Nursing in the state where the student plans to practice. Refer to the NCLEX-RN® exam website on requesting modifications for the NCLEX-RN® exam.

#### *Criminal Background Check*

As of April 2002, The Ohio Board of Nursing has the authority to refuse to grant licensure to applicants with any of the felony convictions specified in the law. The law requires a criminal background check for new applicants for licensure in Ohio who entered a pre-licensure nursing education program on or after June 1, 2003.

Candidates who wish to sit for the NCLEX-RN® examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) for processing. Results are to be sent directly to the Ohio Board of Nursing (OBN) or other designated agency.

#### *Licensure and Felony/Misdemeanor Infractions*

If any student has pled guilty to, been convicted of, or been found judicially guilty of any felony or misdemeanor, he/she may experience some difficulty in obtaining permission to take the licensure examination. These infractions are described in the State of Ohio Board of Nursing Code of Regulations. Questions should be directed to the Ohio Board of Nursing. Additional details can be found at: <http://www.nursing.ohio.gov/>

#### *Requests for Modifications for the NCLEX-RN® Examination*

For candidates with disabilities as defined by the “American Disabilities Act” (ADA), accommodations are made only by authorization of the Ohio Board of Nursing (OBN) and the National Council of State Boards of Nursing (NCSBN). The OBN recommends that the applicant notify the OBN, in writing, six months prior to program completion.

The applicant is required to submit the following documentation:

1. Letter from the applicant specifying requested accommodations.
2. Letter from the Director/Designee of the nursing education program specifying accommodations granted by the Nursing Program.
3. Diagnostic report from appropriate professional practitioner.

Questions should be directed to the Ohio Board of Nursing and to the Student Accessibility Center at Ashland University.

### **3.22 PROGRAM COMPLETION**

Students in the Traditional, Accelerated, and Advanced Entry Nursing Programs, must complete their program of study within six years of the date of the first matriculation. An approved absence does not count toward the six year total. Students who withdraw and are later readmitted will be granted one readmission to the program. After this readmission, the student will be required to complete the program in consecutive terms that, including the amount of time previously enrolled in the program, may not exceed a total of six years.

Students who are unable to progress with their admission cohort for any reason will progress in coursework based on course availability. The Academic Advisor will establish where the student will begin their revised plan based on course availability.

### **3.23 PROGRESSION REQUIREMENTS**

#### **Grade Policy: Pre-licensure Students**

##### *Grading Standard – Required Nursing Courses*

Course grades will not be rounded for clinical and non-clinical courses. All clinical and non-clinical courses must have quality points of a 2.0 or higher to meet graduation requirements. If the course grade is below a “C” (74%), the grade assigned to the course will not be higher than a “D+”. To meet graduation requirements, for any repeated nursing course, the repeated course must be above a 2.0 on the second attempt (refer to Dismissal Policy).

To be successful in the class, students must achieve an overall averaged minimum of “C” (74%) on objective examinations in all nursing courses except the following:

- NUR 105 - Nursing Concepts and Values
- NUR 225 – Pathophysiology/Pharmacology I
- NUR 226 – Pathophysiology/Pharmacology II
- NUR 335 – Genetics in Nursing Practice
- NUR 336 – Genetics and Health (classes entering F16 and thereafter)
- NUR 425 - Trends and Issues in Global Health
- NUR 430 - Advanced Simulation
- NUR 435 - Capstone Preceptorship
- NUR 460 - Theoretical Foundations in Health Research

Other assignments will be averaged into the course grade for final grade determination if the grade on objective examinations meets the minimum of “C” (74%).

### *Grading Standard - Clinical Nursing Courses*

Clinical/laboratory grades are stated as “Satisfactory” or “Unsatisfactory”. Satisfactory means that the student has achieved a level of performance demonstrating that he/she has met the objectives. Unsatisfactory means that the student has failed to demonstrate minimally acceptable behaviors and/or did not meet required clinical/laboratory outcomes. If at any time the student is deemed by faculty to be unsatisfactory, the student will not be permitted to drop the course and the grade assigned may not be higher than a "D+". If the student has a lower grade in the didactic portion of the course at the time of clinical/laboratory failure, the grade earned will be assigned.

### *Grading Standard - Required Non-Nursing Courses*

Quality points less than a 2.0 in Anatomy & Physiology I (BIO 222), Anatomy & Physiology II (BIO 223), Microbiology (BIO 240), Molecular Architecture (CHEM 251), or Chemical Perspectives on Life (CHEM 253) do not meet graduation requirements and the course must be repeated. The repeated course must be above a 2.0 on the second attempt or the student will be dismissed from the nursing program. Quality points of less than 2.0 (C-) in two required sciences courses will result in dismissal from the nursing program (refer to Dismissal policy).

Quality points less than a 2.0 in Elementary Statistics (MATH 208), Developmental Psychology (PSYC 209), Human Nutrition (DIET 320), or Ethics (PHIL 215) do not meet graduation requirements and the course must be repeated.

### **Academic Dismissals**

A grade of "C-" or below in a nursing course is considered an unacceptable academic standard in the Nursing Program. Students who receive a "C-" or below in a nursing course may remain in the program but will be required to retake that course again as soon as possible.

Pre-licensure students who receive a grade of "C-" or below in two nursing courses will be automatically dismissed from the Nursing Program, but not from Ashland University. Pre-licensure students who receive a grade of "C-" or below in two required science courses will be automatically dismissed from the Nursing Program, but not from Ashland University. They must wait one calendar year before reapplying to the Nursing Program and must follow the general readmission procedures in the *Student Handbook*. These students will be considered for readmission on a case by case basis by the Nursing Department Admission and Progression Committee. A student who is academically dismissed from the Nursing Program may continue to take courses that satisfy their AU institutional degree requirements while awaiting readmission determination to the nursing program. They may also choose to pursue another course of study.

### **Withdrawals**

Pre-licensure students who do not register for nursing coursework within two academic terms (fall/spring) will be administratively withdrawn from the Nursing Program so that another student may be placed in that spot. They must wait one calendar year before reapplying to the

Nursing Program and must follow the readmission procedures listed below. This student may also be tested for safety in a clinical setting before being readmitted. These students are free to continue taking courses to satisfy their AU degree requirements while awaiting readmission to the Nursing Program.

Students who voluntarily withdraw from the Nursing Program may reapply for admission without waiting one full calendar year and will be considered on a case by case basis. Readmission to the nursing program is possible with the following guidelines:

- Students may continue to take AU core requirements while they await readmission.
- A withdrawal of up to two semesters is available for students who need to leave the Nursing Program for personal reasons but intend to return to the Nursing Program (i.e. medical or family problem); however, permission for this must be granted by the Nursing Department Admission and Progression Committee.

### **3.24 READMISSION TO THE NURSING PROGRAM**

#### *General Readmission Requirements*

The Nursing Department Admission and Progression Committee will determine if a student will be readmitted to the Nursing Program. Students may be readmitted to the Nursing Program no more than one time. Students with two nursing (NUR) course failures prior to the 400 level courses will not be readmitted to the Nursing Program. Students with two non-nursing required science course failures (BIO 222, BIO 223, BIO 240, CHEM 251, and CHEM 253) will not be considered for readmission to the Nursing Program. If a student continues to take classes at AU while not enrolled in the Nursing Program, they will be subject to the core course requirements of their original *AU Catalog*. However, they will be subject to the nursing program requirements and policies in the *AU Catalog and Nursing Student Handbook* at the time of readmission to the Nursing Program.

#### *Readmission Process:*

1. Contact the registrar's office to notify the Nursing Department of potential readmission at least 3 months prior to the semester the student is applying.
2. Submit a letter of intent to the registrar's office stating the desire for readmission, including additional education that has occurred since applicant's last classes at AU.
3. The Nursing Department Admission and Progression Committee will review the student's letter of intent, transcripts and any other written material or letters submitted by the student in the readmission decision.
4. The readmission decision will include requirements to determine appropriate course placement including but not limited to skills testing, ATI testing, and/or medication calculation practicums. Course placement will be determined by the committee in conjunction with the program director.
5. Final course recommendations will be sent to the registrar's office. The registrar will enroll the student in the required courses the student's first



readmitted semester in the Nursing Program.

*Readmission Criteria:*

The following will be used in making a readmission decision:

1. Applicant's stated reason for requesting readmission.
2. Past academic performance and any work completed while absent is evaluated to determine potential for success and/or placement.
3. Applicant's ability to complete the program within the 6-year requirement.
4. Space availability in the appropriate courses.
5. The following items will be considered prior to readmission, for students who have a second course failure during the 400 level coursework:
  - a. Successful completion of Head to Toe assessment practicum;
  - b. Successful completion of at least one Medication Calculation Practicum dependent upon the student's placement in the program;
  - c. Successful completion of the intra-muscular or subcutaneous injection practicum dependent upon the student's placement in the program;
  - d. Successful completion of the indwelling urinary catheter sterile skill practicum dependent upon the student's placement in the program; and
  - e. Completion of the following:
    - i. ATI practice tests and achieve at least a 90%
    - ii. ATI Targeted Medical-Surgical Body System quizzes and achieve at least a 90%; and
    - iii. ATI proctored examinations achieving minimally a Level 1 (Level II is preferred).
    - iv. ATI practice and proctored tests include RN Pharmacology, RN Fundamentals, RN Mental Health, RN Adult Medical-Surgical, RN Nursing Care of Children, RN Maternal Newborn, RN Community Health, and RN Leadership.

Based on the outcomes of these assessments, the student may be readmitted, may be denied readmission, or may be required to audit or retake for credit select courses dependent on the student's placement in the program.

*Readmission Progression Requirements:*

1. The admission decision applies to the upcoming semester and cannot be deferred.
2. Applicants must repeat or audit course (even if passed) when the Nursing Department Admission and Progression Committee deems necessary.
3. Readmitted students must follow the progression/grade requirements.
4. Readmitted students will enter on probation and be assessed at the end of the first term.

### **3.25 WRITTEN PAPER GUIDELINES**

Papers and manuscripts submitted for nursing program courses must be prepared according to the Publication Manual of the American Psychological Association (APA), most current edition. The Publication Manual of the APA provides a uniform and reasonably simple method of format and style to be used when writing scholarly papers. Originally designed by APA for papers submitted for publication in its journal, the APA style has become the accepted method for writing papers.

### **3.26 WRITTEN PAPER / USE OF GRAMMARLY®**

Grammarly® is an automated grammar tutor and revision tool for academic writing. A web-based application, Grammarly@EDU works one-on-one with a student to develop sentence-level writing skills, prevent plagiarism, and reinforce proper revision habits.

Students are required to upload writing assignments to Grammarly@EDU for each required nursing course. Students will receive immediate instructional feedback on over 150 points of grammar and double-check if all sources are properly cited. Prior to submitting final papers, students must achieve an average score of 85% before the assignment can be submitted for a grade. This report must be provided to the faculty member.

Students can obtain their Grammarly® Report by downloading a pdf version, located on their Grammarly® dashboard, to save. This report must be submitted as an attachment with final paper. Students must upload their report as instructed by faculty.

#### Student's access to Grammarly®:

- Go to <https://www.grammarly.com/edu/signup>. Enter their name, Ashland e-mail account, and their preferred password to sign up for a Grammarly account.
- Check incoming email (Inbox and spam folder) for a confirmation email and click the link inside to verify e-mail. It will redirect student to the right page for the next step;
- On the new page, please apply the access code mvNZPY6ozRkZea9h

## 4. CLINICAL POLICIES

### 4.1 ATTIRE IN CLINICAL SETTINGS

Students are to present an appropriate professional appearance in laboratory and clinical settings. Faculty will determine appropriateness in accordance with the following policy to assure nursing students convey a positive and professional image through dress and actions:

Students are responsible for purchase of uniforms and lab coats prior to the start of clinical coursework. Students in the Accelerated or Advanced Entry track are to purchase these items on admission. Students may contact the Bookstore with questions in regard to uniforms and lab coats. An AU College of Nursing and Health Sciences patch is to be sewn on the uniform and lab coat.

#### Laboratory and Clinical Settings

- Clothing must be clean and neatly pressed and appropriate for the setting. The style of clothing must not be revealing (i.e. undergarments must not be visible).
- Required attire for clinical experiences is the complete uniform unless otherwise indicated. The uniform is not to be worn on the street, or in public places, unless fulfilling professional student responsibilities. For other sites/ experiences guidelines from the faculty member should be followed.
- *Women:* Nursing Department approved uniform, white socks/stockings, plain white shoes (no canvas shoes), and ID badge.
- *Men:* Nursing Department approved uniform, white shoes and socks, and ID badge.
- Chewing gum is not permitted while at clinical.
- For visiting clinical areas in preparation for clinical assignments: Nursing Department approved uniform or lab coats over dresses, pantsuits, dress slacks or skirts, and blouses or shirts. No jeans, shorts, sweatpants, capri's, or revealing shirts/blouses are permitted.
- When wearing street clothes as attire for a clinical experience, students are to maintain a professional appearance. No jeans, halter tops, short shorts, sweatpants, or revealing shirts/blouses are permitted.
- Students are to wear their ID badge above their waist at all times during clinical experiences. No stickers, pins, etc. are to be placed on the picture ID badge.
- Clothing shall be loose enough to allow freedom of activity in the performance of all clinical activities. White laboratory coats may be worn with uniforms. A long-sleeve white shirt may be worn under the uniform top during cooler months. No writing or pictures should show through the uniform.
- Hair must be combed and neatly trimmed or arranged. Unkempt hair is not permissible regardless of length. A hairstyle must not create a safety or health hazard. Hair longer than shoulder length must be pulled back and secured unobtrusively above the collar. Beards, mustaches, and sideburns must be neatly trimmed. Nails should be fingertip length (artificial nails are prohibited) and well groomed. No nail polish is permitted. Extreme hairstyles, including extreme artificial colors, are not permitted.

- Earrings are limited to one earring per ear lobe. Small post earrings are permitted. Rings are discouraged due to the potential for patient injury and for promoting infection. Plain wedding bands and engagement rings are acceptable in most areas. Necklaces and other jewelry are not permitted. No other visible body piercing jewelry is permitted, including tongue piercing. Tattoos must be inconspicuous or covered.
- Personal hygiene/grooming are important to professional appearance. When makeup is worn, it must be applied conservatively. Perfume, cologne, after-shave, etc., may be irritating to patients, especially those with respiratory conditions. They must not be used.
- While working as an employee at any agency, neither the uniform nor the lab coat is to be worn.
- Visiting in hospitals: Students must wear street clothes when visiting friends and family in any healthcare setting.
- Agency policy related to dress code must be followed.

#### **4.2 CLINICAL ASSIGNMENTS**

Faculty will determine clinical placements for students in the Traditional, Advanced Entry, and Accelerated programs. Appropriate assignments are made for the student's level. Pre and post clinical conferences are utilized to assist the student in providing individualized quality care. Clinical preparation must be completed according to the guidelines for the experience; failure to do so may result in dismissal from the clinical experience with required make-up. Written preparation, as assigned, must indicate adequate and appropriate study to be deemed satisfactory. The student may be required to correct and resubmit assignments. Students are permitted observational experiences as arranged by a faculty member.

##### *Refusal of Clinical Assignments*

Nurses provide service with respect for human dignity and the uniqueness of the patient unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems. Refusing to care for any patient will result in appropriate disciplinary action.

#### **4.3 CLINICAL LOCATIONS**

Clinical experiences prepare students for nursing practice in diverse settings. Such experiences occur in acute care facilities, community agencies, and long-term care throughout Ohio. Students participating in clinical experiences are responsible for providing their own transportation to and from the clinical site.

#### 4.4 CPR CERTIFICATION

All students enrolled in clinical coursework must be certified in American Heart Association (AHA) cardiopulmonary resuscitation (CPR). The required course is the AHA Basic Life Support for Healthcare Providers and is renewed every two years according to the expiration date found on the card issued to students. Students in the Traditional 4-year program must obtain CPR certification in the 4<sup>th</sup> term of enrollment. Students in the Accelerated or Advanced Entry program must have CPR certification on admission to the Nursing Program. It is the student's responsibility to provide a current certification copy to the Program Coordinator's office by the date due. Failure to maintain current certification will result in prohibition of clinical experiences which could lead to failure/dismissal from the Nursing Program.

#### 4.5 ELECTRONIC MEDICAL RECORDS

The student will follow clinical agency policy and procedures regarding electronic medical records, and may be required to complete an orientation session. This includes, but is not limited to, electronic signature, information system release form, confidentiality form, and access codes. A student is to adhere to HIPAA regulations when utilizing electronic medical records.

#### 4.6 HIPAA COMPLIANCE

In compliance with Federal law on the Health Insurance Portability and Accountability Act of 1996 (HIPAA), all students enrolled in a course requiring engagement in a health care setting are required to complete HIPAA training prior to the start of the course and **every year** following initial training. This Act was instituted to provide health insurance portability for individuals, to protect the privacy and security of patient health information, and to eradicate fraud and abuse and applies to all healthcare providers.

Breach of patient confidentiality will constitute grounds for dismissal from the Nursing Program and re-admittance will not be considered. Students are required to adhere to the Health Insurance Portability and Accountability Act (HIPAA) in all situations including, but not limited to: case discussion, consultation, examination and treatment. Confidentiality may be overridden when the life or safety of the patient, an innocent third party, or the public as a whole is endangered.

A HIPAA training module is available online *in the online learning platform*.

Students who have completed HIPAA training elsewhere within the past year may submit evidence of this training in lieu of completing the Nursing Department's HIPAA program. Students must submit evidence of HIPAA training to the Program Coordinator prior to enrollment of a course requiring engagement in a health care setting and upon retraining.

#### **4.7 OHIO BOARD OF NURSING POLICY RELATED TO STUDENT CONDUCT (Ohio Board of Nursing Nurse Practice Act, n.d.)**

This policy is related to student conduct while providing nursing care. It incorporates the standards for safe nursing care set forth in Chapter 4723 of the Ohio Revised Code and the rules adopted under that chapter. It includes, but is not limited to the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records, or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall: (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
9. A student shall not: (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient; (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or: (a) Engage in behavior to seek or obtain personal gain at the patient's expense; (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense; (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationship; or (d) Engage in behavior that may reasonable be interpreted as inappropriate involvement in the patient's personal relations.

**For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.**

11. A student shall not: (a) Engage in sexual conduct with a patient; (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual; (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient; (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

**For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.**

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following: (a) Sexual contact, as defined in section 2907.01 of the Revised Code; (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
22. A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.



24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

#### **4.8 PROFESSIONAL LIABILITY INSURANCE**

All nursing students while acting as a student nurse as part of their educational requirements with Ashland University Dwight Schar College of Nursing and Health Sciences are provided professional liability insurance in the amount of \$1,000,000/\$5,000,000.

#### **4.9 SAFE NURSING PRACTICE**

Students are taught principles and techniques for providing safe patient care. Not being prepared and/or the inability to perform safe nursing care may necessitate dismissal from clinical and/or lab constituting a clinical and/or lab absence. Clinical and/or lab instructors are authorized to evaluate whether the nursing care given is safe and reserve the right to remove from clinical or lab experience any student who demonstrates unsafe nursing practice, including lack of professionalism or when clinical and/or lab expectations are not being met. Students may be asked to remediate specific skills when removed from clinical or lab experiences.

Other action may be taken, including an action plan, course clinical failure, lab failure or ultimate dismissal from the Nursing Program. Students have the right to follow the Ashland University grade appeal policy.

#### **4.10 STUDENT CLINICAL FILES**

Student clinical files are considered confidential and are maintained as such. Students may request to view their files. This request will be forwarded to the Department Chair who will arrange for the file to be reviewed when a faculty member is able to be present. Student files will remain at all times within the Nursing Program office of the Nursing Department.

#### **4.11 STUDENT INCIDENTS RELATIVE TO PATIENTS**

When an incident takes place, the appropriate form(s) must be completed. This may include a form from the agency where the incident occurred. It will ALWAYS include the completion of the College of Nursing and Health Sciences Incident Report (available on MyAu Portal and college shared folder/forms directory) and the Ashland University Occurrence Report if the individual is involved in a real or potential injury/illness while working on Ashland University's payroll at the time of injury/illness.

##### Agency Designated Report of an Incident:

In accordance with agency policy in which the student has a clinical experience, the student may be required to complete an agency designated report(s) of an incident. The agency designated report is used to record any incident involving a patient, visitor, personnel, student, faculty or property. (The designated agency report is often referred to as a quality assurance report by health care agencies). Whoever discovers the problem (including a student) is to document the problem. A student completing this form should do so only with the supervision of the faculty member. In the event someone detects an incident involving a student and an agency designated report is filed, the agency is to notify the faculty member who will complete a College of Nursing and Health Sciences Incident Reporting form. A copy of the Agency Designated Report and a copy the College of Nursing and Health Sciences Incident Reporting form are to be sent to the Nursing Chair, Program Coordinator, and the Dean's Office by the faculty member within 24 hours of the incident.

##### College of Nursing and Health Sciences Incident Reporting

In accordance with College of Nursing and Health Sciences policy, an Incident Reporting form will be completed by the student with the assistance of the faculty member. A copy of the completed College of Nursing and Health Sciences Incident Reporting form is to be sent to the Nursing Chair, Program Coordinator, and the Dean's Office by the faculty member within 24 hours of the incident. The completed form will be forwarded to other appropriate College of Nursing and Health Science parties as deemed appropriate by the Nursing Chair. This form is not part of the student's permanent record and remains on file in the designated Program Coordinator's office for a minimum of seven years after the student leaves the College of Nursing and Health Sciences.

## 5. SCHOLARSHIPS

### 5.1 Scholarship Opportunities

Scholarship monies specific to the nursing major are available to qualified students. Interested applicants should review the requirements for each available scholarship on the Ashland University Financial Aid webpage located at the Ashland University website ([www.ashland.edu](http://www.ashland.edu)). Choose *Financial Aid, Current or Future Student, Grants and Scholarship*.

## **6. STUDENT ORGANIZATIONS AND REPRESENTATION**

### **6.1 Dean's Student Advisory Council**

The Council will be a representative group of students from all programs and levels of students. The purpose of the group is to promote the I CARE values among students, to discuss academic improvement strategies for the college, and to develop professional leadership skills.

### **6.2 Nurses Christian Fellowship**

Nurse's Christian Fellowship is a branch of the national association. It is a professional organization and a ministry for nurses and nursing students. Its mission is to encourage students and nurses to bring God's love and healing to nursing and healthcare both locally and internationally. It is a ministry of Intervarsity Christian Fellowship.

### **6.3 SCRUBS Society**

The SCRUBS Society focuses on service to Ashland University, the Dwight Schar College of Nursing and Health Sciences, the surrounding community, and the profession of nursing. The SCRUBS Society seeks to provide positive representation, leadership and encouragement to students, and increase enthusiasm towards the College of Nursing and Health Sciences and the nursing profession. The representatives promote positive and active roles in the community, by demonstrating good conduct, volunteering, mentoring, and serving as a liaison between students, faculty and staff.

### **6.4 Sigma Theta Tau International, Honors Society of Nursing (STTI)**

Rho Nu-at-Large is the Ashland University chapter of STTI. STTI was founded in 1922 at Indiana University and today is a global organization with almost 500 chapters on college campuses in 13 countries. Global members are linked by a common vision that participation in a community of nurses committed to the application of knowledge, leadership, and service will improve the health of people worldwide. The Ashland University chapter honors students majoring in nursing who have demonstrated superior achievement and leadership qualities. Membership is by invitation, based on criteria set in the STTI bylaws. Students who have completed half of the major requirements are eligible for membership by ranking in the top 35% of those in the class who have earned a minimum 3.0 GPA in Ashland University courses. Community nurse leaders whose nursing practice reflects the values of the honor society are also inducted. Rho Nu-at-Large was chartered in 2001, and re-chartered to establish partnerships with other colleges of nursing in 2009 (Med Central) and 2013 (Mount Vernon Nazarene University).

## **6.5 Student Nurses Association (SNA)**

The Student Nurses Association (SNA) is the local branch of the National Student Nurses Association (NSNA). The mission of the NSNA is to organize, represent, and mentor students preparing for initial licensure as registered nurses; to promote development of skills that students will need as responsible and accountable members of the nursing profession and to advocate for high quality health care. Advantages of belonging to NSNA include educational programs, community projects, attending conventions, scholarship opportunities, and networking with future leaders in nursing. The skills students gain by working in a student professional organization are invaluable. All students are encouraged to attend an informational session about opportunities of AU-SNA, ONSA, and NSNA. For further information contact the faculty advisor(s) for AU-SNA.

## **7. NURSING PROGRAM FACILITY**

The academic building for the nursing program is located at 1020 S. Trimble Road, Mansfield, Ohio. The building accommodates administrative and faculty offices, a variety of classrooms, and nursing simulation laboratories.

### **7.1 COPYING/PRINTING**

The student print/copy machines are located on the first and second floors and may be accessed at all times when the Mansfield campus facility is open. Students are required to input the AU identification number to access the printers/copiers. Students are provided a print quota at the beginning of each term. For further information, refer to:

<https://myau.ashland.edu/TechSupportCenter/Pages/Printing.aspx>

### **7.2 FOOD SERVICE**

A variety of food and beverage items are available in the Conard Student Café and Bookstore.

### **7.3 PARKING**

All student vehicles must display an Ashland University parking card. Students are required to park only in designated areas. The College shall have no responsibility for the loss or damage to any vehicle, or the loss of contents while parked or operated at the Mansfield campus.

### **7.4 SAFETY**

Students are encouraged to take responsibility for their own safety and report any suspicious activity, safety concern, or emergency situation to any College of Nursing and Health Sciences staff member.

### **7.5 STUDENT COMMONS AND QUIET STUDY AREAS**

The student commons area and study areas are available to students during normal business hours.

### **7.6 STUDENT LOCKERS**

Lockers are provided for students on a first come, first serve basis. Lockers are to be used to store books and other personal items while in class or during clinical rather than leaving them in public areas (i.e. student lounge, lobby). Lockers are to be emptied at the end of each academic year. The College is not responsible for items lost or stolen. The College reserves the right to inspect, vacate and reassign lockers. Students storing any illegal substances or materials in lockers are subject to dismissal from the Nursing Program. Contact the administrative offices at the Mansfield campus to register for locker use.

## 8. DEFINITIONS

**Accountability** - an obligation or willingness to accept responsibility for one's actions.

**Advocacy** - acting or speaking on behalf of self and/or others.

**Caring** - caring is empathy for, connection to, and being with the patient, as well as the ability to translate these affective characteristics into compassionate, sensitive, and patient-centered care. Caring is central to nursing practice [AACN 2008, p. 26].

**Clinical Judgment** - The outcomes of critical thinking in nursing practice. Clinical judgments begin with an end in mind. Judgments are about evidence, meaning, and outcomes achieved [AACN 2008, p. 36].

**Clinical Reasoning** - the process used to assimilate information, analyze data, and make decisions regarding patient care. [AACN 2008, p. 36]

**Collaboration** - working with others, as equals, toward a common goal

**Communication** - to generate, exchange, and process thoughts and messages into meaningful information; may include verbal, non-verbal, and virtual modes

**Critical Thinking** - all or part of the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application and creativity [AACN 1998, p. 36]

**Culturally Sensitive Care** - care that employs specific knowledge and appreciation for the needs, characteristics, and differences in ideas, customs, and experiences of people from diverse groups

**Decision-making** - to make a choice from two or more possibilities utilizing critical thinking and reflective practice.

**Disease** - a pathological condition of an organism from various causes (infection, genetic, environment stress) and characterized by identifiable signs and/or symptoms.

**Disease Prevention** - to teach or promote methods and/or measures that have been effective in avoiding illness.

**Diversity** - the range of human variation, including age, race, gender, disability, ethnicity, nationality, religious and spiritual beliefs, sexual orientation, political beliefs, economic status, native language, and geographical background. [AACN 2008, p. 37]

**Evidence Based Practice** - a decision making approach based on integrating clinical expertise, patient needs and preferences, and the best available evidence from research.

**Excellence** - of the highest or finest quality.

**Global** - focus upon the world.

**Global Responsibility** - awareness of interdependency of cultures/countries, understand how own cultural views affect perceptions of others.

**Health Promotion** - activities that have as a goal the development of human attitudes and behaviors that maintain or enhance well-being.

**Healthcare Policy** - statements regarding priorities, values and health resource allocations.

**Illness** - a deficit in one's state of physical, psychological or social well-being.

**Illness [prevention]** - actions taken by individuals to prevent illness.

**Informatics and Technology** – automated devices used for the purpose of improving the quality and safety of patient care.

**Information Systems** - technology tools that allow management of information, including input, retrieval, and storage.

**Integrity** - acting in accordance with an appropriate code of ethics and accepted standards of practice [AACN 2008, p. 27]

**Justice:**

**Ethical** - what is morally right.

**Legal** - the responsibility to obey and respect the rights of all and the laws to protect society.

**Political** - related to government or the conduct of government.

**Social** - fairness or equality in the distribution of the benefits and burdens of society which includes, but is not limited to: education, citizenship, economic status, race, ethnicity, age, disability, religion, or sexual orientation.

**Knowledge Synthesis** - a process that combines information for the development of higher level concepts.

**Leadership** - the ability to influence others/



**Liberal Education** - studies that encompass inquiry and critical analysis, literacy, understanding numerical data, historical consciousness, values, art, and multicultural experiences.

**Lifelong Learning** - knowledge acquisition over the course of one's life.

**Negotiation** - a process by which involved parties or groups resolve matters of dispute.

**Nursing Process** - a comprehensive, process used by nurses to identify and treat actual or potential health problems.

**Patient Care Technologies** - automated devices used for the purpose of improving the quality and safety of patient care.

**Patient-centered Care** – the provision of caring, compassionate, and culturally sensitive care that is developed in partnership with the recipient, incorporating the patient's physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values and nurses' healthcare knowledge to promote achievement of optimal patient outcomes.

**Policy and Finance** – statements regarding priorities, values and health resource allocations, stemming from regulatory environments, which include laws, rules, and regulations put into place by government entities and other organizations to control behavior and actions. The financing and costs of health care to both patients and health care organizations as well as professions are intertwined within these policies.

**Population Health** - health of a collection of individuals having personal or environmental characteristics in common.

**Practice** - the use of one's knowledge in a particular profession.

**Prevention and Population Health** – Prevention is actions taken to prevent illness, and population health involves health of a collection of individuals having personal or environmental characteristics in common.

**Professional Standards** - behaviors expected from students and graduates that evidence legal/ethical and regulatory standards.

**Professionalism** - the conduct, aims or qualities that characterize or mark a discipline.

**Quality Improvement** – the use of data to monitor outcomes of care processes with the goal of developing and implementing a plan to improve health care services and better meet the needs of patients.

**Reflective Practice** - to make sense or meaning out of experience.

**Regulatory Environment** - laws, rules, and regulations put into place by government entities and other organizations to control behavior and actions.

**Research** - scientific investigation or inquiry.

**Respect** - willingness to show consideration or appreciation.

**Safety** - protection from harm or injury.

**Service** - actions that benefit or contribute to the welfare of others.

**Systems Level** - beyond the interpersonal level.

**Teaching-Learning Principles** - concepts that provide insight into what makes persons learn most effectively.

**Teamwork and Collaboration** – Working as partners with interprofessional members of the health care team to provide optimal patient outcomes.

**Theory** - a structured set of concepts that project a systematic view of facts or phenomena.

**Values** - concepts that an individual or group believe to be important.

# INDEX

## A

Absence from Nursing Class, Lab or Clinical Experience .....	11
Academic Advising.....	12
Academic Dismissals .....	24
Advisory Council (Student) .....	36
Annual Education Development Requirements.....	12
Assessment and Evaluation.....	4
Assessment Technology Institute (ATI) Policy (Pre-licensure Programs) .....	13
Attire in Clinical Settings.....	28

## B

Breach of Patient Confidentiality (HIPAA Compliance).....	30
---	----

## C

Cell Phones .....	13
Chemical Impairment (Enrolled students) .....	13
Class Cancellation due to Inclement Weather Conditions.....	14
Clinical Course Work (Essential Functions of) .....	5
Clinical Assignments .....	29
Clinical Assignment (Refusal of).....	29
Clinical Evaluation Guidelines .....	15
Clinical File (Student).....	33
Clinical Locations .....	29
Clinical Settings Attire.....	28
Communicable and Non-Communicable Illnesses .....	15
Complaints (Formal).....	16
Completion of Program.....	23
Comprehensive Predictor Exam (ATI) .....	13
Computer Skills .....	16
Computer Specifications/Equipment .....	21
Conceptual Framework.....	1
Copy Machines .....	38
Course Fees .....	19
CPR Certification.....	30
Criminal Background Check (Admission requirement) .....	5
Criminal Background Check for NCLEX-RN®.....	22

## D

Dean's Student Advisory Council .....	36
Deferment of Selected Pre-Requisites .....	16
Definitions.....	39
Dress Code (Lab and Clinical).....	28
Drug Screening (Admission Requirement).....	5

## E

Electronic Medical Records.....	30
Essential Functions for Clinical Course Work.....	5
Evaluation and Assessment.....	4

## F

Fees .....	19
Food Service .....	38
Formal Complaints.....	16

## G

Grade Appeal – the Ashland University Grade Appeal Policy is found in the AU Catalog; grade appeal process and electronic form is found on the AU website within the Registrar’s tab .....	
Grade Policies (Progression Requirement).....	23
Grade Scale / Quality Points .....	17
Grammarly .....	27
Graduate Recognition Ceremony.....	18

## H

Health Requirements (Students) .....	8
HIPAA Compliance .....	30

## I

Immunizations.....	8
Incidents Relative to Patient Care.....	34

## L

Lab Coat / Uniform (Attire in Clinical Settings) .....	28
Liability Insurance (Professional) .....	33
Lockers.....	38

## M

Medical Records (Electronic) .....	30
Medication Calculation Practicum.....	18

## N

NCLEX-RN® Professional Licensure .....	22
NCLEX-RN® Review Course.....	18
Notification of Change Regarding Program Policies.....	19
Nurses Christian Fellowship.....	36

## O

OBN Policy Related to Student Conduct.....	31
One on One Computing (System Requirements).....	20
Online Discussion Board Confidentiality .....	22

## P

Parking .....	38
Patient Confidentiality (HIPAA).....	30
Professional Liability Insurance.....	33
Professional Licensure NCLEX-RN®.....	22
Program Completion (Pre-licensure Track).....	23
Progression Requirements .....	23

## R

Readmission to the College of Nursing .....	25
Recognition Ceremony .....	18

## S

Safe Nursing Practice .....	33
Safety on Campus .....	38
Scholarships .....	35
SCRUBS Society .....	36
Sigma Theta Tau Honor Society of Nursing (STTI).....	36
Student Clinical Files .....	33
Student Conduct (Ohio Board of Nursing Policies Related to) .....	31
Student Food Service .....	38
Student Health Status Criteria .....	7
Student Honor Society (STTI) .....	36
Student Incidents Relative to Patient Care.....	34
Student Learning Outcomes (Nursing SLOs) .....	4
Student Lockers.....	38
Student Lounges and Study Rooms .....	38
Student Nurses Association .....	37
Student Organizations .....	36
Student Parking.....	38
Student Printing/Copying.....	38
Student Safety .....	38
Student Uniform and Lab Coat (Attire) .....	28
Study Rooms / Lounges .....	38

## T

Training and Education of Students (Annual Requirements) .....	12
--	----

## U

Uniform / Lab Coat (Attire) .....	28
Unusual Occurrence Report .....	34

## W

Weather Related Closings (Class Cancellation) .....	14
Withdrawals .....	24
Written Paper Guidelines .....	27
Written Paper / Use of Grammarly® .....	27