Nursing Programs
Policy and Procedure Handbook
Introduction

Policy and procedures are guiding principles of organizations. The information in this handbook is consistent with the faculty handbook, university policies and it also contains information specific to the department of nursing. For the purposes of this handbook, a policy answers the question who or what are the rules and regulations of the organization.

A procedure answers the question when, where and why. A procedure implies the step by step sequence, for the performance of activity within the department.
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ND-PP I - 01. Adjunct Faculty Hiring

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POLICY: Adjunct faculty will be evaluated to serve as a member of the teaching team.

PROCEDURE:

- A candidate expresses an interest in teaching at Saint Elizabeth University.
- An online application is completed through the Human Resources web link. Which includes: a cover letter, transcript, and CV.
- An automatic notification is sent to the chair who reviews the information and calls the candidate for a phone interview.
- The candidate is then asked for two references and a copy of their license.
- If the candidate is recommended by the chairperson for hire, all paperwork is sent to the dean who will review needed documents, recommend or decline the applicants request to teach and approve contracts.
- If hired an official copy of their transcripts is sent to HR and a copy kept in the nursing department files.
- All adjuncts are offered the following salaries:

**Adjunct faculty salary. 2019-2020**

$943 / credit (graduate)

$600 /credit (undergraduate)

**Tutorial courses are per student rate**

$450 / student (graduate)

$350 / student (undergraduate)

**Seminar course are per student rate**

$450 / student (graduate)

$350 / student (undergraduate)

*Tutorials are generally class meetings at regular intervals as determined by faculty. Seminar classes have more flexibility in the way the course is delivered, one on one meetings, a few in house meetings or all independent assignments.*
ND-PP I - 02. Clinical Faculty Position Description

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PURPOSE: To standardize general expectations of clinical faculty.

Position Description:
Clinical Nursing faculty will work under the direction of Nursing Course Faculty and Nursing Chairperson to support students’ in-patient clinical education.

Position Requirements:
1. Registered Nurse, possesses the minimum of MSN
2. Clinical / teaching experience related to the course.
3. CPR Certification (American Heart Association).
4. Completion of Medical and Background Clearances as required by SEU.
5. Possess health insurance and malpractice insurance.

Responsibilities:
1. Coordination, evaluation, and supervision of the clinical practice experience component of the Nursing Course.
2. Functions as the primary clinical instructor for small cohort of approximately 8-10 students.
3. Provides instruction that supports student learning and acquisition of competencies related to clinical nursing care using evidence-based guidelines and the nursing care process.
5. Collaborate with the course leader with curriculum development, program assessment and revisions.
6. Participate in Nursing events and activities as assigned.
7. Other duties related to the quality functioning of the Nursing program as assigned.
8. Encourage best clinical practice as taught in didactic class.
9. Review and adhere to the policies and procedures of SEU and the Nursing Program.
10. Submit required paperwork in a timely fashion.
11. Use principles of education in determining teaching strategies and learning activities.

Nursing Policies and Procedures
12. Attendance at scheduled meetings with the course leader prior to the start of course as requested. These meetings are intended to provide the necessary information regarding clinical expectations. The information to be discussed and/or distributed includes (but is not limited to) policies and procedures specific to the course, course syllabi including course competencies and clinical assignments, review of clinical learning outcomes and competencies, review of clinical evaluation tool and discussion of clinical teaching/learning strategies.

13. Contact course leader as needed to keep him/her informed of student progress or any issues that occur in the clinical setting.

14. Contact the course leader, and Department Chairperson immediately if there are unusual circumstances and/or problems.

15. Act as a role model for students.

16. Present yourself the way students are expected to present themselves.

17. Speak with students the way you want them to speak to you.

18. Maintain appropriate communication with staff members and form positive relationships with agency staff.


20. Know your own strengths and weaknesses.

21. Learn new technology before you need to use it. Ask staff for assistance.

22. Attend all required faculty training at institution.

23. Maintain standards of professional nursing practice. This includes professional dress. Clinical adjunct faculty are expected to wear clean uniforms or lab coats, and ID badges required by the clinical institution and/or the educational institution. Hair, fingernail length and polish, and jewelry should follow the same standards set for the students.

24. Grading clinical assignments is required as part of the clinical adjunct faculty requirement.

*Nursing Policies and Procedures*
ND-PP I - 03 Evaluation of Clinical Agencies

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**PURPOSE:**
Clinical experiences (practicum courses) allow students to explore and develop appropriate roles and to increase their understanding of the health and human service systems. Annual standardized evaluation of all clinical agencies allows for congruence to be identified between the university, nursing program and clinical agency.

**POLICY:**
Student and faculty evaluations are performed at the end of each semester. A summary report will be sent to the course coordinator and to the Chairperson of the Nursing evaluation committee.

**PROCEDURE:**
Students will complete an Evaluation of Clinical Agencies questionnaire at the end of each clinical experience, for each clinical agency used during the term. The results will be reviewed by course leader and reported to the faculty at the Faculty/Curriculum meeting.

Addendum A: Evaluation of Clinical Agency Questionnaire: First Level

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ND-PP I - 04 Department Reports

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**POLICY:**

Internal and external overall program reports will be developed by department chairperson with input from other faculty or staff as deemed appropriate.

**PROCEDURE:**

- Internal reports such as PAR Report, Exit Survey’s and other internal reports will be constructed at intervals needed to provide a quality program planning and evaluation.
- External reports such as NJ State, ACEN Annual Report and other mandated reports will be completed by the department chairperson in collaboration with the university statistician.
- Data retrieval will be in collaboration with the department administrative assistant.
- The full-time faculty will be asked for report input as deemed appropriate.
- The reports summation will be available for review and reference by all full-time faculty and administration.
ND-PP I 05 SEU Nursing Program Orientation Policy

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PURPOSE: To provide the same baseline for all students as they begin nursing program.

POLICY: It is essential that all students have some basic understanding of our program in order to achieve their goals. Attendance at Orientation is mandatory.

PROCEDURE: All new students are invited to attend an orientation session prior to beginning classes in all Nursing Programs. Our students and faculty have found that the secret to success in coursework at SEU is to have a good foundation. Our curriculum is structured to provide you with the tools that you need to be successful. Attending the orientation assists you in gaining familiarity with our campus, mission, and overall program resources.

Students will take the clinical thinking and self-assessment ATI testing prior to admission.

Date Approved: 7-10-20

Nursing Policies and Procedures
ND-PP I 06 Record Retention

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**POLICY:**
Academic record retention will be maintained in a manner that is consistent with legal and university requirements.

**PROCEDURE:**
- Student records will be maintained by the faculty.
- The table below outlines most common records.
- SEU comprehensive Record Retention Schedule can be found at: [https://www.steu.edu/recordsretention](https://www.steu.edu/recordsretention)
- NJ State records timeline of retention information can be found at: [http://steu.smartcatalogiq.com/current/academic-catalog/academic-policies/student-records-and-transcripts](http://steu.smartcatalogiq.com/current/academic-catalog/academic-policies/student-records-and-transcripts)
- The schedule is outlined in this policy is consistent with state and university schedules.

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<th>Type of Record</th>
<th>Official Repository</th>
<th>Duration</th>
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<tr>
<td>Holds (registration, diploma, transcript, etc.)</td>
<td>Originating office</td>
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<td>Leave of absence/withdrawal authorizations</td>
<td>Office of the university registrar</td>
<td>5 years from graduation or date of last attendance</td>
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<td>Name change authorizations</td>
<td>Office of the University Registrar</td>
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<td>Transcripts</td>
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### Grades
- Moodle. Required: Final Grades in Moodle are kept for five years after graduation. Recommended: Exams, quizzes and projects kept 5 years.
- 5 years from graduation or date of last attendance.

### Transfer credit evaluations
- Office of the university registrar
- 5 years from graduation or date of last attendance.

Information source:
- [https://www.steu.edu/recordsretention](https://www.steu.edu/recordsretention)
ND-PP I 07 Faculty Meetings

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**PURPOSE:** To provide a venue to maintain Nursing program function according to the Nursing Program Bylaws.

Faculty monthly meetings will commence on dates that are consistent with the Academic Affair Monthly meetings. Additional meetings will be held to complete the program business.

**PROCEDURE:**

- Faculty meetings will be scheduled by the department chair and schedule will be disseminated to all full-time faculty.
- The meetings will follow the Nursing Program Bylaws.
- The meetings will follow best practices for meeting time expenditure and commence in a one-hour format.
- The faculty meetings will follow a pre-determined agenda and will include addressing the ACEN standards and will be cross referenced on a master list of standards for ease of tracking.
- Minutes will be scribed by various faculty members.
- Attached to this policy is an example of forms.

Addenda: Nursing Program Bylaws
Nursing Program Minutes Template
ND-PP I 08 Education Action Plan

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**POLICY:**
An Education Action Plan will be developed for students experiencing academic difficulty.

**PROCEDURE:**
- Identify the student having difficulty in a course.
- Students should be identified by mid-term or earlier to allow for remediation.
- Meet with the student to establish the root cause of their difficulty.
- Develop an action plan that sets up specific action items for successful course completion.
- The action plan may include but is not limited to: timeline for completion of work, resources available for tutoring, counseling services and web resources to assist with remediation.
- An Example of an Educational Action Plan is found as a compendium to this policy.
ND-PP I 09 Orientation of New Full Time Faculty

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POLICY:

Faculty will receive an orientation to the university and to the nursing department upon employment.

PROCEDURE:

- Faculty will receive a welcome letter from Nursing Department Chairperson.
- A general faculty orientation will be initiated and conducted by the HR office.
- A department orientation packet will be distributed; if desired the new faculty can meet with the department chair or course lead faculty member.
- The Faculty Orientation Packet will be given to the new faculty member.
ND-PP I – 10 Supply Tracking

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**POLICY:**
Lab supplies used for classroom health assessment courses will be distributed and tracked by the course leader.

**PROCEDURE:**

- Health assessment teaching supplies are housed in the simulation lab.
- Health assessment teaching supplies for off location classes are distributed by the course leader/simulation director.
- Small assessment items are distributed and tracked by the course leader/simulation director. This includes otoscope, ophthalmoscope, percussion hammer and other models used for teaching.
- Inventory will be kept and resolved at the end of each course sequence.
- Inventory and all purchases will be reviewed and approved by the department chairperson on an annual basis or as needed.
ND-PP I – 11 Event Catering

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**POLICY:**
Catering for special events is to be arranged with the university food services department as approved by the nursing department chairperson.

**PROCEDURE:**
- Catering of events is permitted for events that include students along with invited guests.
- The food services director is contacted by the faculty planning the event.
- A cost estimate is developed by the catering department.
- Estimated number of persons and type of catering will be established in the estimate of costs estimate.
- The catering estimate will be discussed with the department chairperson.
- The event catering will be ordered by the administrative assistant with the department chairperson’s approval; the bill processed with the department chairperson’s signature.
ND-PP I – 12 Textbook Recycling (Desk Copies and Review Copies)

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**POLICY:**

Desk copies and review copies of textbooks will be recycled.

**PROCEDURE:**

- Textbooks that are obtained for review or for desk copies will be distributed to the adjunct faculty for reference.
- Textbooks that are deemed useful for reference will be housed in the department storage area or in the lead faculty office.
- Unused textbooks are recycled by offering them to students, the library or by donating them to charity.
- Textbooks are not to be resold to students or to suppliers as this will undercut author prophets and is not considered an ethical practice.
ND-PP I – 13 Mileage Reimbursement for Travel

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**POLICY:**
Faculty who are working off location have a mileage reimbursement calculated within their regular salary. Workshops and conference travel may be reimbursed upon verification of expenses paid.

**PROCEDURE:**
- Full time faculty will calculate the mileage for their transportation costs for workshops and submit a request for reimbursement to the department chairperson.
- The department chairperson will complete required forms and forward them to the dean of professional studies.

Reimbursement will be consistent with the university designated reimbursement plan. **ND-PP II - 01.**

*Nursing Policies and Procedures*
ND-PP II – 01 Admission Criteria

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**PURPOSE:** To admit students who are academically prepared for academic rigor in nursing program. (In conjunction with the previous policy).

**POLICY:**
The requirements will be reviewed annually and adjusted as needed. The current requirements are based on student performance in the first cohort and ATI TEAS standardized norms.

The requirements for admission to the pre-licensure BSN program include:

- A minimum cumulative GPA of 2.3.
- A minimum grade average of C+ in the following: Anatomy and Physiology I and II, Chemistry 121 or Organic or Biochemistry. Only two previous attempts to obtain the minimum required grade in these Biology and Chemistry courses is allowed within the past 7 years. All of these Biology and Chemistry courses must have been completed within the past 7 years.
- A minimum grade of C+ in all prerequisite pre-nursing courses is required.
- ATI TEAS scores must be from within 2 years of application. Students must complete Reading, Mathematics, Science and English in a single attempt and earn a minimum composite score of 60% or better.

If accepted, criminal background, drug testing and additional immunizations required for clinical placements will be due by August 1st.

**PROCEDURE:**
After students are admitted a letter will be sent from the nursing program chairperson welcoming them to the nursing program and encouraging them to meet with their advisor to develop a study plan. Students who are not accepted into the nursing program should speak with their advisor or the Chair of the nursing department regarding feasibility of reapplication or choosing another related major. If the student chooses to reapply to the nursing program, the student must submit a new application the following spring semester.

_Nursing Policies and Procedures_
and must compete with the new applicant group.

**ND-PP II - 02. Academic Advisement and Admissions for Pre-Licensure BSN Students**

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**POLICY:**

All students with the intent of entering the pre-licensure nursing program will identify their intent during the admissions process and will be advised by the retention staff until the formally accepted into the program.

**PROCEDURE:**

- Students apply to the University for Admission by sending documents to the admissions office. A Completed application, an official transcripts from all college courses, one to two page essay about why they want to become a nurse, one letter of recommendation.
- A transition counselor will assist students in scheduling courses for the intended major.
- Students apply to major in the pre-licensure baccalaureate nursing program at the end of the spring semester of the freshman year.
- A nursing program student application will be reviewed for:
  - A one-page personal statement of the student's motivation for becoming a nurse
  - A GPA of 2.3
  - A minimum grade of C+ in all prerequisite courses (repetition of any single prerequisite course required for the major cannot be attempted more than once; no more than two prerequisite courses required for the nursing major may be repeated).
  - If all qualifications met the student must take the TEAS™ exam and achieve a 60% (the test will be reviewed on an individual basis- repeat permitted)
- Once completed the application for the major will be forwarded to the department chair for evaluation by May prior to entering the nursing major.

*Nursing Policies and Procedures*
• A faculty committee team will evaluate and recommend students for admission.
• Once admitted the student will be assigned a nursing faculty member as an academic counselor.

ND-PP II- 03 Academic Advisement and Admissions for Transfer Students

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**POLICY:**
All students with the intent of entering the pre-licensure nursing program as a transfer student will identify their intent during the admissions process and will be advised by the retention staff until the formally accepted into the program.

**PROCEDURE:**
- Students apply to the University for Admission by sending documents to the admissions office. A Completed application, an official transcripts from all college courses, one to two page essay about why they want to become a nurse, one letter of recommendation.
- A transition counselor will assist students in scheduling courses for the intended major.
- Transfer students apply to major in the pre-licensure baccalaureate nursing program throughout the year, however, if accepted they will be placed with a fall cohort.
- Once all the pre-requisite courses are complete, the applicant will be referred to the Nursing Department Chair.
- A nursing program student application to the Pre-Licensure Program will be reviewed for:
  1) A one-page personal statement of the student's motivation for becoming a nurse
  2) A GPA of 2.3 (Higher than SEU Freshman)
  3) A minimum grade of C+ in all prerequisite courses (repetition of any single prerequisite course required for the major cannot be attempted more than once; no
more than two prerequisite courses required for the nursing major may be repeated).

4) ATI TEAS Score of > 60.
   • A faculty committee team will evaluate and recommend students for admission.
   • Once admitted the student will be assigned a nursing faculty member as an academic counselor.

Undergraduate Attendance University Policy-
http://steu.smartcatalogiq.com/current/academic-catalog/academic-policies/grading/attendance-class-participation-policy

ND-PP II- 04 Registration of Newly Admitted Students

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POLICY:
Students are screened after admission and placed in appropriate pre-nursing courses.
They may also attend Boot Camp to improve study techniques and self confidence in testing.

PURPOSE:
To ensure that all newly admitted students resolve any admission deficits before they apply to the Nursing Major. To support underprepared students before they apply to the Nursing Program.

PROCEDURE
Students who are interested in the BSN degree apply and are admitted to the University with a pre-nursing curriculum. Students are given a placement test during the University’s new student orientation program which is used to determine their course sequence in the pre-nursing curriculum. You may benefit

Students apply to major in the pre-licensure BSN program in the spring semester of the freshman year. Application to the nursing major is a competitive process and meeting the minimal admission criteria does not guarantee admission to the nursing program.
Students must complete the **Major Declaration Form for Nursing** and attach a one-page personal statement describing the student's motivation for becoming a nurse along with a copy of the student’s transcript. In addition, students must take the ATI TEAS exam and submit a score report with the Form.

*Addenda: Nursing Application, Major Declaration Form* - See Advisor

---

**ND-PP II- 05 Transfer Student Pre-licensure Bachelor of Science in Nursing (BSN)**

**Admission Criteria**

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**PURPOSE:**
This process is designed to allow students to transfer easily from one college/university to another and meet the same expectations as other students accepted into the nursing program.

**POLICY:**
Any college/university course that meets the equivalent curriculum requirement of the nursing program may be accepted for transfer credit by the advisor. In some circumstances, the advisor may want to consult appropriate faculty.

**PROCEDURE:**
The Nursing program begins in the fall semester of sophomore year for transfer students. The requirements are the same as listed above. SEU students with a declared nursing major interest have first preference in the admission process. Remaining seats will be available to transfer students. See SEU Website for more information [https://www.steu.edu/transfer](https://www.steu.edu/transfer) . Acceptance of course credits earned elsewhere is at the sole discretion of Saint Elizabeth University.

Students must complete the nursing program application form and attach a one-page personal statement describing the student's motivation for becoming a nurse along with a copy of the student’s transcript. In addition, students must take the ATI TEAS exam and submit a score report with the nursing major application. A one-page personal statement of the applicant’s motivation for becoming a nurse is required. Application to the nursing major is a competitive process and meeting the minimal admission criteria does not guarantee admission to the nursing program.

*Nursing Policies and Procedures*
The requirements for admission to the pre-licensure BSN program include:

- A minimum cumulative GPA of 2.3
- A minimum grade average of C+ in the following: Anatomy and Physiology I and II, Chemistry 121 or Organic or Biochemistry. Only two previous attempts to obtain the minimum required grade in these Biology and Chemistry courses is allowed within the past 7 years. All the Biology and Chemistry courses must have been completed within the past 7 years.
- A minimum grade of C+ in all prerequisite pre-nursing courses is required.
- ATI TEAS scores must be from within 2 years of application. Students must complete all parts of exam (Reading, Mathematics, Science and English), and earn a minimum composite score of 60% or better.
- If a student completes any applicable science or general education courses at another college or university, it is the students’ responsibility to assure SEU receives official transcript evidence for the corresponding transfer credit to be entered on the SEU transcript.
- Official transcripts should be sent to the SEU Admissions office for evaluation.

If accepted, criminal background, drug testing and additional immunizations required for clinical placements will be due by August 1st.

Students who are not accepted into the nursing program should speak with their advisor or the Chair of the nursing department regarding feasibility of reaplication or choosing another related major. If the student chooses to reapply to the nursing program, the student must submit a new application the following spring semester and must compete with the new applicant group.

Courses Eligible for Transfer to Meet BSN Program Requirements*

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<td>English Composition II</td>
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<td>Anatomy and Physiology II</td>
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<td>Introduction to Chemistry</td>
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<td>Microbiology</td>
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<td>Pathophysiology</td>
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<td>Statistics</td>
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<td>Developmental Psychology</td>
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<td>Ethics in Healthcare</td>
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</table>

*Please note that clinical nursing courses from other institutions will not be accepted for transfer.

Transfer Credits

Transfer credits will appear on the SEU transcript; however, transfer grades will not be reflected nor used in the calculation of the student’s SEU grade point average. Credits accepted in transfer become part of the student’s permanent SEU record; as such they cannot be replaced by new transfer courses.

ADDENDA:

Nursing Policies and Procedures
None.

**DATE APPROVED:** 01-24-2020

ND-PP II- 06 Credits by knowledge or experience

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**PURPOSE:**
To provide students the opportunity to attain academic credits related to past knowledge and past experiences.

**POLICY:**
- **Credit-by-Examination**
SEU accepts transfer credits achieved through successful passage of CLEP, TECEP and DANTES academic subject exams. For additional information, please contact your Program Chair/Course of Study Coordinator.
- **Credit by Experience**
A student with prior work experience that parallels the content of a course in the major program, as determined by the Course of Study Coordinator/ Program Chair may file an application for an exam. Credit by Examination Application Form. See: [https://www.steu.edu/creditbyexam](https://www.steu.edu/creditbyexam)

- **PELA (Portfolio Experiential Learning Assessment)**
SEU recognizes that some individuals gain college-level knowledge and competence through learning experiences outside a traditional classroom. College/University credit may be earned by students who believe they have acquired learning outcomes equivalent to college/university courses. Credit may be awarded only if specific course outcomes have been achieved, and this can be demonstrated through the student's narrative analysis and compilation of supporting materials in the form of a portfolio. A "pass" or "fail" grade is given for the portfolio, and the document is retained with the student's file within the program/course of study.

See Academic Policies at:
[https://www.steu.edu/pela](https://www.steu.edu/pela)

All students applying for PELA must submit an academic integrity form.

*Nursing Policies and Procedures*
ND-PP II- 07 Readmissions Policy

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**PURPOSE**

This policy provides direction on the readmission of nursing students who have been dismissed from the undergraduate or graduate nursing program.

**POLICY**

The Nursing Department adheres to the undergraduate and graduate readmission and special admissions policy for the RN-BSN and MSN students. See SEU academic handbook [https://www.steu.edu/advising](https://www.steu.edu/advising).

Students applying for readmission to the Pre-licensure Program will be reviewed by the Nursing Department. Admission will be limited by space available.

**PROCEDURE**

Readmission to the nursing program is based on a review of, but not limited to, the reason for student’s prior withdrawal from the program, level of academic achievement, clinical evaluations, and evidence of student’s interim efforts to strengthen preparation. Evaluation criteria for students requesting to reenter include, but are not limited to, nursing GPA, compliance with code of conduct, attendance, ability to deliver safe and competent care, adherence to university and program policies, use of remediation resources, and completion of the recommended remediation plan. Consideration for readmission to the program can only be granted if there are available openings and sufficient clinical resources and faculty. Readmission is very competitive. Meeting the minimum readmission criteria does not guarantee readmission. In the event there are more readmission requests than available openings, a ranking system will be applied using the department admission criteria.

**Re-Entry into the Nursing Program**

Reasons that Students may have been dismissed from the Nursing Program are listed below. Re-admission will consider each of these reasons. Students may re-enter the SEU Nursing only once through reapplication or readmission.

- **Reapplication**: Students who withdraw from, do not successfully complete, or are dismissed from the first nursing course (NURS201) must re-apply to the program to be considered for admission for a second time. Admission standards of the next cohort must be met including TEAS and GPA.
- **Readmission**: Students who have successfully completed the first nursing course (NURS201) and fail, are dismissed, or withdraw from a subsequent nursing course may request readmission to the program.

*Nursing Policies and Procedures*
Readmissions Policy Con’t

Reasons for withdrawal or failure include, but are not limited to:

- **Academic Failure**, a grade less than 77, for the theoretical component of any nursing course.
- **Unsatisfactory grade or failure** in the clinical component of any nursing course.
- **Violation of program and/or university policies.**
- **Withdrawal from a nursing course for any reason.**
- **Failure to meet program requirements** such as toxicology screening, background check, clinical placement requirements, dosage calculation competency.
- **Failure to complete course requirements**, such as immunization requirements.
- **Violation of the SEU Student Code of Conduct** or the ANA Code of Ethics may deem a student ineligible for re-entry to the nursing program.

The Nursing Department Admissions and Progressions committee will convene to review and determine the student’s petition for readmission and consider the Readmission and make recommendations. The decision of the nursing committee is final. The student will be informed of the decision by the committee chairperson. The student can appeal using the SEU Student Grievance Policy [SEU Student Grievance Policy – Saint Elizabeth University](#).

**Eligibility requirements for readmission are as follows:**

1. Students are allowed to take a required nursing course two times as space allows. This only allowed once in the nursing program.
2. Students must meet the current admission criteria to be readmitted, include taking the TEAS and attaining a score of 60.
3. Minimum Nursing Readmission GPA of C+. The Nursing Readmission GPA is based on improvement in those pre-requisite courses which were barriers to progression. The Nursing Readmission GPA is not the same as the Nursing Admission GPA or the university GPA.
4. Written request for readmission submitted by SEU academic admission dates.
5. Requests should be addressed to the Nursing Program Administrator and describe efforts made to strengthen their ability to improve their academic performance.
6. Students approved for readmission must be enrolled in the SEU Nursing within 18 months of leaving the Program.
7. Documentation of current health requirements, Basic Life Support training, Malpractice insurance, repeat criminal background check, and repeat toxicology screening is required prior to re-entry and readmission into the nursing program.

Readmission is granted on a space available basis. Additional items may be required of the student to complete the readmission process. Students should seek academic guidance from the Nursing Program Administrator or designee.

**DATE APPROVED:** 11.24.19

*Nursing Policies and Procedures*
ND-PP II -08 Suspension or Dismissal

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PURPOSE: To outline the guidelines for Suspension and Dismissal.

POLICY:

Student behavior, physical, or emotional condition in the academic or clinical teaching setting that conflicts with the expectations for student conduct will be managed in accordance with the judgment of involved faculty.

PROCEDURE:

In consultation with the Course Leader and Nursing Program Administrator, faculty may determine that the expertise of additional university personnel, healthcare professionals, or administrators is needed to establish direction appropriate to an individual situation.

Nursing faculty may dismiss a student from clinical learning activities related to unsafe nursing practice for up to one day. If suspension from clinical learning activities beyond one day (interim suspension) is a consideration, the student is provided an opportunity to meet with designated university personnel to provide pertinent information for consideration prior to any decision addressing interim suspension from clinical. The decision to dismiss a student from any course teaching/learning activities other than clinical beyond one day (interim suspension) must be made in collaboration with designated nursing program leadership and the Dean of Student Services for the university. If interim suspension from any course teaching/learning activities other than clinical is a consideration, the student is provided an opportunity to meet with designated university personnel to provide pertinent information. The information provided by the student is considered by the designated university personnel in collaboration with the Dean of Student Services prior to any decision addressing interim suspension from course activities other than clinical.

Faculty must follow the university policy [https://www.steu.edu/advising](https://www.steu.edu/advising)

DATE APPROVED: 01-24-2020

Nursing Policies and Procedures
ND-PP II -09 Disabilities and Clinical Performance:

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PURPOSE:
To provide an individual with a disability who is qualified for admission, to the University, the same access to programs, services, and activities as all other students.

POLICY:
If the physical or emotional condition of the student is disability related and an academic Adjustment/accommodation has been granted by the university Disability/Accessibility Services Coordinator and the clinical agency, then faculty must consult with the university Disability/Accessibility Services Coordinator prior to making further determination.

The actions of faculty are sanctioned based upon the overarching requirement to protect the student(s) and/or patient(s)/client(s), other students, and/or agency employees with whom they carry responsibility for delivering safe and competent nursing care.

https://www.steu.edu/accessibility

Nursing Policies and Procedures
ND-PP III -01 SEU Nursing Program Progression and Grading

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**PURPOSE:** Progression Requirements provide consistency and rigor to progression throughout the curriculum.

**POLICY:**
Students must meet all course requirements to progress to the next course. Nursing courses are sequential and have prerequisite and/or co-requisite course requirements which may include nursing and general education courses. All nursing courses must be successfully completed in the prescribed order to progress in the nursing program. It is the student’s responsibility to:

1. Obtain the minimum grade requirement for nursing (NURS) courses: C+ or higher.
2. Obtain the minimum grade requirement for co-requisite Courses: A grade of C higher is required for all non-nursing courses.

**Exceptions:**

**BIO*121, 123, 209, 301 and Chem 121 or higher or Organic or Biochem for which a grade of C+ is required. Students must retake it, pass with a grade of C+ prior to the next Nursing course (NURS 204).**

3. Verify that transfer credits are recorded on the university transcript. Transfer credits are not included in the university GPA, but grades must meet the nursing and co-requisite course grade requirements. Transfer credits completed prior to acceptance into the Program and/or not submitted for admissions evaluation will not be accepted in transfer if the credits were not evaluated during the admissions process.

4. Complete all course requirements including standardized testing.
5. Pass all dosage calculation competencies.
6. Meet the graduation requirements of the university and the nursing program plan of study.
7. Apply for eligibility to take the NCLEX-RN® and obtain licensure as a registered nurse.

Program Administrator.
The student is not allowed to progress to the next nursing course until the grade of “I” has been changed to a grade of “C” or higher. All assignments are due on the assigned date. Late assignments are subject to point deduction per course syllabi. Written work is expected to be original and completed independently unless otherwise instructed. American Psychological Association (APA) format is to be used for all written assignments. Citations must be used to acknowledge sources and avoid plagiarism in accordance with APA standards. Plagiarism is considered a violation of the SEU Student Code of Conduct and is addressed accordingly.

**DATE APPROVED: 11.24.19**
ND-PP III -02 Independent Study

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PURPOSE:

Independent study enables the nursing student to engage in individual reading and research in a specific area of interest, under faculty supervision.

POLICY:

In accordance with university policy, a written proposal for an independent study, planned and developed by the student, must be approved by the program chairperson in consultation with the faculty sponsor. Independent study may be used to meet elective credit only. A student may enroll for three credit hours of independent study.

PROCEDURE:

- The student develops a proposal and negotiates this with a selected faculty member. Revisions are made, and the proposal is forwarded to the program director for review and approval.
- Three or more meetings between student and faculty are required throughout the semester.
- 1 credit hour = 15 contact hours. 3 credits= 45 contact hours
- Evaluation method may include, but not be limited to:
  - formal paper, oral presentation, program development, article for publication

ADDENDA: Course Syllabus NURS 491 and NURS 685 (see academic catalog)

DATE APPROVED: 02-27-2020
ND-PP III -03 Academic Grading Scale

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PURPOSE:
The grading scale within the nursing program should be uniform throughout the curriculum and agreed upon by faculty.

POLICY
A uniform grading scale, in collaboration with university policy, is determined by faculty and published on all course syllabi within the nursing program. The grading scale is as follows:

Grade Base for Nursing Program:

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<tr>
<td>A-</td>
<td>91-95</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>88-90</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>84-87</td>
<td>3.0</td>
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<td>B-</td>
<td>81-83</td>
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<td>C+</td>
<td>77-80</td>
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<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>71-73</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>67-69</td>
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<td>F</td>
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ADDENDA: None

DATE APPROVED: 01-24-2020
ND-PP III -04 Academic Warning Policy

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**PURPOSE:** Saint Elizabeth University’s Nursing Program established an academic warning policy to give students the opportunity to improve their academic status.

**POLICY:** The following academic conditions will result in an academic warning:
- Students who earn less than a 2.50 in any nursing course. (previously 2.3)
- Students who have a cumulative GPA less than 2.5 (previously 2.3)
- Students who have an incomplete in any course.

*Note: FI’s convert to F after 2 weeks if course outcomes are not fulfilled.*

Being on academic warning affords the student the opportunity to work with an advisor to help coordinate a plan for academic success. The student will need to develop a plan to improve grade point average or to resolve the incomplete in a timely manner and communicate with their advisors.

Students are encouraged to start on a pathway to success through meeting with an academic success coordinator (their faculty advisor) within two weeks of the date on the academic warning letter. Restriction from registering for classes for the next semester will occur if student fails to meet with an academic success coordinator or fails to adhere to the plan.

Students on academic warning are expected to increase attention to academic activities and decrease hours committed to non-academic activities. The student must work with his or her advisor to develop an action plan for academic improvement. In developing this plan, the student and advisor should utilize the University Academic Support Programs, as appropriate.

Students are automatically taken off academic warning when their cumulative grade point average reaches the required level (2.50), or they successfully complete the course in question. Students with a grade less than 2.3 in any nursing course will have to retake the course. Students who have an incomplete may be restricted from registration until the incomplete is resolved.

**ADDENDA:** Academic Warning Forms: Warning from Chairperson, Warning Process, Student Tool are all posted on Student Handbook

**DATE APPROVED:** 01-24-2020

**DATE REVISED:** NB: University Care Report used in Lieu of Notice from Chairperson 02-28-2020 es 07-10-2020 vc

*Nursing Policies and Procedures*
ND-PP III -05 Academic Warning (Mid Term)

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**POLICY:** Students who are in having difficulties meeting the required grade point average in nursing courses will be provided with concrete strategies to improve.

**PROCEDURE:**

- When a faculty notes a student in danger of earning less than a C + (2.3), they will send an academic warning letter.
- Students who qualify include those who: earn less than a 2.3, have a GPA less than 2.3, or those who have an incomplete.
- The student will develop a plan with a faculty member to improve grade point average (see the Behavioral Contract template compendium to this policy).
- Students are encouraged to meet with their faculty advisor within two weeks of the date on the academic warning letter.
- Restriction from registering for classes for the next semester will occur if student fails to meet with an academic success coordinator or fails to adhere to the plan.
- Students are automatically taken off academic warning when their cumulative grade point average reaches the required level of 2.3.

*Nursing Policies and Procedures*
ND-PP IV-01 Retaining and Supporting Students (Retention Policy)

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PURPOSE: To monitor student progress and maximize their opportunity for retention.

POLICY: SEU highly values the importance of student retention. All students receive consistent mentorship and advisement throughout their time in the program from the program faculty. Our program cultivates an inclusive, supportive, and diverse climate that promotes timely completion of the program and student retention.

Retention strategies may include the following:

- The University offers opportunities for financial assistance.
- Several new opportunities may become available during the program of study; in these instances, the Course Leader or Program Coordinator will forward information to the students.
- The faculty provide mentorship support to all students but recognize the special importance of this for minority students who may not be as apt to have personal and professional contacts and role models already in the field. The nursing program self-examines in an effort to retain students who are diverse.

DATE APPROVED: 01-24-2020

Academic Review Board: Grievances and Grade Appeals:
http://steu.smartcatalogiq.com/current/academic-catalog/academic-policies/grading/arb-grievances-grade-appeals

University Grievance Policy: https://www.steu.edu/grievancepolicy

Nursing Policies and Procedures
ND-PP IV-02 Scholarship and Awards

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**POLICY:** To recognize students who have special needs and/or special achievements.

**PROCEDURE:**
All students must fill out FAFSA forms with Financial Aid Office to receive any scholarship even if not based on financial needs.
Awards are given at Pinning – to be determined via faculty recommendations.
Awards are presented to Pre-Licensure BSN, RN to BSN and MSN students (descriptions available upon request).
The list of Awards includes but is not limited to:
Excellence in Nursing
Professional Development Award
New Jersey League for Nursing Special Honorary Membership
Service Leadership Award
Catherine Silinski-Billington Award for Nursing Leadership
Erline McGriff nursing Scholarship
Mu-Theta At-Large Chapter, Sigma Theta Tau, International Honor Society of Nursing

**DATE APPROVED:** 01-24-2020
ND-PP IV-03 Nursing Program Related Complaints

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**Purpose:** To monitor and effectively respond to student concerns and complaints specific to the Nursing Program

**Policy:**

Our students shall be afforded fair and respectful treatment in the application of procedures and regulations. Consistent with the mission, the Nursing Program and University has instituted various mechanisms to address student complaints. In an instance where there is a perceived violation or misapplication of the regulations in the university catalog, school of nursing policies and/or operating procedures or denial of due process, a student may file a Formal Complaint. Students with questions about the applicable procedure to follow for a complaint should contact the Nursing Chairperson.

**DATE APPROVED:** 01-24-2020
ND-PP IV-04 Student Injuries during Clinical Activities

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PURPOSE:

All incidents/accidents that occur in an affiliating agency during clinical activities are to be reported immediately to the clinical faculty. An Agency Incident Report and a SEU incident report are to be completed by the clinical faculty to whom the incident/accident was reported. The individual involved will be referred to the Emergency Department, if necessary. Faculty members will report all incidents/accidents to the Nursing Department office. Students are responsible for any emergency room visit expenses related to injury or accident.

**Date Approved:** 11-25-2019 es

Clinical Waiver 2020-2021 added to clinical clearance (see below)
Clinical Experiences: Assumption of Risk

Clinical experiences (practicum, clinical rotations, supervised practice, and simulations) are a required component of academic programs at Saint Elizabeth University, Department of Nursing. These experiences allow students to practice skills and techniques learned in didactic, laboratory and clinical courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients. Students may have the opportunity to be placed in a different setting, but alternative site options are not always available, and changes may delay the completion of the student’s degree.

Sites selected for students’ clinical experiences are required to take reasonable and appropriate measures to protect students’ health and safety in the clinical setting. Faculty will develop appropriate policies and procedures relating to student safety and prevention of exposure to disease. Students will have access to appropriate PPE during their clinical experiences. Students will receive training related to potential hazards and prevention techniques. Students have the responsibility to report any potential exposures to the supervisor at their site as well as their WPU faculty member.

However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

Nursing Policies and Procedures
SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. There is currently no vaccine to prevent COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease.

COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one’s mouth, nose or eyes.

Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it.

Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.
Credit: This form was adopted from the University of Oklahoma, Oxley College of Health Sciences
ACKNOWLEDGEMENT OF RISK FORM

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of diseases.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document’s terms.

__________________________   ____________________
Student Signature         Date

__________________________
Student (print name)

If Student is under 18 years of age, Parent/Guardian must also sign:

__________________________   ____________________
Parent/Guardian Signature    Date

__________________________
Parent/Guardian (print name)

Nursing Policies and Procedures
ND-PP IV-05 SEU Nursing Program Uniform Dress Code

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PURPOSE: To provide guidelines for student dress and appearance.

Dress Code Policy

The dress code is implemented in order to promote professionalism and to ensure student and patient safety. The appearance of the Nursing student is reflective of the SEU Nursing Program and profession. The following applies to all students in all phases of the SEU Nursing Program. Students may be dismissed from class, laboratory activities, clinical sites, etc., if inappropriately dressed. Violation of the Dress Code may result in professionalism warning and/or professional probation. A professional appearance in the clinical setting is expected of all students enrolled in the SEU Nursing Program. Students must adhere to the uniform policies and expectations of the clinical agency in which they are participating in a clinical experience.

1. Clothing and/or uniforms worn to the clinical setting must be well-fitting, sized appropriately, clean and in good repair.
   a. The SEU Nursing Picture Identification must be worn to every clinical experience.
   b. The picture identification should be worn just below the shirt collar so that the picture and name are consistently visible.

2. Hair:
   a. Hair must be restrained away from the face.
   b. Hair should be worn so it does not fall into or contaminate the workspace.
   c. Beard and/or mustache must be neatly groomed.

3. Headwear is not allowed unless serving cultural or religious purposes.

4. Cosmetics:
   a. Cosmetics must be natural-looking.
   b. No lotions, colognes or perfumes should be worn to the clinical area.

5. Nails:
   a. Nails must be trimmed so that the nail is not visible from the palm side of the hand.
   b. No nail polish or artificial nails may be worn.

6. Jewelry/Adornments:
   a. Wristwatch with a second hand or a digital watch marking seconds should be worn to every clinical experience.
   b. Engagement ring and/or wedding band is the only permissible rings that may be worn.
   c. No other jewelry may be worn.

Nursing Policies and Procedures
d. Earrings must be small. Only gold, silver or white studs are permitted.
e. No more than two earrings may be worn per ear.
f. No other piercings may be worn. No nose, tongue or eyebrow rings are permissible.
g. Tattoos must be covered and not visible through clothing.
h. No smart watch

7. Clothing Requirements Vary by Clinical Location For all clinical locations:
   a. Pants must sit at the natural waistline.
   b. Pants should be hemmed to appropriate length. Pants must not be long enough to touch the floor.
   c. Skirt length should fall just below the knee.
   d. Skirt length should not touch the floor.
   e. Underwear must not be visible above the waistband.

8. For Hospital, Long-Term Care, or Rehabilitation Clinical:
   a. Nursing Program uniform is a navy-blue scrub top and pant or skirt and a white lab coat.
   b. White, Navy or black socks or hosiery.
   c. Closed-toe, closed-heel, rubber soled shoes without colored design
   d. Optional black or white long-sleeve turtle-neck or crew neck shirt under scrub top.

9. Professional Attire:
   a. Well-pressed professional shirt or sweater. Shirt must be tucked in or longer than waist-length.
   b. Dress pants or skirt.
   c. Closed-toe, closed-heel street shoes.

10. Supplies Needed for clinical areas:
    a. BP Cuff
    b. Pen light, Bandage Scissors
    c. Stethoscope: 3M Lippincott Classic Monitoring
    d. Second-Hand Watch

Students may be dismissed if inappropriately dressed.

Date Approved: 11-25-2019

Nursing Policies and Procedures
ND-PP IV-06 Clinical Attendance Policy

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PURPOSE: To establish clinical attendance expectations

Students must attend all scheduled clinical and university labs on time. However, in the event extenuating circumstances, each student will be allowed one absence that must be made up before the end of the semester. A second absence may result in course and clinical failure. Students are required to attend the clinical orientation on campus and at the clinical site for clinical courses. If unable to attend clinical, the student is responsible to:

- Notify his/her clinical instructor of the absence at least one hour prior to the start of the clinical session.
- Notify the clinical agency of his/her absence at least one hour prior to the start of the clinical session.
- Submit appropriate documentation for the reason of the absence to the clinical instructor.
- Provide medical clearance indicating that student has been cleared to return to clinical and class, if applicable.
- Arrange and Complete make-up days as determined by course coordinator.

Failure to notify the faculty and the clinical agency of an absence in clinical will result in course & clinical failure. Notifying a third party of the absence is not acceptable. Failure to complete make-up days as determined by the course coordinator will result in an incomplete in the clinical course. An incomplete in any clinical course must be resolved by the end of the semester to register in the next clinical course.

Date Approved: 11-25-2019 es

Nursing Policies and Procedures
ND-PP IV-07 Tardiness

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Purpose: To establish attendance punctuality.

Students must attend all scheduled classes, clinical and university labs on time. Tardiness will not be tolerated. If student is going to be late for class or clinical, the student is responsibility to:

- Notify his/her faculty/clinical instructor of the tardiness at least one hour prior to the start of the class or clinical session.
- Notify the school or clinical agency of his/her tardiness at least one hour prior to the start of the class or clinical session.
- Submit appropriate documentation for the reason of the tardiness to the faculty/clinical instructor.

Failure to notify the faculty and the clinical agency of tardiness in clinical or class may result in course and clinical failure. Notifying a third party of the tardiness is not acceptable. At the discretion of the faculty, any student who is late for clinical may be sent home and this may be considered an absence from clinical and will need to be made up before the end of the semester. More than one incident of tardiness in class or clinical may result in course and clinical failure.

**Date Approved:** 11-25-2019 es
ND-PP IV-08 Clinical Class Policy

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PURPOSE: Clinical learning takes place in a hospital, a healthcare facility and in the Simulation Lab. Most clinical experiences will include a conference activity, direct patient care, and simulation scenarios under the guidance and supervision of SEU Nursing faculty. Clinical performance is evaluated on an ongoing basis. The student is expected to demonstrate consistent and safe performance for successful achievement of clinical objectives. Clinical is graded on a pass-fail system. Clinical assignments are determined by the clinical instructor.

Students are expected to adequately prepare to care for assigned patients and Sim lab assignments prior to the clinical experience. Faculty are authorized to deny a student the privilege of participation in clinical sessions when the student is unprepared, the student presents a health hazard to patients, when performance falls below a competent level with regard to patient safety, or when the student does not meet agency health or professional standards. In such situations, participation in clinical experiences will be discontinued until there is evidence that the student's progress meets minimal criteria for safe clinical performance. Students who are identified as not meeting clinical objectives will have an action plan for performance improvement developed by their clinical instructor.

Under no circumstances should any patient identifying information leave the clinical setting this includes printed care reports or any documentation including patient identifiers (name, medical record number, birthdate, etc.). Students in the clinical sites are permitted to take notes regarding their assigned patients but may only use client initials in their documentation. In the clinical setting, students will focus on application of skills and procedures which have been practiced in the skills lab. No student will be allowed to perform any procedures on clients which have not been learned and practiced in the Skills Lab; however, they may observe such procedures with the consent of the client and nursing.
Clinical Experiences: The student must pass all segments of the clinical experience to pass the course. The respective course clinical syllabus contains information necessary to complete clinical requirements for each nursing course.

Clinical objectives will be met in the Simulation Center and/or in a clinical/community setting. The student is expected to demonstrate consistent safe performance for achievement of a clinical objective. Clinical evaluation conferences are held to apprise the student of his/her performance each semester. A student may, at any time during the semester, be placed on clinical warning or be issued a clinical failure for inconsistent or unsafe performance. Failure to achieve clinical objectives during any segment of the course will result in a Clinical Failure and a failure in the course. A student who has received a Clinical Failure may not withdraw from the current course.

Clinical Professional Behaviors
Confidentiality, Respect, Legal Concerns, Professionalism

- Students are not permitted to visit any patient in the hospital while in uniform nor may they go to any area of the hospital, other than their assigned unit, unless they have permission from their clinical instructor.
- Students may not discuss patients or patient care in elevators, corridors or other public areas of the hospital; this is a potential violation of patient rights. Students are not permitted to photocopy or otherwise duplicate patient information - this is a violation of patient confidentiality and can result in program dismissal.
- Students may not act as a witness for any consent form. The student may not transact any business for patients.
- Students are not to make engagements with or to take gifts from patients, nor are students to give patients gifts. This is both unprofessional and unethical.
- Students are never permitted to take or receive medications from the clinical unit in the hospital.
- All breakage of equipment should be reported to the clinical instructor and charge nurse of the patient care unit.

Classroom and Laboratory Settings Behavior
In order to ensure a proper learning environment for all students, appropriate behavior in the classroom and laboratory settings is essential. Students are expected to actively participate in all learning activities, including but not limited to class preparation, reading assignments, class

Nursing Policies and Procedures
discussions, assignments, small group activities, team-based learning, laboratory sessions, simulated patient, and simulation activities. Failure to actively participate is considered unprofessional behavior and may result in a professional warning and/or professional probation. In all professional settings, faculty and staff are to be addressed by their appropriate professional titles.

In keeping with the *SEU Student Professional Behaviors*, under no circumstances should the following activities take place in the classroom: dishonesty, disruption of class activities, expression of derogatory or disrespectful comments to the instructors or classmates, confrontations with instructors or classmates or a display of temper. Such behavior will be immediately referred to the Nursing Program Chairperson for disciplinary professionalism action and may result in a professional warning and/or professional probation, or dismissal from the SEU Program.

Cell phones may not be used during class or laboratory time, unless expressly permitted by the instructor. All phones must be put away and out of sight during class or laboratory sessions. At no time will students engage in a telephone call, e-mailing, texting or any other social media while in a classroom or laboratory setting. Students are to refrain from bringing food into the laboratory spaces. Students should use the lounge, study, and eating spaces available throughout the campus.

**Date Approved: 11-25-2019**

*Nursing Policies and Procedures*
ND-PP IV-09 Clinical Evaluation

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PURPOSE:

Classroom and clinical experience components of a nursing course are graded as a single unit. A student who earns a grade of unsatisfactory No Credit in his/her clinical receives “NC” for the lab, and “F” for the classroom component of that course regardless of other grades earned in the course.

Students must take and pass both the classroom and the clinical component of each Nursing course that is so designed. This requirement also applies to students retaking a course.

Clinical evaluation forms list the major Student Learning Outcomes (SLO) and competencies that apply to each course. Each SLO is stated as an observable behavior that incorporates more detailed and measurable statements. Clinical evaluation forms are used to review and summarize learner progress toward achieving SLOs and competencies, and to identify recommendations for further development. Rationale for unsatisfactory ratings must be provided by nursing faculty.

A satisfactory grade must be attained on the clinical evaluation to achieve a passing grade for the course. Evaluation forms are intended for use as an evaluation guide and are maintained in the student record. Students are responsible for attending and completing the evaluation process in conference with the nursing faculty. Faculty utilize a variety of methods to assist students who have areas of performance that need improvement.

Grading for the Clinical Component of Nursing Courses

Supervised clinical learning experiences are offered in the simulation lab and in clinical practice settings (i.e. hospitals, long-term care facilities, community-based settings, etc.). Course specific Clinical Evaluation Forms are used to document the student’s progress toward achievement of learning outcomes and clinical competencies throughout the nursing courses (formative evaluation). The final (summative) evaluation must indicate "Satisfactory" (S) in all clinical competencies to pass the course and progress in the nursing program.

Nursing Policies and Procedures
If a student receives an unsatisfactory grade (U) in one or more competencies in the summative clinical evaluation at the end of the semester, the student will receive a grade of “F” for the course. Course grades for students who receive an overall clinical grade of "Satisfactory" (S) are derived from the numerical grade earned for the theoretical component of the course. A student who does not meet clinical learning outcomes will receive a course grade of “F” (clinical failure) regardless of the numerical grade earned for the theoretical component of the course. Selected clinical skills cannot be performed by students until the student’s performance of the skills has been validated. These specific skills, and the methods by which they are evaluated, will be identified by nursing faculty and specified in each nursing course syllabus.

**Capstone Experiences**

Capstones are a university requirement for every department. Nursing students are expected to demonstrate competence across multiple domains. In addition to ongoing student evaluation, there is one capstone experiences that are evaluative in nature and are meaningful components of the nursing program of choice.
ND-PP IV-10 Missed Examinations

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**PURPOSE:**

Students who arrive late to an examination may forfeit missed time up to 15 minutes.

- At that time, he/she will not be permitted to take the exam; and must meet with course instructor and/or course director to determine if a makeup test will be given.
- In the event the student is allowed to make up the examinations, 10 points may be automatically deducted from the student’s overall score on the exam.
- Repeated tardiness is considered unprofessional behavior and may result in Professional warning and/or Professional probation.
- In the unlikely event that a student has an approved personal day on the day of an examination, he/she must make arrangements for a make-up examination or equivalent in advance of the missed days.
- No early examinations will be given unless there are extenuating circumstances, which will be determined on a case-by-case basis.
- Unexcused absence from examination without reasonable extenuating circumstances as determined by the SEU Program faculty will result in a grade of zero (0).

**Date Approved:** 11-25-2019 es
ND-PP IV-11 Grade Disputes

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**POLICY:**

Students dissatisfied with academic programmatic decisions have 30 calendar days following the disclosure of those decisions within which to file a complaint.

**PROCEDURE:**

- Every attempt is made with the grading faculty to resolve the conflict. Before a grade appeal is referred to the ARB, students must first inform the professor about the disputed grade.

- Student completes a Grade Appeal form and sends to the professor; a copy of this form to the Student Support Specialist in your School within 14 calendar days of the grade being posted by the Registrar.

- The student sets up a meeting with the professor (first week of the next semester).

- Unresolved issues persist, the professor will initiate the Grade Appeal Tracking Report

- Undergraduate students file their complaints with the Program Chair. Graduate students need to file their complaints with their Graduate Program Director.

- If the matter remains unresolved after meeting with the Program Chair or Program Director, students should then proceed to program Dean.

- If the dispute is not resolve at the dean’s level, students files a complaint with the Vice President of Academic Affairs (VPAA) within 7 calendar days of that meeting.

- VPAA will review all documents deemed necessary and schedule a meeting with all parties (No legal counsel for any party will attend the meeting).

- The VPAA will then communicate his/her decision, along with its rationale, in writing to the student in a timely manner, typically within 30 calendar days.

- If the VPAA is the subject of the appeal, the Vice President for Student Life will substitute for the VPAA in the appeal process described above.
ND-PP IV-12 ATI Testing

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**PURPOSE:** to have an ATI product usage policy in place so that all faculty and students understand the rules and procedures around expected use of ATI tools.

**POLICY:**

A curriculum alignment was developed using SEU’s course descriptions and sequence of courses to make recommendations on where ATI resources aligned within each course. Working closely with ATI team ATI assessment and remediation solutions were integrated into the curriculum. We have adopted The ATI Best Practice Polices.

[https://www.steu.edu/atiassessmentreview](https://www.steu.edu/atiassessmentreview)

The Nursing Program has collaborated with ATI in developing testing and educational materials available to all students. This information is designed to maximize your critical thinking and clinical decision making. These skills are essentials to passing NCLEX and to becoming safe professional registered nurses. There are materials for all the nursing courses as you progress throughout the curriculum. Taking all tests and following the remediation is your responsibility. It is important for you to be an active collaborator in your learning. See your syllabi for more data.

**PROCEDURE:**

Fall 2019

1. A curriculum alignment provided by ATI is highly recommended (Update fully in May 2022 after review of student performance in first cohort).
2. Fall 2019 and Spring 2020- ATI products implemented consistently in each content area across the curriculum.
3. Continue to implement in next courses.
4. Communicate expectations clearly with students and faculty using suggested ATI grading rubric.
5. Apply appropriate stakes (i.e., weight) to the testing in the evaluation of student performance (USED ATI Position on High Stakes Testing document.)
6. Perform a periodic evaluation of ATI policy.
7. Reward active learning through remediation.
8. Encourage student accountability through tracking of their efforts.
9. Foster faculty investment through involvement with policy creation.

**Testing Standards and Practices**

It is expected that students will be present for all examinations. If a student misses an examination for any reason, it is the student’s responsibility to contact the course leader prior to the administration of the examination. The student’s request for a make-up examination should be directed to the course leader. Any student taking a make-up examination will have 10 points subtracted from the make-up examination grade unless an extenuating circumstance is documented and approved by the Nursing Program Administrator or designee.

SEU Nursing Testing standards and practices are consistent with NCLEX-RN® examination practices and are as follows:

1. No study aids (i.e. textbooks, notebooks, classroom notes) are allowed in testing areas.
2. No papers, books, food, pens, wallets, hats, dark glasses, watches, beepers, or cell phones are allowed in the testing rooms.
3. Students are required to leave personal belongings in designated areas.
4. No cameras, photographic equipment or any other electronic devices are allowed in the testing rooms.
5. Unauthorized scrap paper may not be brought into the testing rooms.
6. No personal calculators may be used during an examination; test proctors will provide calculators, as necessary.
7. Students may not leave the testing rooms during an examination without supervision.
8. Test proctors may provide pencils allowed for use during testing.

(See: [https://www.ncsbn.org/1268.htm](https://www.ncsbn.org/1268.htm))

**Date Approved:** 11-25-2019
ND-PP IV-13 Disabilities and ATI Testing

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PURPOSE: Pursuant to the Americans with Disabilities Act, each testing institution must provide reasonable accommodations to individuals with a documented disability that hinders their ability to take any ATI assessment under standard conditions.

PROCEDURE:
IMPORTANT: ATI recommends that students provide their accommodations to the institution at least 10 business days before the exam. Directors should set time accommodations at least several days prior to – and verify the settings the day before – the exam. Time can be extended prior to the start of the assessment only. Time cannot be extended on an assessment that is in progress. All exams with accommodations must still follow all guidelines outlined in the Proctor Process Guides that do not conflict with the approved, documented accommodations.

See “HOW TO ADD A TIME FACTOR FOR ADA ACCOMMODATIONS (DIRECTOR STATUS ONLY)” in the Appendix X, P.
Date Approved: 11-25-2019 es
ND-PP IV-14 Simulation Lab

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PURPOSE:

Students are required to actively participate as both patient models and examiners during laboratory sessions and skills assessments. Students are expected to willingly participate in a professional manner with both male and female classmates. Students will be expected to dress appropriately to facilitate physical examination by fellow classmates. For females, this will consist of an appropriate sports bra or tank top and shorts and males are expected to wear shorts. Patient gowns will also be available. Students who require accommodation due to religious reasons related to this policy should meet with the course leader to determine a reasonable alternative approach that allows the student to comply with the requirement. Students must adhere to the Simulation rules and regulations / policies and procedures – see link below

Simulation Lab Practice/Evaluation Session Attendance

Students are expected to attend all self-scheduled skills practice and evaluation sessions at the Simulation Lab. Excessive late cancellations (less than 2 hours), lateness, and/or absenteeism will lead to a progressive disciplinary action up to and including dismissal from the program. Student must email clinical faculty if they need to cancel any appointments.

Date Approved: 11-25-2019 es
Addenda: See Simulation Policies and Procedures [https://www.steu.edu/medsimcenter](https://www.steu.edu/medsimcenter)
ND-PP IV-15 Dosage Calculation Competency

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PURPOSE: To establish that students have developed a drug calculation competency.

POLICY:

Students are required to take a dosage calculation examination in each of the four semesters in the nursing program. In addition to the dosage calculation examination, course examinations may also include dosage calculation items. Guidelines for dosage calculation competency assessment include:

1. A grade of 90% or higher is required to pass the dosage calculation examination in each of the four semesters.
2. The university will provide calculators for examinations involving dosage calculations.
3. Students may not administer patient medications until the dosage calculation examination is passed each semester.
4. Remediation is required for students who fail the dosage calculation examination before taking the next examination.
5. Students will be given no more than three (3) attempts to pass the dosage calculation examination in each semester.
6. Students who fail the third (3rd) dosage calculation examination will be dismissed from the nursing program.

DATE APPROVED: 11.24.19

Nursing Policies and Procedures
ND-PP IV-16 Conduct Policies

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Zero Tolerance Policy
All students enrolled in a nursing courses will be required to read, sign, and uphold the Zero Tolerance Policy. The School adheres to zero tolerance of academic misconduct, academic dishonesty, professional misconduct, and illegal activities. The commitment to zero tolerance is intended to foster and uphold academic and professional integrity as well as to create a safe, secure, and healthy environment in which to learn and work. The Nursing Faculty decided to adopt and to advocate and educate student nurses on the need to create a culture of respect. This is based on the ANA Zero Tolerance Policy on Workplace Violence.

The 2015 ANA position statement “Incivility, Bullying, and Workplace Violence” professes a zero-tolerance policy on violence of any kind:

“All RNs and employers in all settings, including practice, academia, and research, must collaborate to create a culture of respect that is free of incivility, bullying, and workplace violence. Evidenced-based best practices must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of RNs; and to ensure optimal outcomes across the healthcare continuum.”


Smoking Policy
All SEU property is smoke-free which includes the use of electronic cigarettes.

- Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff, and electronic cigarettes or any product that simulates the act of smoking.
- Students are required to follow the smoking policies for all clinical facilities while on facility grounds.
- Fines and disciplinary action may be imposed on students violating this policy as defined by the University

Nursing Policies and Procedures
ND-PP V-01 Medical Compliance Requirements

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PURPOSE:

All nursing students are required to comply with SEU, New Jersey Department of Health and Senior Services (NJDHSS), Clinical Site, and Nursing Program medical records requirements in order to prevent or reduce the risk of transmission of vaccine-preventable and other communicable diseases among SEU students, patients and other persons. This document details the specific medical record requirements of a nursing student.

Please note, Clinical Agencies may impose additional medical compliance standards.

All nursing students (including BSN, RN to BSN, MSN) are held responsible to submit all pertinent medical records to SEU Student Health Services prior to starting classes as a nursing major. Subsequent annual requirements must be completed and submitted before the Fall semester begins. Pre-licensure students have additional health requirements and will not attend clinical if they are not medically compliant (See requirements below).

Clinical Clearance Process

Prior to starting any clinical rotation, all students must complete a clinical clearance process which will include obtaining:

1. CPR certification-American Heart Association-BLS for HealthCare Providers
2. Malpractice insurance
3. Background check & drug screen
4. Medical clearance

CPR Certification

You will need CURRENT CPR certification (American Heart Association-BLS for HealthCare Providers) and maintain certification for the remainder of the time in the Nursing Program.

For those who do not have CPR certification, you must complete a course prior to the start of the Spring semester. Here are the websites for 2 local training centers where you can find a CPR class.

- RWJ Barnabas Health:
  [http://trainingcentertechnologies.com/rwjbh/CourseEnrollment.aspx](http://trainingcentertechnologies.com/rwjbh/CourseEnrollment.aspx)

Nursing Policies and Procedures
Malpractice and Liability Insurance

BSN students are required to obtain professional liability insurance in the amounts of 2 million per incident/4 million annual aggregate prior to clinical rotations and annually until graduation. **BE CAREFUL when obtaining insurance-you need a 2 million per incident/4 million annual aggregate.**

The University does not endorse any one company but Proliabilty (800) 375-2764 has this coverage amount for nursing students in the state of NJ. [https://www.proliability.com/professional-liability-insurance/healthcare-professionals](https://www.proliability.com/professional-liability-insurance/healthcare-professionals)

You may use any company for liability insurance as long as it has the covered amounts stated above. The cost should be around 40-45 dollars.

**Make sure your coverage is for professional student nurse coverage in the amounts of 2 million per incident/4 million annual aggregate.**

When applying for the insurance-have coverage begin before your first clinical semester.

Student Criminal Background Check and Drug Screen

The Joint Commission on Accreditation of Healthcare Organizations (JC) now requires all healthcare students to have their identity verified and a criminal history search conducted prior to being allowed to participate in any cooperative educational program. In order to facilitate these requirements, SEU has engaged Adam Safeguard to provide the necessary service.

The fee is $53.00 for the base package includes a:

- Social Security Trace
- National Sex Offender Search,
- and OIG Sanction Search,
- Multi State Database Criminal History Search and a
- New Jersey Criminal History Search.

You will also be required to complete a 13 Panel Urine Drug Screening ($59 Fee) and this will automatically be included.

Your Social Security Trace will dictate if additional venues will be searched. Due to your clinical requirements, if an address in an address other than a NJ location is developed, we are required to search the location for criminal history. The fees for additional locations will be $10 plus any fees charged by the court involved. *(All subject to NJ Sales Tax).* An information sheet with Frequently Asked Questions is included at the end of this document.

**INSTRUCTIONS TO SIGN UP FOR ADAM SAFEGUARD:**

- Go to [www.adamsafeguardstudents.com](http://www.adamsafeguardstudents.com)
• Click on the “Order Student Background” tab
• You will be required to enter School Code

**Criminal Background Check**

For this purpose, the Nursing Programs will be using the services of Adam Safeguard ([www.adamsafeguard.com](http://www.adamsafeguard.com)).

Students returning to the Program after one year of non-enrollment must repeat the criminal background check. Students may be asked to repeat the criminal background check if three (3) years has elapsed since initial background check at the request of a clinical site. If worked in other states, all states need to be checked.

Students may be required to submit or have the SEU Program submit the results of their background check directly to a clinical site. Students will be required to sign a release of information form indicating that the SEU Program has the right to release this information to the clinical affiliates as appropriate. Clinical sites reserve the right to require additional background checks. Clinical sites are not obligated to take any students who have any adverse finding(s) on the background check report.

The results of the background checks will be kept separate from the other student educational and academic records in accordance with FERPA.

**Criminal Background Check Policy:**

All students enrolled in the SEU Nursing Program are required to have a negative or clear criminal background check to register for a NURS clinical nursing course.

The background check must be completed through the approved Nursing Program vendor, Adam Safeguard. In addition, the New Jersey State Board of Nursing requires a criminal background check prior to licensure as a Registered Nurse. [Faculty 11.22.19]

**Urine Drug Screen Policy:**

All students entering the first clinical course must complete a 13-panel urine drug screen through Adam Safeguard prior to course registration. All drug screens must be negative or clear for all 13 substances for the student to register for NURS courses.

Adam Safeguard must be notified of all prescription medication(s) that a student may be taking prior to submission of the drug screen. Any student with a positive urine drug screen who cannot provide documentation the medication is prescribed by a healthcare provider or who submits an adulterated drug screen will not be permitted to remain in the SEU nursing program. Random urine drug testing may be required of any student as deemed necessary by the Nursing administration.
Students may be required to submit the results of their urine test results directly to a clinical site. Students will be required to sign a release of information form indicating that the right to release this information to the clinical affiliates as appropriate. Students may be required to undergo additional urine screening at the discretion of a clinical affiliate. In this event, the student is responsible for all costs. Clinical sites are not obligated to take any students who have any positive finding(s) on the urine drug screen report. The information obtained from the urine drug testing results will be kept separate from the other student educational and academic records in accordance with FERPA.

Both the criminal background check and the urine drug screen are to be done according to SEU Nursing Program policy.

A new Criminal Background Check and a urine drug screen are required for any student reentering a clinical course following a voluntary stop out, course withdrawal or unsuccessful attempt. [Faculty 11.22.19]

For RN-BSN and MSN Programs:

Follow the University Requirements. Students may be asked to comply with additional requirements if requested by clinical placement. https://www.steu.edu/medreqs
ND-PP V-02 Medical Exemptions

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**PURPOSE:** To maintain a standard that protects the students and the patients but respects students’ rights and beliefs.

**POLICY:**

If the student is claiming an exemption related to a pregnancy or other medical contraindication, the student must provide SEU with documentation from your healthcare provider indicating the reason and time limitations that the vaccination is medically contraindicated. This exemption will be reviewed at the beginning of each semester. In some circumstances the student may not be able to complete clinical requirements due to a medical exemption. Physician forms and guidelines for requesting medical exemptions can be found on the SEU website Medical Requirements and Forms. The Request for Medical Exemption from Mandatory Immunization Form must be completed by the student’s healthcare provider and returned to SEU Health Services.

Addenda: See [https://www.steu.edu/medreqs](https://www.steu.edu/medreqs)
ND-PP V-03 Student Health and Accident Insurance Fee

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**PURPOSE:**
To assure that all student nurses have health and accident insurance.

**POLICY:**
Students in the undergraduate university are automatically enrolled under SEU health and accident insurance policy. One can opt out by waiving coverage via access to [www.steu.edu/firststudent](http://www.steu.edu/firststudent). International Students health and mandatory coverage cannot be waived. Students who are enrolled full-time (12 or more credits) in the Continuing Studies programs are eligible to enroll voluntarily and pay United Health Care directly at [www.steu.edu/firststudent](http://www.steu.edu/firststudent). All students who plan to use the SEU insurance plan, offered through United Health Care, must create "MyAccount" at [www.steu.edu/firststudent](http://www.steu.edu/firststudent). "MyAccount" gives you access to your ID card, claims, benefits, network providers and additional insurance information. If for any reason you lose coverage from a private carrier, contact the Business Office to enroll in our plan immediately. Greater detail and information on the SEU Student Health Insurance Plan is available at [www.steu.edu/firststudent](http://www.steu.edu/firststudent).
ND-PP V-04 Additional Health Requirements

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PURPOSE:

To establish the clinical practice requirements

POLICY:

- **TB (Mantoux) Testing, Flu Vaccine:** All TB (MANTOUX) testing needs to be current for the academic semester in which the student is enrolled.

- **Seasonal Flu Vaccine**
  All students and clinical faculty are required to provide proof of influenza vaccine on an annual basis. Students must receive the current year’s influenza vaccine by December 1st. Students enrolling for the Spring semester must provide proof of influenza vaccine documentation at the time of Spring semester course registration. Clinical faculty and students must adhere to the clinical site’s policy regarding influenza vaccination.

- **Hepatitis titers are required for certain institutions.**

- **Pandemic restrictions, testing and vaccination requirements are being established and SEU will adhere to CDC, NJBOH and clinical agency requirements.**
  Guidelines for return to campus and Mandatory FACE covering must be adhered to. Details found at [https://www.steu.edu/covid19resources](https://www.steu.edu/covid19resources).

Bloodborne Pathogen Exposure Policy (From [https://www.steu.edu/mscpoliciesprocedures](https://www.steu.edu/mscpoliciesprocedures))

**Bloodborne Pathogen Prevention and Exposure Policy**

Training Faculty/Students who are required to interact with patients/simulated patients as part of their training are required to have appropriate training and certification in Blood Borne Pathogens. Therefore, faculty/students must follow routine practices for preventing the exposure, spread, and development of communicable diseases. All faculty/students will be trained regarding blood borne pathogens in accordance with the requirements of the Occupational Health & Safety Administration (OSHA) on Universal Precautions. They will learn correct methods of handling blood, tissues and bodily fluids as well as dealing with the management of communicable diseases. Most students/faculty using the Simulation Center are required to complete the OSHA training module for blood borne pathogens. The cost of this course is dependent on the program you are associated with. Please contact the Simulation Center Director to determine if your students are required to have this certification. Prevention All users of the

*Nursing Policies and Procedures*
center (whether or not they completed a BBP course) including faculty, staff and students are expected to follow Universal Precautions during all activities in the Simulation Center. Precautions include:

5) hand hygiene.
6) use of personal protective equipment (e.g. gloves, gowns, masks).
7) safe injection practices.
8) safe handling of potentially contaminated equipment or surfaces in the patient environment; and
9) respiratory hygiene/cough etiquette.

Specifically, faculty, staff and students must:

1) Act as though all patients have a potentially contagious blood borne disease
2) Avoid direct contact with blood, body fluids, secretions, excretions, mucous membranes, non-intact skin, and lesions
3) Avoid injuries from all “sharps”
4) Avoid direct contact with items, objects, and surfaces contaminated with blood or body fluids
5) Dispose of all “sharps” promptly in special puncture resistant containers
6) Dispose of all contaminated articles and materials in a safe manner prescribed by law

SEU Facilities Department will provide students with sharps containers, red bags, and medical waste containers; and coordinate proper disposal.

**Exposure** If a student experiences a needlestick or other sharps injury, or is exposed to blood or other body fluid, he/she should follow these steps as indicated:

- Remove contaminated clothing.
- Immediately irrigate potentially contaminated eyes with clean water, saline, or sterile irrigants for 15 minutes.
- Immediately flush splashes to the nose, mouth, or skin with running water.
- Vigorously wash needlesticks and cuts with soap and water for one minute with antibacterial soap.
- If an incident occurs in the Simulation Center or on during any session and SEU:
  - Notify the course instructor and SEU Simulation Center Director; and
  - Seek immediate medical evaluation at Student Health Services.

If the student prefers, he/she may seek evaluation from their personal healthcare provider.

If there is a question about the appropriate medical treatment for occupational exposures, 24-hour assistance is available from the Clinicians' Post Exposure Prophylaxis Hotline (PEPline) at 1-888-448-4911.

**Incident Report** Students must submit an incident report appropriate for their program. The student may obtain post-exposure medical care from Student Health Services or the provider of their choice. The information regarding the student’s medical care must be kept confidential.

*Nursing Policies and Procedures*
Universal Precautions and Use and Disposal of Supplies (See https://www.steu.edu/mscpoliciesprocedures)

ALL PARTICIPANTS MUST WASH THEIR HANDS WHEN ENTERING AND LEAVING BUILDINGS< CLASSROOMS AND THE LAB /SIMULATIONCENTER

All participants must have completed a Blood Borne Pathogen training program if they intend to perform invasive procedures on the Human Patient Simulators, other students, or Standardized Patients. All users of the lab should always follow Universal Precautions while participating in clinical activities (this includes live patients, other students and HPSs). All sharps must be disposed of in an appropriately labeled sharps container. Under no circumstances may sharps be removed from the Simulation labs. All injuries, including “clean” or “used” needle sticks, must be reported to the instructor or Simulation Center staff immediately. Always clean your work area when you are finished. No one is to touch any of the Human Patient Simulators or task trainers unless wearing gloves and are told to do so by their instructor.

Students are advised to refer to the full Bloodborne Pathogen policy. In the event that a student sustains an exposure, they should follow the appropriate procedure:

- If the incident occurs on-campus, report to either Student Health Services or their personal provider
- If during a supervised clinical practice experience, adhere to the clinical site’s procedures and follow up with either SEU Student Health Services or their personal provider.

Students must submit a **BBF Exposure Incident Report (Appendix H)** to the SEU Nursing Program Coordinator. The student may obtain post-exposure care from Student Health Services or the provider of his/her choice. The information regarding the student’s medical care must be kept confidential and is not shared with the SEU Nursing Program.

(From Simulation Center Policy and Procedures Manual - https://www.steu.edu/medsimcenter)
## Appendix A

### Evaluation of Clinical Agencies

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| Name of Agency: | |
| Address: | |
| City, State, Zip Code: | |
| Agency Contact Person: Name | |
| Title: | |
| Telephone: | |
| E-Mail: | |
| Date of current contract | |
| Type of contract | Standard | Special Provisions |

Congruence identified between university, nursing program and clinical agency in terms of:

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Any special agency expectations for students and/or faculty (e.g. re: required documents, equipment, dress, availability, etc.):

**Students:**

**Faculty:**

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Nursing Policies and Procedures
Appendix B

Generic Orientation 2019

ATI: How to extend time on timed proctored assessments

ATI Assessment and Review Policy
Appendix C

Nursing Program Bylaws

I   Name of Organization
The name of the organization shall be:
   University of Saint Elizabeth Nursing Program

II  Purposes: The purposes shall be to:
   a. Use the democratic process to implement the responsibilities of the Nursing Program.
   b. Develop, implement, and evaluate the nursing curricula.
   c. Enhance the professional and personal growth of faculty, nursing students, and
      registered nurses in the local community.
   d. Develop, implement, and evaluate Nursing Program policies affecting faculty,
      students and the Nursing Program.

III  Functions: The functions of this Program shall be to:
   a. Systematically plan, implement, and evaluate the nursing curriculum to assure
      consistency with the educational criteria and standards of the University of Saint
      Elizabeth, the New Jersey State Board of Nursing, ACEN, and the National League
      for Nursing.
   b. Systematically plan, implement and evaluate continuing educational opportunities
      that appeal to the adult professional learners that are our students and alumnae to
      assure consistency with the criteria and standards of the Saint Elizabeth University
      (SEU), ACEN, the New Jersey State Nurses Association (NJSNA) and the Scope of
      Standards for Practice for Nurse Professionals (ANA 2000).
   c. Develop educational policies that affect students in the nursing program.
   d. Review and assess the academic status of all students, recommend students for
      appropriate remedial work, academic learning resources, and other assistance or for
      withdrawal from the Nursing Program, as necessary.
   e. Assist Faculty and students in self and professional development through university
      and community experiences.
   f. Review prospective faculty qualifications, recommend for hiring of new Nursing
      Program faculty, and review current faculty for reappointment.
   g. Convene the Advisory Board to the Nursing Program.
   h. Assist faculty to plan and carry out individualized programs of personal and
      professional growth.
   i. Plan and carry out programs and/or activities which support the maintenance and
      growth of the Nursing Program.
   j. Facilitate faculty roles developed to maintain the standards of the Nursing Program,
      including the roles of site liaison, course leader, and advisor.
   k. Coordinate with area coordinator, recruitment specialists, off- site coordinators, and
      area assistant to ensure that students at all sites have equal access to all resources and
      to maintain cohort schedules.

Nursing Policies and Procedures
IV Nursing Program

The Nursing Program functions under the Chair of Nursing Programs.

V Meetings
   a. The Program shall meet monthly during the academic year and at other times as
      necessary.
   b. The dates of Program meetings shall be determined by the Chair with the faculty and
      staff and shared at the beginning of the academic year.

VI Attendance
   a. All full-time faculty members shall attend all Nursing Program meetings.
   b. Nursing Coordinator
   c. Part time faculty are invited to Full Faculty Meetings twice per year and as requested.
   d. Student representatives are invited to attend monthly.

VII Minutes of Meetings
   Minutes are to be recorded for each meeting by a rotating secretary. Minutes are filed on
   the Nursing Shared Drive.

VIII Standing Committees

1 Curriculum Committee
   Purposes:
   a. To ensure that the mission, philosophy, goals, and outcomes of the Nursing Program
      are being achieved through the program of study offered.
   b. To systematically evaluate the total curriculum and its outcomes.
   c. To explore new ways of implementing the curriculum.
   d. To explore, implement, and evaluate the use of media and library materials for the
      curriculum.
   e. To assess and evaluate the use of the nursing laboratory and clinical experiences.
   f. To review course syllabi for all programs.
   g. To review course crosswalk, cross maps, Course program outcomes and clinical
      outcomes.
   h. To review and evaluate library, computer, nursing simulation lab and clinical needs
      for the Nursing Program in all sites.
   i. To make recommendations for acquisitions for purchase and set budget priorities.

Membership
   The members of this committee shall consist of:
   a. The full-time nursing faculty including the Chair
   b. Adjunct nursing faculty- contributes through meetings through course leaders.
   c. Students contribute through input from student liaisons, area coordinator and course
      evaluations.
Meetings: A formal curriculum meeting is held at least annually but curriculum may be discussed at any meeting to facilitate responsiveness and additional curriculum meetings may be held to facilitate needs of curriculum as determined by the Chair of Nursing.

2 Outcomes Evaluation Committee

Purpose
a. Develop, monitor, and implement outcomes evaluations through:
   i. Course evaluations
   ii. Course outcomes evaluations
   iii. Graduate questionnaire
   iv. Advisory board input
   v. Adjunct faculty input
   vi. Agency feedback from offsite coordinator and liaisons
   vii. Review of student outcomes evaluations
b. Utilize data for curriculum and department assessment and revision.

Membership:
The members of this committee shall consist of all members of nursing program.

Meetings:
Course leader will meet with all adjuncts teaching a course to review course evaluations and outcomes, content, objectives and assignments and to collaborate on revisions of course material or delivery.
Outcome Evaluations of all aspects of the Nursing Program will be conducted according to the Systematic Evaluation Plan.
Data will be reviewed every semester and as available.

3 Admission, Progression, Retention and Recognition:

Purpose
a. To develop, assess, and implement Department standards for admission, progression, retention and graduation.
b. To develop an admission committee to review applications to the pre-licensure and graduate programs.
c. To communicate with CASAS (university wide academic standing review board) regarding nursing program students.
d. To make recommendations concerning students who are not meeting academic standards established by the Nursing Program.
e. Recommend students for academic, service, and scholarship awards and recognition.

Membership
The members of this sub-committee shall consist of
a. Chair of the Nursing Programs.
b. Nursing coordinator
c. Other faculty as requested.
Meetings
   Report at Faculty meeting each semester and at other times as necessary.

4 Quality Improvement/ Evaluation Committee
   Purpose
   a. To develop a strategic plan based on department mission and objectives to guide department decisions.
   b. To develop and maintain job descriptions.
   c. To systematically review and evaluate department processes (agenda, special projects, minutes, roles) and progress toward strategic plan goals.
   d. To recommend performance improvement. - meet with faculty and review PDP.

   Membership
   The members of this committee shall consist of:
   a. The Chair of Nursing Program.
   b. Other faculty as requested.

   Meetings
   Report at Faculty meeting each semester and at other times as necessary.

NEW ROLE: Student Liaisons
   a. Every cohort selects a student liaison. This is done by self-nomination. If no one self nominates, the faculty will appoint a person to serve in this role.
   b. The student liaison will serve as the cohort representative. They will interface with students currently enrolled in the Nursing Program.
   c. All off-site liaisons will collaborate with the SEU off site coordinator and/or the offsite faculty liaison.
   d. They will act as a resource and as a liaison among students, faculty, and administration and acts as an advocate for student concerns for that cohort.
   e. They will provide regular feedback to students and SEU faculty (at least once per semester).
   f. Communication will occur through email and in-person meeting once per semester.

C:\Nursing\By-Laws.ND 2013,
Completely Revised 2019 ES, 3.1.2020 ES, 7.27.2020 VC

Nursing Policies and Procedures
## Appendix D

**Nursing Faculty Meeting Agenda Template**

Nursing Faculty Meeting Agenda

**Date**

**Present:**

**Excused:**

**Meeting Place:** Nursing Conference Room

**Recorder:**

<table>
<thead>
<tr>
<th>Start Time:</th>
<th>End Time:</th>
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<table>
<thead>
<tr>
<th>Prayer/ Reflection</th>
<th>Review</th>
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<table>
<thead>
<tr>
<th>Minutes from Date</th>
<th>Review</th>
</tr>
</thead>
</table>

| Reports of Faculty University or External Committees | a. Faculty Assembly: All: b. Sigma: c. Post tenure meeting- d. Faculty Affairs: e. NJSNA Region One: f. Encouraged faculty to volunteer for committees when elections begin. | a. b. c. d. e. f. |

<table>
<thead>
<tr>
<th>Standard</th>
<th>Topic</th>
<th>Discussion</th>
<th>Outcome / Follow Up</th>
</tr>
</thead>
</table>

| Standard 1: Mission / Administrative Capacity | SEU Nursing Missions, Goals, Outcome, Philosophy Budget Articulation agreements and Partner Lists Preceptor info Bylaws • Student Liaison- Sept • Ad Hoc- Monthly for ACEN • Curriculum- Sub Committees Monthly for • Generic-Sept • MSN- Ed & Leadership-Oct • RN-BSN- Nov • Outcomes- as available • Learning Resources- as needed • Progression, retention, recognition- as available | . | Admission requirements CASAS- grades review Scholarship Awards Retention |

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**Nursing Policies and Procedures**
| Standard 2: Faculty and Staff | Review Faculty Data Faculty assignments/ load |
| Standard 3: Students          | Data Handbook review Student org               |
| Standard 4: Curriculum        | Syllabi Cohorts Course leaders                |
| Standard 5: Resources         | Faculty Students Budget- spent, needs         |
| Standard 6: Outcomes          | See above bylaw                              |

Submitted by                 Date

Revised 2019, es
Reviewed 2020, vc