



Seattle Pacific

UNIVERSITY

Engaging the culture, changing the world.



School of Health Sciences

Lydia Green Nursing Program

2007-2008

Undergraduate Nursing Student Handbook

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The SHS mission is to partner with the community, develop graduates who engage the culture, change the world, and:

- Serve all people with the highest level of professional care;***
- Demonstrate competence in a diverse and changing environment;***
- Act with wisdom, character, and caring;***
- Demonstrate leadership in all aspects of nursing; and***
- Promote optimum health of body, mind, and spirit.***

06/06/2006

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SPU SHS
Lydia Green Nursing Program

September 2007

Dear Undergraduate Nursing Student,

Welcome to the Seattle Pacific University School of Health Sciences and the Bachelor of Science in Nursing Program! The faculty, staff and I look forward to working with you as you seek to achieve your educational goals through this opportunity. In developing the curriculum, the faculty has worked carefully to identify the educational content and experiences necessary for the preparation of nurses, both for the current and future world. The School of Health Sciences Nursing Program is designed to help you develop the characteristics and skills you will require not only for the healthcare environment as it is today, but for Nursing roles in the system of the future.

As you study here, you will have the opportunity to build your theoretical knowledge in Nursing and to apply it in the clinical setting, as well as to experience a variety of international and community health opportunities. You will also work closely with your faculty and classmates. I am confident that you will find these groups very valuable to you, providing support, stability, and information.

Excellence, competence, and character matter at Seattle Pacific University. Our standards are high and our program of study is rigorous. Much thought has been given to identification and implementation of systems and elements to support you. You can expect to find answers to many of your questions here in the School of Health Sciences Undergraduate Nursing Student Handbook. We expect that you will use the Handbook as your guide for policies and procedures. I encourage you to explore this and other resources made available to you through the School of Health Sciences. Each has been created to make your experience as unique and fulfilling as possible and to assist you to achieve the highest levels of thinking, knowing, and practice.

Again, welcome to the School of Health Sciences! I am excited for you to work and learn together with your faculty during your program of study.

Sincerely,

Lucille Kelley, R.N, M.N., Ph.D.

Dean, School of Health Sciences

PREFACE

The Undergraduate Nursing Student Handbook has been written solely to provide the learner with information specific to the curriculum, SHS policies and procedures, campus facilities and resources. Every effort has been made to ensure its accuracy. However, its contents do not constitute a contract between the School of Health Sciences and its students. This Handbook is subject to change at the University's sole discretion. The Handbook may be revised as policies and procedures are officially changed through administrative and committee processes of the school. Notice of such changes should be distributed to all students through the established communication processes of the school.

This Handbook is intended to be complementary to the current Seattle Pacific University Undergraduate Catalog and Seattle Pacific University Student Handbook. If regulations, program requirements or services described herein conflict with current regulations or practice, the current regulations and practice will prevail. The University reserves the right to amend, supplement or revise this Handbook at any time without prior notice.

It is suggested that individuals refer to the material that is provided in the Handbook as they progress through the program.

The following terms are used throughout the Handbook:

ADB: American DataBank

ASAC: Academic and Student Affairs Committee

Clinical: Practicum experience in an SHS approved, faculty pre-approved agency or hospital setting

ERI: Educational Resources, Inc.; comprehensive study and testing program

Nursing Program: Lydia Green Nursing Program

Practicum: Clinical experience in SHS approved agency or hospital setting

Program: Lydia Green Nursing Program

School: School of Health Sciences

SHS: School of Health Sciences

SPU: Seattle Pacific University

Standards: All standards of safety, practice and behavior as cited in course handouts, textbooks and course evaluation forms.

University: Seattle Pacific University

EXPECTATIONS IN THE LYDIA GREEN NURSING PROGRAM

Welcome to the Seattle Pacific University's School of Health Sciences, Lydia Green Nursing Program. Students admitted to the Nursing Program are now part of a very rigorous course of study. **In admitting a student to the Nursing program, the University does not promise that the student will complete the program, be granted a degree, or be recommended for licensure, employment or further study.** The Nursing program will require a great deal from its students and their success depends solely on their efforts. In keeping with the University mission and professional Nursing standards, the School of Health Sciences adheres to the following expectations. These expectations spring from our commitment to reflect Jesus in all we say and do, to respect each other as a part of a community and to provide a challenging and positive academic environment as well as a rigorous program of professional study.

And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him. Whatever your task, put yourselves into it, as done for the Lord and not for your masters, since you know that from the Lord you will receive the inheritance as your reward; you serve the Lord Christ. For the wrongdoer will be paid back for whatever wrong has been done, and there is no partiality (Col 3:17, 23-25; NRSV).

THEREFORE:

- Students are guests in clinical sites and must adhere at all times to the unique requirements of each site including, but not limited to dress, behaviors, policies, and procedures. Failure to do so may be grounds for immediate removal from the clinical area and dismissal from the program.

Academic quarters are cumulative and each quarter students are expected to maintain and apply knowledge, standards, and behaviors learned in previous courses and quarters.

- The student is responsible to know and follow course specific procedures and policies. Failure to follow the policies and procedures as outlined in course materials, Handbooks, or handouts may result in dismissal from the course and program.
- Students are expected to be on time for class and clinical. The University is preparing students to transition into the professional sector. Lateness is unacceptable within the health care setting in which colleagues and patients depend on the student's care.
- Students are expected to remain in class and clinical for the entire designated period and leave when the professor indicates the session is finished. Leaving class or clinical prior to dismissal by faculty demonstrates disrespect, is extremely distracting to others in the class and may be unsafe for patients. All students deserve to have the best environment in which to learn. Packing up books before the professor has finished is also a distraction and communicates a lack of respect. This behavior is unacceptable in large as well as small classes. The professor may ask the student demonstrating such behaviors to leave the classroom setting.
- Students are expected to refrain from talking during videos, lectures, guest lectures or power point presentations. Active listening aids in retention and increases learning potential. The professor may ask the student demonstrating such behaviors to leave the classroom setting.
- Students are expected to turn off cell phones and pagers during class.
- Disruptive students may be removed from class or clinicals at the discretion of the instructor.

- If absent, the student is expected to obtain handouts, notes, etc. from other students. It is not the role of the professor to ensure the student has received missed information. It is the student's responsibility. The professor is not expected to provide a private lecture on the material the student missed.
- If the student needs to miss class or leave early, it is courteous to contact the professor beforehand to inform the professor about the need to leave and to leave as unobtrusively as possible.
- The student who accepts admission to the School of Health Sciences Nursing major is making a major decision that must be taken seriously. Nursing is a highly complex, rigorous, physical, psychological, emotional and intellectually demanding profession. Nurses are directly responsible for the lives of human beings. The registered nurse graduate of this program is expected to be able to function as at a high level of technological mastery, communication excellence and interpersonal effectiveness. Patient safety is a major responsibility of today's nurse.
- As the student progresses in the program, the curriculum is designed to increase in complexity and the student is required to demonstrate increasing levels of ability to safely handle complexity. For example, (but not limited to) progression from care of one patient to care of four or more in the final Senior level course. Progression in the program is not a guarantee that the student will graduate because the student must demonstrate increasingly complex skills as he/she progresses from quarter to quarter. In the final synthesis course the student is responsible to "pull together" and demonstrate synthesis of all previous learning. This course is a test of the student's ability to manage self in a complex health care setting.

Additional policies related to these expectations are expanded upon in the sections such as "Academic Policies and Procedures" and "Clinical and Skills Lab Policies and Procedures" and may be stated in a course syllabus.

2.0 OVERVIEW OF UNDERGRADUATE NURSING CURRICULUM

2.1 SHS Mission Statement

The SHS mission is to partner with the community, to develop graduates who engage the culture, change the world, and:

- ***Serve all people with the highest level of professional care;***
- ***Demonstrate competence in a diverse and changing environment;***
- ***Act with wisdom, character, and caring;***
- ***Demonstrate leadership in all aspects of Nursing; and***
- ***Promote optimum health of body, mind, and spirit.***

6/6/2006

2.2 Purpose of the SHS and the Undergraduate Program

The purpose of the School of Health Sciences is to prepare graduates to meet the health needs of a community through promoting wellness and providing illness care for its members.

The purposes of the undergraduate Nursing Program are to:

1. Provide a liberal and professional education that integrates the humanities, sciences, Nursing theory, and Nursing research with personal faith and values.
2. Foster an appreciation of the Nursing profession's historical and future commitment to facilitate change in the service of health promotion.
3. Provide a theory and practice base for using the Nursing process to provide primary, secondary, and tertiary preventive care.
4. Foster collaboration with other members of the health care team to provide holistic health care.
5. Provide a basis for graduate Nursing study.

2.3 SHS Philosophy Statement

The philosophy of the faculty of the School of Health Sciences reflects the ideals of the community of Christian scholars, servants and leaders described in the Seattle Pacific University Mission statement. The faculty's philosophy of Nursing includes our beliefs about the client, the environment, health and the profession of Nursing and Nursing education.

Individuals are integrated beings with physiological, psychological, social, cultural, and spiritual components, all of which are affected by developmental changes. They are created in the image of God, and have the capacities for self-determination, love, and the reflection of God's goodness and grace. As God's creation, each person is unique, while sharing the characteristics and needs of all others. Individuals need support, guidance, and self-expression in order to experience growth, healing, and wholeness.

Individuals and their environments are part of a larger community. Adaptation is necessary to attain and maintain health in a diverse and changing environment. It is the client in the context of the cultural environment who is the focus of professional Nursing care. The School of Health Sciences is committed to helping facilitate students to become leaders and to serve in an increasingly diverse world.

Health is a dynamic process that reflects the state of wholeness and harmony with the environment. Wellness is a state of optimal health and functioning, while illness is a disrupted functional state. Wellness and illness are uniquely experienced by each person or group, according to their individual experiences and the behavioral

expectations of the society in which they live. The needs of human beings include the attainment of an optimal state of health.

Every individual has the right to health care. Health care systems should work toward providing cost-effective and accessible services for wellness promotion and illness care. In order to promote health care that attends to persons' needs, professional Nursing functions collaboratively with other professions and with clients, their families, and the community.

Professional Nursing is concerned with helping individuals, families, communities and groups in the process of adapting to their environment. Nurses assist by utilizing Nursing and related theories to promote optimal health or to support persons to a peaceful death. Professional Nursing is both a science and an art. The science of Nursing is based on research and theory from Nursing, the sciences, and the humanities. Nurses utilize critical thinking within the Nursing process. The art and science are reflected in professional activities such as patient advocacy, health education, innovative planning of care, the development of Nursing roles to meet changing societal health needs and commitment to lifelong learning.

Philosophy of Nursing Education

The best environment for learning is one in which learners can feel challenged, accepted, respected, and supported, and in which they can relate new learning to prior knowledge and life experiences. The learning environment embodies a commitment to collaboration, creativity and leadership. The faculty and students share responsibility for the development of each individual's potential. A variety of teaching and learning strategies are used. Teachers as role models demonstrate ethical decision making, love and concern for students, and their faith and commitment to the Christian goals of the institution. 3/8/04

2.4 Accreditation

The School of Health Sciences Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission and accredited by the Commission on Collegiate Nursing Education.

2.5 Program Description and Curricular Outcomes

The Seattle Pacific University faculty shares a conviction that the ultimate purpose of a university education is the formation of Christian character. Specifically, a liberal arts education at SPU seeks to build these qualities of heart, mind and action:

- Love of God and neighbor
- Love of God's creation
- Love of learning
- Moral judgment
- Intellectual, moral and spiritual discernment
- Critical thinking
- Aesthetic awareness
- Self-understanding
- Discipline of habits
- Active service in the wider world
- Responsiveness to human diversity
- Responsiveness to change

The Bachelor of Science in Nursing Program prepares graduates to assume entry-level practice and leadership roles in a variety of settings, in keeping with the University model of competence, character and becoming people of wisdom. The aim is to foster the development of self-understanding, caring, collaboration, ethical

thought and action, intellectual curiosity, critical thinking and judgment, as well as the integration of Christian faith with scientific knowledge and clinical expertise.

Upon completion of the Nursing Program at SPU, the graduates should have developed proficiency in:

Critical Thinking - Demonstrate reflective thinking that is self-directed, self-disciplined, and self-corrective.

Communication - Demonstrate complex, ongoing, interactive processes using a variety of methods: oral, written, nonverbal, and technological.

Assessment - Demonstrate an ability to gather information about the health status of the client and/or community, analyze the data, make judgments about nursing interventions and evaluate outcomes.

Nursing Skills - Use technical skills required for the delivery of nursing care; demonstrate their ability to teach, delegate, and supervise skilled tasks by others.

Role Development - Demonstrate professional behaviors and an integration of faith, spiritual values and ethics in their nursing practice.

2.6 ORGANIZATIONAL FRAMEWORK

Figure 1: The Model of Nursing Action

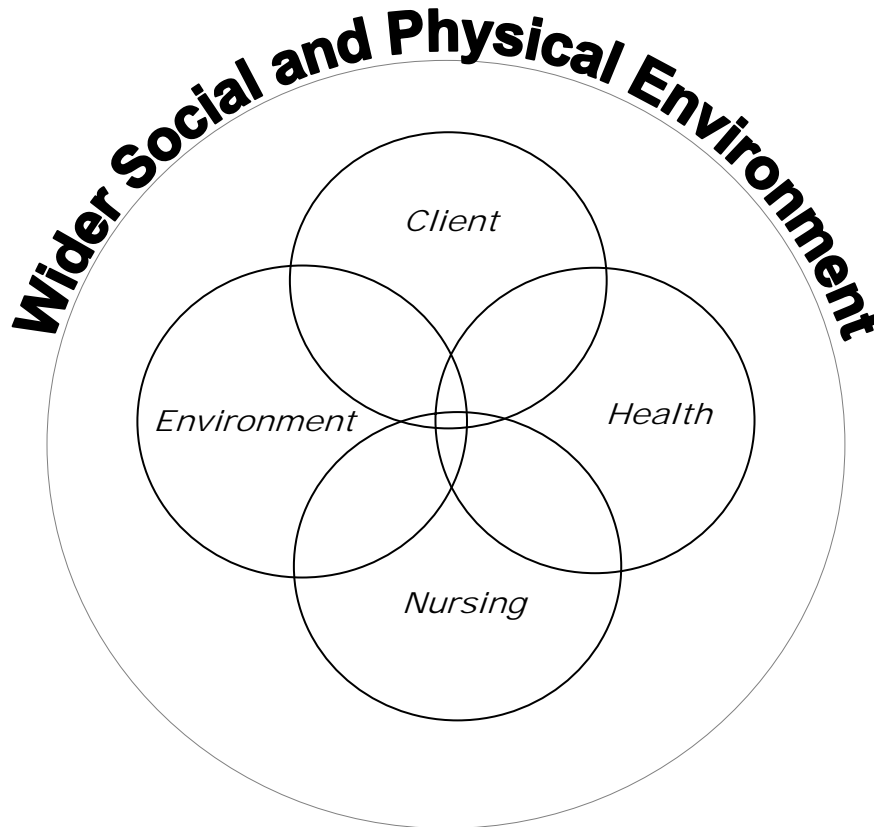


Figure 1: The Model of Nursing Action

For any setting, patients/clients, the immediate environment, the health goal, and the nursing role can be described and used as context for the nursing process. The Model of Nursing Action can be used with any nursing theory, to show how that theory would influence the view of the patient/client, health, the environment, and the role of nursing. This model can also be embedded in a larger environment. For instance, nursing care of a client at home would include the client's condition, the client's interaction with caregivers and the physical environment, the definition of health held by the client and caregivers (thus defining the goal that they would work toward), and the role of the home health nurse, all embedded in the larger health care system and the outside environment that is available to the client and caregivers for support or that increases the difficulty of care. Assessments and interventions would use nursing diagnosis and the six holistic parameters, and would work with integrated content as appropriate.

References:

- Fawcett, J. (1989). *Analysis and evaluation of conceptual models of Nursing* (2nd ed.). Philadelphia: McGraw-Hill.
Gordon, M. (1987). *Nursing diagnosis: Process and application* (2nd ed.). New York: McGraw-Hill.

RECOMMENDED CURRICULUM PATTERN 2007-2008

Current SPU Student Fresh. Through Jr.

Yr	Autumn		Winter		Spring	
Freshman	USEM 1000 University Seminar	5	UCOR 1000 or UFDN 1000	5	UCOR 1000 or UFDN 1000	5
	Exploratory: AHA or AHB or SSB	5	Exploratory: AHA or AHB or SSB	5	Exploratory: AHA or AHB or SSB	5
	Psy 1180 General Psychology	5	Chm 1211 General Chemistry	5	CHM 1330 Biochemistry	5
	University Foreign Language * (CHM 1100 Intro to Chemistry)**					
	Total Credits	15	Total Credits	15	Total Credits	15

Sophomore	BIO 2129 Anatomy & Physiology	5	BIO 2130 Anatomy & Physiology	5	BIO 3351 Microbiology	5
	And two of the following	5	And two of the following	5	And two of the following	5
	UCOR 2000 or UFDN 2000 PSY 2470 Developmental Psych MAT 1360 Statistics	5	UCOR 2000 or UFDN 2000 PSY 2470 Developmental Psych MAT 1360 Statistics FSC 3340 Nutrition	5	UCOR 2000 or UFDN 2000 PSY 2470 Developmental Psych MAT 1360 Statistics FSC 3340 Nutrition Elective	5
	Total Credits	15	Total Credits	15	Total Credits	15

Enter Nursing Program

It is recommended that students take no more than 15-16 credits/quarter

Junior	NUR 3952 Basic Nursing Theory	6	NUR 3954 Nursing of Adults I Theory***	6	NUR 3956 Nursing of Adults II Theory	6
	NUR 3953 Basic Nursing Practicum+	5	NUR 3955 Nursing of Adults I Practicum+	5	NUR 3957 Nursing of Adults II Practicum+	5
	NUR 3948 Professional Nursing Role I	5	UCOR 3000	5	UFDN 3100 Offered evenings	5
	Total Credits	16	Total Credits	16	Total Credits	16

Senior	NUR 4000 Childbearing Fam. Health Th.	3	NUR 4010 Child-rearing Fam. Health Theory	3	NUR 4899 Prof. Nursing Synth. Theory***	4
	NUR 4002 Psychiatric-Mental Health Th.	3	NUR 4012 Community & Family H. Nurs. Th.	3	NUR 4859 Prof. Nursing Synth. Internship+	8
	NUR 4003 Child-bearing Fam. H. and Psych.-Mental Health Practicum+	5	NUR 4013 Child-rearing Family Health and Community Health Nursing Practicum+	5	HSC 4391 Pathophysiology	3
	OR		OR			
	NUR 4010 Child-rearing Fam. Health Theory	3	NUR 4000 Childbearing Fam. Health Th.	3		
	NUR 4012 Community & Family H. Nurs. Th.	3	NUR 4002 Psychiatric-Mental Health Th.	3		
	NUR 4013 Child-rearing Family Health and Community Health Nursing Practicum+	5	NUR 4003 Child-bearing Fam. H. and Psych.-Mental Health Practicum+	5		
	AND		AND			
	NUR 4971 Nursing Research	5	NUR 4848 Profes. Nursing Role II	3		
	Elective (HSC 4950 Transcultural Health)	[2]	Elective (HSC 4950 Transcultural Health)	[2]		
	Total Credits	16	Total Credits	16	Total Credits	15

* *Foreign language requirement is 3 years high school or 1 year college*

HSC 4950 is only for Study Abroad students

** *Must take placement exam prior to Autumn quarter for Chemistry*

*** *Writing Course*

+*Additional Fee Required for Practicum and Internship courses, 5 credit courses = 15 hours, 8 credit courses = 24 hours/week*

This publication is certified as true and correct in content and policy as of the date of publication. The University reserves the right, however, to make changes of any nature in programs, calendar, academic policy, or academic schedules whenever these are deemed necessary or desirable, including changes in course content, class re-scheduling, and the canceling of scheduled classes or other academic activities. Students are responsible for consulting with their academic advisor regarding admission, progression, and graduation requirements and are fully responsible for related decisions. Students are responsible to register on date assigned and for removal of all registration holds.

Last updated 6/6/07

3.0 ACADEMIC POLICIES AND PROCEDURES

3.1 Admission

3.1.1 Application and Admission

An application for admission to the Nursing major is available online at <http://www.spu.edu/depts/hsc/programs/bsn/bsnprogram.html> and is due February 15th. Acceptance depends on a minimum GPA of 2.75 in the prerequisite courses with no grade below a C, and approval by the Academic and Student Affairs Committee of the School of Health Sciences. A GPA of 3.00 is preferred; however, GPA is only one factor considered for admission, and meeting the minimum GPA requirement is not a guarantee of admission. Applicants will be asked to submit additional information and references as described on the application form. Admission to the University is required prior to admission to the School of Health Sciences; However, application to both Seattle Pacific University and the School of Health Sciences should be made simultaneously. Students will be notified of the decision and if accepted, will be invited to complete the requirements for both. Students should follow the procedure for University admission as required by the Office of Admissions.

3.1.2 Criminal Background Checks

Clinical agencies require that each student who enters the healthcare setting must complete a background check for criminal history and that each student must have a “clean record.” Although the University does not disclose to anyone the contents of a criminal record, the University may need to assure healthcare agencies that it has conducted a background check and the student has been “cleared.” Therefore, the following information is required to be submitted by the student to the School of Health Sciences and received by the School of Health Sciences in a timely fashion before the student may enter a clinical agency (for any purpose including but not limited to orientation). The student who misses orientation for any reason will not be allowed to progress in the program. Clinical agencies do not provide orientation makeup opportunities. Missing more than 20% of clinical time for any reason also prevents progression in the program.

3.1.2.1 Criminal History Questionnaire. At the time of admission to the program, all students must complete, sign and return to the Undergraduate Administrative Assistant the Criminal History Questionnaire. Students must indicate the place and date of signing. Answering “yes” to any question on the questionnaire will not necessarily disqualify the student. However, the University or clinical agency reserves the right to bar students from participating in the clinical setting based on the risk the student presents to patients or others. A student who is not allowed to participate in a clinical may not be able to complete the Nursing Program. If answering “yes” to any criminal history question, the student must provide a written explanation, along with a copy of the signed and completed questionnaire.

3.1.2.2 Background Checks. The University conducts a criminal background check on all students through the Washington State Patrol. All students must complete the Washington State Patrol “Request for Criminal History Information” Form and return it to the School of Health Sciences Undergraduate Administrative Assistant in a timely fashion as directed. SHS will request a Criminal History Report on-line through the Washington State Patrol website. Upon receipt of the Criminal History Report, SHS will provide the student with a copy and retain the original for the permanent student file. The student’s information will not be released to any individual or agency, except as required by law. If the student wishes to give a copy of the Report to an agency, it is the student’s responsibility to deliver it to the requesting person or agency. Under no circumstances may the University share background

check information directly with an internship site. If the student loses or misplaces the copy of the Report, the student may submit to the SHS a written request for an additional copy. At the time of the student's request the student will be informed of the process for obtaining another copy.

In addition, students receive instructions on how to complete a national background check on-line through American DataBank. The results are sent via email to School of Health Sciences. Students have access to their results through the American DataBank website. Once reviewed and cleared by SHS, clinical agencies will be notified that the student has a "clear" record. If clinical agencies require a copy of the report, the student must provide the report; SHS will not directly share the results with the clinical agency.

If a clinical agency requires other or additional background check information about the student, the student must comply. The clinical agency has the right to refuse entry of students into the clinical setting based on criminal history. A national background check may be required in order to comply with agency requirements. Clinical placement assignments are not negotiable. The student must comply fully with the requirements of the assigned clinical placement. Students will not be allowed to participate in clinical placement assignments until these background check requirements have been satisfied. Failure to comply with clinical agency requirements in a timely fashion will result in non-progression in the Nursing Program. Failure to complete any clinical portion of the Nursing Program will prevent the student from graduating.

3.1.3 Math and Writing Skills Competency

As determined by Student Academic Services, all undergraduate students, including transfer students, may be required to demonstrate math and writing competency by taking math and writing competency tests administered by the University. Post-baccalaureate students are not required to take the competency tests. Completion of the tests is a prerequisite for beginning the first quarter of nursing coursework. See the Undergraduate Catalog for baccalaureate degree requirements. **It is the student's responsibility to check for passage of these tests; students will not be notified of the results.** SPU students with deficiencies must complete any required additional coursework or credits by the end of the second quarter of nursing coursework. Transfer students with deficiencies must complete any required additional coursework or credits prior to the onset of the senior year nursing courses. Graduation is dependent upon the completion of this requirement.

3.1.4 Prerequisite Coursework

Each of the prerequisite courses (general college chemistry, organic and biochemistry, general psychology, anatomy, physiology, microbiology, nutrition, statistics and lifespan developmental psychology) must be completed prior to admission into the Nursing Program with grades that are NOT less than a C. Students receiving a C- or below in one of these courses should contact their faculty advisor immediately. These courses are foundational for nursing courses and students receiving a C- or below will be required to repeat the course(s) (receiving a grade of C or better) in order to be eligible for the nursing program, although repeating courses to achieve a C or better does not guarantee acceptance into the program.

3.1.5 Co-requisite Coursework

Grades earned in all co-requisite courses, such as statistics, must be a minimum of C or above. A grade of C- or below will require repetition of the course(s) until a C or better has been earned in the course.

3.1.6. *Transfer Coursework*

All transfer courses must be approved by SAS and nursing faculty prior to taking the course.

3.2 Progression in the Nursing Program

Progression in the Nursing Program (and graduation) is dependent on satisfactory completion of course assignments, which include both theoretical and clinical performance. The University may consider factors in addition to academic performance when determining whether or not a student may continue in the program. These factors include, but are not limited to class and clinical attendance, respect for others, safety concerns and unprofessional behavior.

The faculty member has the right and responsibility to determine whether or not the student should be allowed to attend class or clinical based on generally accepted standards of nursing practice, clinical agency policies and standards of safe practice as well as the well-being of others in the classroom or clinical setting.

On occasion, students are faced with major health problems or changes in personal circumstances that make progression in the Nursing Program difficult. Students are encouraged to seek counsel or advice from a nursing faculty advisor as soon as possible so that there is opportunity to plan how to best meet their educational goals.

3.2.1 *Total Testing Program*

All students admitted to the SHS Nursing Undergraduate Program are required to take selected tests from the Total Testing Program provided by Educational Resources Incorporated (ERI). The fee for the Total Testing Program is collected annually in the junior and senior years of the Nursing Program and is listed in the under the section “Tuition and Fees.” Information from these tests will be available to students and their Nursing advisors to be used to facilitate academic progress in the Nursing Program. In addition, these tests help prepare students for the national licensure examination (National Council Licensure Examination [NCLEX]). Low scores on certain ERI exams may require remediation. Failure to achieve passing scores on certain ERI exams in both the junior and senior years may result in failure of the course in which the exams are taken or failure to progress in the Nursing Program. Students who do not achieve passing scores, as defined in the course syllabi, will not be allowed to continue in the program and will not graduate, regardless of course grades. Course syllabi outline the tests required in each course, the passing score, the remediation required, if any, and the consequences of not achieving the passing score.

Students must pass the tests and complete the required remediation exercises (if necessary) to continue in the Nursing Program and be eligible to take the NCLEX Licensure exam.

In addition, all students take a four-day NCLEX Review Course offered by ERI in June, immediately after completion of the nursing course work. This review course is regularly scheduled the week following SPU commencement. As part of the ERI testing package, ERI provides, free of charge to any student who does not pass NCLEX, the PreRN Plus Program, an

in-depth, individualized review program (some restrictions apply). Contact ERI at 1-800-292-2273 or www.eriworld.com for more information.

3.2.2 Students of Concern

The School of Health Sciences is committed to providing opportunities for the success of all its students. Students who are of concern are at risk for not successfully completing a course and therefore the Nursing Program and will be notified by their instructor of the behaviors that place them at risk. Examples of behaviors that place students at risk include (but are not limited to) lateness to class or clinical, low grades, absences (especially in clinicals), low exam scores, low scores on national tests (NET) or poor writing skills. The instructor and student should meet to discuss the issues and to develop a plan to promote student success. Certain student characteristics (e.g., GPA of less than 2.8 on admission; failure of more than 1 theory exam; the need to rewrite papers; low scores on standardized tests; absences, whether excused or not) increase the risk of a student failing a Nursing course. Written documentation of concern becomes a permanent part of the student's file. A letter of concern may be the basis for dismissal from a course and therefore, from the program.

3.2.3 Meeting minimum standards

Progression in the Nursing Program is dependent upon meeting the minimum standards of core Nursing courses as outlined in the course syllabi at a C (75%) level or above, as well as other factors. Any student receiving a final course grade of C- or below will be required to satisfactorily repeat that Nursing course before progressing further in the Nursing Program. A final course score of less than 75% in any Nursing course in the spring quarter of the senior year will be awarded an E grade. Because certain courses must be taken in sequence, repeating a course may delay the student by at least one year. Students who fall behind in the normal progression must schedule an exit interview with the Dean or Dean's designee and follow the exit interview process. The student is not eligible for re-enrollment until the SHS exit interview process is satisfactorily completed, and all conditions for re-enrollment have been satisfied. See also sections on withdrawal and re-enrollment for additional information.

3.3 Withdrawal or Dismissal from Nursing Program

3.3.1 Withdrawal from the Nursing Program

Withdrawal from the Nursing Program may be necessary for various reasons. To withdraw from the Nursing Program (for any reason, personal or academic), it is necessary for the student to:

- Notify instructors in all courses for which the student is registered.
- Meet with the Nursing instructor and SHS academic advisor to discuss reasons for withdrawal, future plans and withdrawal process.
- Withdraw from all nursing courses. There is no guarantee of a refund if the withdrawal does not occur within the University schedule for withdrawal with a refund.
- Schedule an appointment with the Dean of the School of Health Sciences or Dean's designee for an **exit interview** in which the student may discuss plans for the future including possible re-enrollment at some future date. **Re-enrollment cannot be guaranteed.**
- Complete (at the time of the exit interview), the Exit Interview form which must be signed by both the student and the Dean or Dean's designee. This form is available from the Undergraduate Administrative Assistant. Re-enrollment requirements may change if the student is absent from the program for a longer period of time than originally anticipated.

- Follow general University policy for withdrawal. See guidelines stated in the SPU student Handbook (on the SHS web site), and the timelines for tuition refunds.
- At the time of the exit interview, the student is given a Re-enrollment Statement describing the re-enrollment policy and process along with a Re-enrollment Application for future use. See section on re-enrollment.

3.3.2 Dismissal from a Course and the Nursing Program

Dismissal from the Nursing Program may result from, but is not limited to, any of the following reasons as determined by a faculty member:

1. Violation of standards of Nursing conduct or practice. (See Washington Administrative Code (WAC) 246-840-710); RCW 18.130.180 (March 2004)
2. Pattern of behavior or conduct or a single incident of serious misconduct or inappropriate behavior that reflects poorly on SPU, the School of Health Sciences or clinical agencies, including failure or refusal to follow agency or syllabus requirements/standards/guidelines, boundary violations with patients or staff, or speaking negatively about SPU, clinical agencies or anyone affiliated with SPU or clinical agencies.
3. Academic or other types of dishonesty.
4. Lack of safety in practicum.
5. Evidence of unethical or unprofessional conduct or behavior. (ICN Code of Ethics; ANA Code of Ethics for Nurses; ANA Scope and Standards of Practice; National Student Nurses Association Code of Professional Conduct; National Student Nurses Association Code of Academic and Clinical Conduct).
6. Dismissal from the University for not following policies and procedures stated in SPU Student Handbook.
7. Lack of preparation for safe patient care such as lack of knowledge about the patient, patient's diagnosis, medication, procedures or treatments.
8. Unsatisfactory clinical performance including failure to communicate appropriately and adequately with patient, staff, and/or instructor.
9. Failure to attend clinical orientation.

If a student is dismissed for any reason a professor will submit a grade of E (failing). The decision to dismiss a student from a course is made carefully. Dismissal from a course will result in dismissal from the program because the E grade does not meet SHS requirements of a C or better grade required for progression in the program. The student may or may not receive a tuition refund, depending on the time in the quarter when refunds are available (see Undergraduate Catalog for refund formula and deadlines). **The student who is dismissed from a course must withdraw from all other SHS Nursing courses, because dismissal from a nursing course results in dismissal from the program. [The School of Health Sciences will retract any notification of good standing to employer at the time a student is dismissed.](#)** There is no guarantee of a refund if dismissal and withdrawal do not occur within the University schedule for withdrawal with a refund. (Refer to section titled "Withdrawal from the Nursing Program" for student responsibilities and required steps.)

Faculty members are accountable for assuring that nursing students are safe for practice. This is a responsibility to the public. Failure to provide safe patient care is taken seriously and may result in dismissal from the program.

3.3.3 Nursing Technician

According to Washington State law (WAC 246-840-900), the Nursing Program must notify the Nursing Commission of any student working as a nursing technician who is no longer in good standing. Students who leave the program for any reason are no longer eligible to work as nursing technicians. Eligibility for nursing technician resumes once the student returns to the full schedule of nursing courses. Returning students taking less than the full schedule of nursing courses are not eligible to work as nursing technicians.

3.3.4 Re-enrollment in the Nursing Program

The student who does not enroll (for any reason) in Nursing courses for one or more quarters (not counting Summer quarter), needs to complete a re-enrollment form available through the SHS Undergraduate Administrative Assistant and submit it to the **attention of the Chair of the SHS Academic and Student Affairs Committee** by the fourth week of the quarter preceding the desired re-enrollment quarter. **Re-enrollment is not automatic, but is dependent upon satisfactory completion of the following re-enrollment procedures and requirements, clinical space availability and ASAC's determination of the quality of the student's evidence of preparedness to re-enter the clinical setting.** In order to demonstrate preparedness, the student must achieve satisfactory completion of specific, individualized re-enrollment conditions identified at any time by ASAC, the instructor of the course in which the student was unsuccessful, and the Dean. Demonstration of preparedness to re-enroll may include, but is not limited to the following: reference letters (from persons other than relatives), evidence of resolution of precipitating issues, satisfactory retesting of theory and clinical skills, and written documentation of progress as requested. ASAC's decisions regarding re-enrollment are final. See Re-enrollment Application and Policy and Procedure forms available from the Undergraduate Administrative Assistant's office for complete details and requirements. See also sections on withdrawal and re-enrollment for additional information.

The student who has withdrawn or been dismissed from the Nursing Program, is eligible for re-enrollment and desires to be re-enrolled, must adhere to the following re-enrollment procedures:

- **Re-enrollment will be allowed only one time.** If a student is re-enrolled after leaving the program for any reason, and does not complete the program for any reason, re-enrollment will not be allowed a second time.
- **Re-enrollment will not be granted for any reason if more than one year has elapsed since the student left.** For example, if the student fails winter quarter one year, the student must request re-enrollment into the following winter quarter. Re-enrollment beyond that time will not be allowed.
- Review the exit interview the student had with the Dean or Dean's designee. The information from the exit interview should be used to prepare a written statement indicating how the issues that led to withdrawal or dismissal have been resolved, and how the student plans to avoid a repeat of the issues.
- Submit the summary and plan to the attention of the chair of the Academic and Student Affairs Committee (ASAC) no later than the third week of the quarter prior to the desired re-enrollment quarter.
- ASAC will review the summary and plan and decide if it satisfies the issues. While a student always has the privilege of applying for re-enrollment, ASAC looks for evidence documenting a strong potential for successfully completing the program of study after re-enrollment. The student will only be re-enrolled if satisfactory evidence exists **AND** clinical space is available. Clinical space is at a premium and may not be available.
- If re-enrollment is offered, ASAC will outline a plan for the student to demonstrate preparedness to re-enroll. All conditions of the ASAC plan must be satisfied. Evidence of preparedness to re-enroll may include, but is not limited to the following: reference letters,

additional evidence of resolution of precipitating issues, retesting of theory and clinical skills, and written documentation of progress as requested.

- The student must agree to the ASAC plan, in writing, and follow all the conditions to re-enroll. Failure to meet any of the conditions may result in the offer of re-enrollment being rescinded immediately and the student may be dismissed from the program.

See the Re-enrollment Application and forms available from the Undergraduate Administrative Assistant's Office for complete details and requirements.

3.4 Graduation

3.4.1 Baccalaureate Degree Requirements

Students must take the initiative to carefully review, understand, and meet all requirements listed in the University undergraduate catalog. The School of Health Sciences and Student Academic Services endeavor to assist you, however, the student remains responsible to follow through and complete all graduation requirements.

In order to qualify for a Bachelor of Science degree with a major in Nursing, the following must be satisfactorily completed as specified in the University catalog:

1. All required core and exploratory curriculum courses.
2. A total of 80 nursing credits as required by the School of Health Sciences.
3. 180 total credits and all baccalaureate degree graduation requirements.

Transcripts documenting completion of the degree will not be released to the Nursing Commission until all "holds," for whatever reason, have been removed from the student's account. The student is responsible to take actions necessary to remove "holds."

3.4.2 Application for Graduation

Every student anticipating graduation must file an Application for Graduation form. This form is on-line at the Student Academic Services (SAS) On-Line Forms Rack. **Students must complete this form during the second quarter of their first year of the clinical Nursing Program in order to plan the right courses to graduate the following year in June.** An original Graduation Requirements Checklist from the catalog for the year in which the student entered the University is the basis for determining completion of graduation requirements, except for any changes required by applicable laws, regulations, or accreditation requirements. Following the application for graduation, an updated Graduation Requirements Checklist is completed by SAS with input from the Associate Dean regarding nursing major requirements. The updated Graduation Requirements Checklist is sent to the student by SAS to assist the student in identifying the remaining requirements necessary for graduation. The SHS major requirements review is limited to the Nursing major and prerequisites, not to general education requirements. The School of Health Sciences endeavors to be sure that all Graduation Requirement Checklists are accurate; however, **the student remains responsible for completing all requirements** and should ensure that the Checklist is accurate and understood.

3.4.3 Graduation Checklist Evaluation

It is the student's responsibility to carefully review and understand the graduation checklist.

3.4.3.1 It is important for the student to note the section on total credits: number required (180), number completed, and number needed for graduation. Any courses taken with a number below 1000 (or below 100 at most technical and community colleges and other universities) do not count toward graduation. For example, MAT 0120, math review, is not included in credits toward graduation. In addition, not all credits received from other institutions may be accepted by University as meeting general education requirements of the University. Questions should be directed to the nursing faculty advisor.

3.4.3.2 The student should review the common and exploratory curriculum requirements as described in the Undergraduate Catalog for mandatory categories. Questions should be directed to the nursing faculty advisor.

3.4.3.3 **After receiving the completed Checklist, the student is responsible to make an appointment with the nursing faculty advisor to review plans for completing the requirements.** If there are discrepancies in the common or exploratory curriculum requirements, or total credits requirements, the student is responsible for contacting the SAS advisor. If there is a discrepancy in the nursing requirements, the student is responsible for contacting the nursing faculty advisor. **It is the student's responsibility to follow through and complete all requirements as noted on the Checklist.**

3.5 Grading Scale for Nursing Courses

A	94-100	
A-	90-93	
B+	87-89	
B	84-86	
B-	81-83	
C+	78-80	
C	75-77	
<hr/>			
C-	71-74	<i>Students who earn 74 or below will not progress in</i>
D+	68-70	<i>the Nursing Program..</i>
D	65-67	
D-	61-64	
E	< 61	

All Nursing students must maintain a minimum of C (75%) in the nursing courses to continue in the Nursing Program. (See individual course syllabi for specific application of this policy.)

3.5.1 Grading Scale for the Spring Quarter of the Senior Year in Nursing

For spring quarter of the senior year, the grade scale is modified as follows:

A	94-100	
A-	90-93	
B+	87-89	
B	84-86	
B-	81-83	
C+	78-80	
C	75-77	
<hr/>			
E	<75	<i>Students who earn 74 or below will not progress in the program or graduate.</i>

A final course score of less than 75% in any nursing course in the spring quarter of the senior year will be awarded an E grade.

3.6 Changes in Current Address, Phone, or Name

It is very important that the SHS office have current contact information in order to maintain accurate records and to be able to contact the student during school hours, and outside those hours if there are issues with clinical agencies. Therefore, **it is the student's responsibility to inform the Undergraduate Administrative Assistant** in the SHS office, as well as current faculty, of any changes in name, address, or phone number. When changes occur, the student must complete a Change of Directory Information form available from Student Academic Services or on-line from SAS in the "forms rack" section, and provide a copy to the SHS office.

3.7 Class Attendance

Regular attendance at all classes is required unless illness or other emergency prevents otherwise. The student **notify the faculty member prior to the absence or as soon as possible afterward**. Voice mail messages and e-mail messages can be left 24 hours a day. The student is responsible for all knowledge and materials covered during absence and is responsible to obtain that information from peers. (See Expectations in the Lydia Green Nursing Program in the Handbook.) Course syllabi may set forth additional attendance requirements.

If a student is ill and cannot take an exam at the designated time, he/she must notify the faculty instructor before the examination time. Re-scheduling is at the discretion of the faculty member. The faculty member may require a healthcare provider verification of illness.

Disruptive students may be removed from class at the discretion of the faculty. Removal from class for any reason may result in non-progression.

3.8 SHS Communications

Timely communication among faculty and students is critical for efficient and effective planning of classroom and clinical activities, as well as for communication of matters of importance to students. Voicemail and email are the primary electronic forms of communication used in the School of Health Sciences. While faculty commit to timely notification to students of any changes or important details, information may change at the last minute, especially in regard to clinical activities. Therefore, students are expected to assume daily responsibility throughout the school year for continuous monitoring of electronic communication systems (including email and voicemail) and for maintaining communication with instructors. Students are expected to carefully monitor email and voicemail during summer in order to be informed about Autumn Quarter matters related to clinical placements. Students are responsible to ensure their email is functioning properly and that their email is handled appropriately such that messages are not rejected, for example if the inbox is full.

Students are also responsible to report in writing name changes, changes of phone numbers and addresses to instructors, Undergraduate Administrative Assistant, and various Departments of the University in a timely manner.

Faculty endeavor to respond to students' emails in a timely fashion. However, many faculty are off-campus one or more days each week for clinical activities and may not access email those days. In general, faculty will respond to student emails within 72 hours Monday through Friday. Faculty are

not expected to access email on weekends. Students should communicate clearly with course faculty about the faculty member's preference about contact outside of regular office hours.

Student File Folders: Each student has a "communication folder" located in a filing cabinet in the School of Health Sciences on 3rd floor Marston. The folder is used to return papers and leave messages. Students are expected to check their files on a regular basis. The folder is an important avenue of communication. Therefore, students need to check their files and remove papers on a weekly basis. Students are responsible to remove all of their materials by the last day of each quarter as specified in the time schedule. All papers that remain in a student folder after the last day of spring quarter will be discarded.

Waiver Allowing Return of Student Papers in Folders: Because of federal legislation (FERPA), it is required that students sign a waiver permitting faculty to return student papers to student communication folders. If the student wants to have papers returned through the student file folder system, the student must sign a waiver at the beginning of the Program. Students who do not sign the waiver will need to arrange to receive their papers directly from their instructor.

Bulletin Boards: Nursing Program bulletin boards are located in the stairwells of Marston Hall. Each student is responsible for checking the bulletin boards for important announcements (class and personal notes, job listings, and other information).

Blackboard: This on-line learning platform contains all the Nursing courses. The service can be accessed via the web and features announcements, syllabi, lecture outlines, discussion groups, and e-mail. The student is responsible for reading and downloading this information. It is the policy of the University that students only use SPU e-mail addresses when communicating with the University, the School of Health Sciences, or faculty members. Some external e-mail addresses are excluded by virus protection therefore instructors may not receive some messages. It is the student's responsibility to maintain communication with instructors and nursing office staff.

3.9 Clinical/Practicum Attendance

Attendance at clinical orientation is mandatory. Failure to attend clinical orientation results in non-progression in the program. Attendance at all skills lab presentations, scheduled supervised practice groups, clinical sessions, and scheduled conferences with the instructor is required unless illness or other emergency prevents otherwise. It is the responsibility of the student to know the specific agency requirements related to attendance and absence and to follow those requirements. Individual instructions related to procedures for contacting instructors or agencies regarding illness are available through each course instructor. **It is the responsibility of the student to notify the instructor prior to an absence. If available, any make-up for missed clinical experiences must be determined and approved by the instructor prior to the student engaging in the make-up experience.** However, due to the nature of the health care environment and limited available learning experiences, as well as the SHS curriculum cycle and faculty availability, there is no guarantee of make-up opportunities. **A student who completes less than 80% of clinical hours, excused or otherwise, will be required to re-take the course before progressing** on to the next courses in the sequence. This requirement to retake a course, especially a clinical course, **may delay the student's progress by at least a year. If at any time in the quarter the instructor determines that completing 80% of clinical hours is not reasonably possible (based on the lack of instructor pre-approved and available clinical opportunities and instructor availability), the student will not pass the course.** Completion of 80% of the clinical hours **does not guarantee passage of a course.** In addition to attendance, the student must demonstrate satisfactory completion of course objectives as determined by the course instructor.

If a student has been ill or suffered an injury, the faculty may require **written documentation from the student's healthcare provider** that he or she can return to clinical work and safely provide care to patients. A list of any restrictions (for example, a restriction in lifting to a certain number of pounds) must be included in the provider's note. While all efforts will be made to accommodate students with restrictions, some restrictions may limit the student's ability to meet the course objectives. In addition, faculty reserve the right to decide that a student may not return to clinical based on the nature of the injury/illness, the restrictions required by the care provider and conditions of patients and the clinical site.

Removal from clinical, or absence for any reason may result in non-progression. See section titled "Protocol for Illness/Accidents/Critical Incidents Related to Clinical Practicum".

3.10 Academic Integrity

It is particularly important for Seattle Pacific University students aspiring to the Nursing profession to adhere to the highest ethical and moral standards, including exemplary standards of academic conduct. Any breach of generally accepted professional and academic standards is unacceptable. Students aware of academic dishonesty by others should be responsible in reporting this to the supervising faculty. Examples of academic dishonesty include cheating on examinations, plagiarism, theft or alteration of another's work for the purposes of academic credit or failure to give credit for ideas.

Any alleged incident of academic dishonesty should be handled by the faculty member and the student following the guidelines set forth in the SPU Student Handbook and the , except that all references to the "school dean" shall refer to ASAC. If the student does not agree with the decision of the faculty member or ASAC, the Guidelines for Academic Appeals of the University stated in the University Student Handbook and shall apply.

Student academic integrity incidents are reported quarterly to the Associate Vice President of Academic Affairs.

3.11 Nondiscrimination Policy

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities, as required by applicable laws and regulations. If a student feels discrimination, the student should refer to and follow the Nondiscrimination Policy in the Seattle Pacific University Undergraduate Catalog.

3.12 Student Academic Appeals Process

The purpose of the academic appeals process is to provide guidelines for a timely and equitable resolution of problems or complaints of an academic nature when reasonable direct discussions between the parties have failed to do so. **Academic appeals may be made only on the grounds of unfair treatment against stated standards, and not against the professional judgment of the faculty or personality of the faculty.** See the SPU Undergraduate Catalog, Academic Policies section for details regarding policies and procedures related to unlawful discrimination.

Students should understand that the preparation of students for Nursing practice includes preparation guided by professional standards and behaviors. The academic appeals process is not an opportunity to complain about a faculty member's personality or communication style. Personality conflicts should be dealt with quickly and in private, and not as a part of an academic appeal, unless the complaint involves unfair treatment against stated standards.

3.12.1 Filing an Appeal

1. First, an effort should be made to resolve the situation between the parties involved. If the situation cannot be resolved between the two parties, the student may file an appeal.
2. Any appeal filed by the student **must be in writing using the Appeal Process Procedure Form**. This form is available in the SHS Front Office. **The student is responsible to provide current and accurate contact information** on the form.
3. The student must **complete the entire appeal form ("Appeal") and hand deliver the signed original and a copy of the Appeal to the School of Health Sciences Undergraduate Program Administrative Assistant or designee, not to a student or student worker. The appeal should indicate "Attention: Chair, SHS Academic and Student Affairs Committee (ASAC). The sealed envelope should also be marked "Confidential." The Appeal must be signed and dated by the student.** The student must file the Appeal **within five calendar days** after he or she was informed of the decision verbally or in writing by the faculty member or committee. The student must request that the envelope be stamped with an official date received stamp showing the date of delivery. This is the date of filing ("Filing Date").
4. The chair of ASAC will **appoint an Appeals Committee** to meet within ten University working days after the Filing Date, but may schedule a meeting beyond that date if necessary or deemed appropriate. The Appeals Committee will be chaired by the ASAC chair, unless a different chairperson is designated.
5. **Failure to follow these procedures may result in the dismissal of the student's appeal, which means the original decision will remain in effect.** There have been occasions when students attempted to appeal decisions by circumventing established procedures. These misinformed attempts usually delay and muddy the process, which may jeopardize the student's academic progress.

3.12.2 Procedures

1. The chair of ASAC will notify all parties directly involved of the:
 - A. Receipt of the appeal,
 - B. Nature and content of the appeal,
 - C. Date, time, and place of the Appeals Committee meeting, and
 - D. Names of Appeals Committee members and chair (this may be the same as the ASAC chair).
2. The student may (at the sole discretion of the instructor), continue in theory classes until the committee has reached a decision and the written decision is sent to the student.
3. The student will not continue in practicum classes when the appeal issue involves practicum situations or behavior that might impact patients, staff or clinical settings. This decision will be made by the course instructor, and this professional decision is not subject to review or appeal.
4. The Chair of the Appeals Committee shall decide whether the student will have the opportunity to appear before the Appeals Committee to present the Appeal and additional information relevant to the Appeal.

5. The student should submit in the Appeal the names of persons who have information relevant to the Appeal. Those persons with information may submit written statements to the chair of the Appeals Committee, and such statements must be based on direct involvement or observation (not hearsay). Written statements shall be provided to the Appeals Committee chair at least 48 hours prior to the Appeals Committee meeting. The Appeals Committee chair should determine the relevance and appropriateness to the Appeal of the persons and their statements, and shall decide whether to make such statements available to the rest of the Appeals Committee. The chair of the Appeals Committee, at his or her discretion, may also limit the number of persons to be heard, and may set reasonable time limits for statements.
6. If the issue is a clinical one, and the student wishes to contact staff at the clinical site, the student **must notify the ASAC chair prior to making any contact with staff and must follow the Human Resource policies of the clinical site as directed by the ASAC Chair**. Staff members at clinical agencies are **not obligated to participate** in student appeals. Some clinical agencies may not allow their staff to participate in such matters. If the student believes clinical staff may have information relevant to the student appeal, the student will provide the ASAC chair with the name(s) of the clinical staff. The ASAC chair (not the student) will then contact the clinical agency to determine whether the agency will provide the student and university access to the clinical staff member(s). The ASAC chair will contact the student and inform the student how to proceed.
7. The chair of the Appeals Committee shall have broad discretion in setting the procedures for the conduct of the meeting, including but not limited to the exclusion of persons who are not witnesses to the student event, or are disrespectful, disruptive, or fail to follow the instructions of the chair.
8. The decision of the Appeals Committee will be made in writing and delivered to the student electronically within a reasonable time period. Items sent electronically (for example email or fax simile transmission) shall be deemed delivered when sent. An original letter also will be mailed to the student, and sent by certified or registered mail to the, student's address set forth in the Appeal. The date the Appeals Committee's decision was electronically sent shall be the date from which the student's appeal rights begin to run.
9. The decision that was appealed will be overturned by the Appeals Committee only if the Appeals Committee determines that the original decision was unfair against stated standards (whether based on inaccurate or unreliable information, or where it is established that the original decision maker(s) did not exercise professional judgment). The Appeals Committee will not reverse the original decision simply because it might have reached a different decision.
10. Until the Appeals Committee reaches its decision, the decision of the original decision-maker(s) remains in effect, subject to items 2 and 3 above. Once the Appeals Committee has reached its decision, its decision remains in effect until all of the appeals processes are completed, subject to items 2 and 3 above.
11. If a resolution is not obtained at this level, the student may appeal to the next level in the school or University administrative structure. See the SPU Undergraduate Catalog regarding Appeals Process and Levels of Appeal.
12. The student is responsible to monitor email daily throughout the appeals process.

3.12.3 SHS Appeals Committee

1. The SHS Appeals Committee will consist of at least three members. The chair of ASAC will select the members of the Appeals Committee from the membership of ASAC and any replacements, if necessary. An ASAC committee member directly involved in the appeal issue is not eligible to serve on the Appeals Committee. The chair of the Appeals Committee will be designated by the ASAC chair. The chair of ASAC may serve as chair of the Appeals Committee.

2. The chair of the Appeals Committee (if different from the ASAC chair) will report the decision to the ASAC chair.
3. The chair of ASAC will convey the Appeals Committee's decision to the student, the involved faculty member(s), and the SHS dean.
4. The Appeals Committee will take all reasonable steps to keep confidential the names of involved parties, and the nature and content of the appeal. The student and witnesses will do the same and will avoid discussing the appeal outside of the Appeals Committee meeting.

3.13 Christian Faith Exploration Requirements (CFE)

Nursing students in the undergraduate program are expected to meet the requirements of the Christian Faith Exploration (CFE) program developed by the Office of Campus Ministries.

4.0 CLINICAL AND SKILLS LAB POLICIES AND PROCEDURES

4.1 Clinical Placement and Orientation

Clinical placement decisions are the **exclusive responsibility of faculty** and are made with concern for the best learning experience for the student according to faculty judgment of student's past performance. When making clinical assignments, SHS faculty review each student's academic and clinical record to determine the fit between student learner needs and available clinical opportunities. In addition, faculty takes into consideration the conditions, needs and requirements of the clinical agency as well as the "fit" between learner needs and unit capabilities when making clinical assignments.

4.1.1 Changing clinical placements or changing instructors.

Once the faculty decides on student placements, there will be no student initiated change of placement or instructor due to the complexity of meeting agency orientation requirements. This is due to the potential negative impact on a clinical site and/or staff and the lack of time and/or staff needed for re-orientation to a new clinical site as well as limitations of orientation opportunities in clinical sites.

4.1.2 Orientation to each clinical agency is mandatory.

Prior to attending orientation, students must have completed required background checks, health tests, and immunizations as instructed by the School of Health Sciences. Students who have **not completed these requirements as instructed may not attend orientation at the clinical agency** and will not be permitted to progress in the program. **Re-scheduled orientations are not available in clinical agencies.**

4.2 Health-Related Issues

All Nursing students are required to follow these general health-related guidelines:

4.2.1 All students must complete the Health History record from Student Health Services before admittance to SPU.

4.2.2 *Required TB testing is as follows:*

All results of test must be submitted as instructed.

- a. TB test upon admission to the program (one or two step as determined by healthcare provider)
- b. TB test three months after a known exposure to TB.
- c. If TB test is positive or converts to positive on subsequent tests, a chest x-ray is required. Treatment may be required based upon symptoms. Individuals with a positive TB test should see their own health care provider to follow CDC recommendations for treatment.
- d. **By Sept 1st**, prior to the start of the senior year, students must have a TB, PPD verification before a student can go to clinical orientation or take a clinical assignment. **The PPD results must be mailed or Faxed (206 281-2674) in to Health Services, Suite #110 (Not the School of Sciences) or taken to SPU CAMPUS MAIL**, addressed to Health Services to process the information. **Do NOT take the verification results to Health Services because the office is not open until classes begin in late September.**
- e. **If you have been out of the country during the summer**, or at any time in the program, you must obtain and submit to Health Services an additional TB, PPD verification between 4 -12 weeks after your return (It takes 4-12 weeks for incubation).

f. **Failure to submit** the immunization results, PPD results, or any health-related paperwork **by the deadlines will result in dismissal** from the course and the Nursing Program (see Dismissal from a Course and the Nursing Program section of the Nursing Student Handbook).

4.2.3 Care of patients in the clinical setting involves possible exposure to many infectious diseases. These diseases may be a danger to the student as well as to other patients. In addition, infectious diseases may be a risk to the fetus of a pregnant student. Although immunization against infectious diseases incurs some cost, the safety of the student and others is paramount. To protect both students and patients all students must have documented immunity for the following diseases. Immunity may be demonstrated through blood testing or with evidence of immunization. The student will not be allowed on the clinical unit without documented immunity for these diseases:

- a. Poliomyelitis
- b. Measles/Mumps/Rubella
- c. Diphtheria/Tetanus
- d. Hepatitis A
- e. Hepatitis B
- f. Varicella (Chicken pox)

Documented immunity is required for all listed immunizations. If the student is not immune to hepatitis A, the immunization may be waived, but only for medical reasons. No other immunization may be waived. **Clinical facilities may have additional requirements which students must meet.** Immunization series must be completed in a timely fashion to continue in the clinical assignment. Assignment to alternate facilities to avoid requirements is not an available option.

4.2.4 An annual influenza vaccine is highly recommended for all healthcare providers, including students, and may be required by some clinical facilities.

4.2.5 A Physical Health Assessment must be completed prior to beginning clinical practicum. The assessment form must be filled out by a health care provider and returned to Health Services in Watson Hall. **The student is not permitted to begin nursing practicum until the completed form is received.** There are no exceptions to this policy due to health risks for patients, staff, and students.

4.2.6 All students must have health insurance. The student is financially responsible for all costs of diagnosis and treatment of any illness or injury incurred during practicum experiences. **The student must submit proof of Health Insurance, in the form of a copy of the health insurance card, to the Undergraduate Administrative Assistant prior to starting clinical practicum. Health insurance must be maintained throughout the program.**

4.2.7 All students may be required to undergo drug screening at selected agencies as a pre-requisite to the clinical practicum. Positive test results may result in a student's exclusion from clinical practicum and dismissal from the program.

4.2.8 Students must practice Standard Precautions during all patient contacts. Health agencies should provide personal protective equipment such as gloves, gowns, and goggles.

4.2.9 If the student becomes ill or is injured during a clinical experience, Protocol for Illness/Accidents/Critical Incidents Related to Clinical Practicum, below, must be followed.

4.2.10 If the student is exposed to or has a communicable disease, such as herpes, chicken pox, hepatitis, strep throat, etc., the student must notify the clinical instructor as soon as possible to determine if it is safe to be in a clinical area.

4.2.11 Students cannot practice “while affected by alcohol or drugs or by a mental, physical or emotional condition to the extent that there is an undue risk that he or she, as a nurse, would cause harm to him or herself or other persons.” WAC 246-840-710 5(b).

4.3 Protocol for Practicum Experiences

The following protocols have been established to maximize the student’s learning opportunities, to comply with professional standards and to assure safe care. If the student does not comply with a protocol the instructor may remove the student from clinical without opportunity for make up time due to the limit of time and space available beyond regularly scheduled clinical hours. This may result in the student’s dismissal from the Nursing Program or delay in the student’s progress through the Nursing Program.

4.3.1 All students must be certified every two years for proficiency in cardiopulmonary resuscitation (CPR), Health Care Provider Level. Evidence of initial certification is required prior to the onset of the first nursing course. It is the student’s responsibility to acquire this certification. **Students without evidence of Health Care Provider CPR will not be allowed to enter the program, even if previously offered admission.** Courses are available through the the American Heart Association, as well as through many hospitals and other health care organizations. Cost of the course is the responsibility of the student. To ensure proficiency throughout the program, the CPR course must be completed **after June 15** of the year the student plans to begin nursing coursework. If a student drops out of the program for a period of time and the CPR certification is not current, he or she must recertify and provide an updated card for documentation and submit it to the Undergraduate Administrative Assistant in the School of Health Sciences. The student may not enter the clinical setting until certification is confirmed.

4.3.2 The student is responsible to check the appropriate SHS bulletin boards, Blackboard and e-mail for information that is made available prior to the beginning of the quarter specifying where to meet on the first clinical day and throughout the quarter.

4.3.3 The dress code, unless otherwise notified, is full uniform as described in this student Handbook. Failure to follow the SPU dress code could be grounds for being sent home from clinical and could result in not meeting required clinical contact hours of the course, which could result in failure of the course and/or could delay program completion.

4.3.4 **When the student is performing a procedure for the first time, the instructor or designee MUST be present.** The designee is appointed by the instructor. When the student has mastered the skill, the instructor will inform the student when he or she may perform the skill independently. Until then, the instructor or designee must be present when the student performs procedures. In order to assure patient safety, the instructor has the right at any time in the entire program to ask the student to demonstrate the ability to perform procedures, even if other instructors have approved the student’s skill performance. This applies to courses throughout the program of study including those in the senior year. Students will follow all hospital policies and procedures particularly those related to patient safety.

4.3.5 The student is expected to know the appropriate and complete information for each medication that is ordered and administered to each patient assigned to the student’s care. This includes action, dose, route of administration, side effects, contraindications, and patient teaching

points. A student who does not know the information may be determined to be unsafe and dismissed from the clinical setting and from the course.

4.3.6 Each student must follow all policies of the clinical agency regarding procedures and documentation. Policies and procedures may be different depending on the clinical site. When a student is performing a procedure, students cannot assume that because a procedure has been performed safely in one clinical agency, it will be approved in another.

4.3.7 **The student is expected to report to the appropriate agency personnel and instructor before leaving the unit for any reason.** Failure to do so is a form of **patient abandonment**, causing possible jeopardy of patient safety and is grounds for dismissal. If the student leaves the agency with keys to the medication cabinet, the student has the responsibility to return these keys immediately and keep them secure until returned.

4.3.8 We are guests in the clinical site. Therefore:

Students are not to criticize or question practices, observations or feedback of agency or hospital personnel or offer unsolicited advice or criticism to agency or hospital personnel without the SPU instructor's permission.

Students are not to challenge hospital or clinical agency personnel about their care delivery, personal or personnel issues.

Students should inform instructors in writing if the student has any changes in personal circumstances or any conditions on the clinical unit that may adversely affect the student's performance during clinical.

4.3.9 Each clinical site has its unique rules, protocol and procedures. The student is responsible to review and to comply with the course syllabus each quarter for specific expectations and processes required for that rotation or clinical site. Students are expected to be at the clinical agency promptly and prepared prior to the start of their experience per course expectations and to seek clarification of all requirements imposed by the assigned clinical agency. If the student has questions about these matters, he or she should talk with the course instructor. Failure to attend clinical orientation results in missing critical facility and course information that may be impossible to make up due to faculty and clinical schedules. Therefore, absence on orientation day(s) may result in dismissal from the course and the program. Furthermore, the student is expected to know all agency and syllabus requirements and expectations and assigned patient conditions, medications and treatments.

4.4 Protocol for Illness/Accidents/Critical Incidents Related to Clinical Practicum

4.4.1 Illness/Accident

If the student is ill, the student is required to notify the instructor as directed in the specific course syllabus and to notify the clinical agency as directed by the instructor. Absence in a clinical rotation is difficult to make up. If make up arrangements are possible, those arrangements must be made directly with the instructor and approved by the instructor prior to the make up.

Students who become ill during clinical or have an accident on the way to the clinical experience must follow the procedures outlined below. If a student goes to a hospital emergency room or personal health care provider for diagnosis and/or treatment, the hospital or care provider will bill for the care. **The student is financially responsible for all costs involved with this diagnosis and treatment. (See health insurance handout given at orientation.)**

4.4.2 Procedure for Illness Occurring During Clinical

4.4.2.1 **Immediately notify the SPU instructor.** Instructors may carry pagers or are available by phone or email. If the student is unable to reach the instructor, call 281-2233 during regular office hours and ask to talk with the SHS Undergraduate Administrative Assistant who will attempt to notify the instructor immediately. The student must provide the Undergraduate Administrative Assistant the phone number on the unit where she may be reached and the instructor's name. The student must not leave the clinical unit without notifying the instructor as to the destination and a phone number at which to be reached and a general plan for safe transportation, if possible.

4.4.2.2 Also **notify the supervisor/nurse manager** of the unit.

4.4.2.3 The instructor will identify agency forms to complete if the student is ill or injured.

4.4.2.4 If the student has had an automobile accident, and is unable to attend clinical, police and insurance reports should be filed as necessary. Automobile accident/insurance reporting and healthcare appointments are the responsibility of the student.

4.4.3 Return to Clinical

If a student has been ill or suffered an injury, the faculty may require written documentation from the student's healthcare provider that he or she can return to clinical work and safely provide care to patients. A list of any restrictions (for example, a restriction in lifting to a certain number of pounds) must be included in the provider's note. While all efforts will be made to accommodate students with restrictions, some restrictions may, in the judgment of the instructor and/or the clinical agency, limit the student's ability to meet the course objectives. In addition, faculty reserve the right to decide that a student may not return to clinical based on the nature of the injury/illness and the restrictions required by the care provider.

4.4.4 Injury or Potential Injury Incident

For any incident involving potential injury to the student or the student's patient, the following steps should be taken:

THE STUDENT:

4.4.4.1 Immediately report the occurrence to the staff nurse or preceptor.

4.4.4.2 Inform the nursing instructor as soon as emergency measures have been taken.

4.4.4.3 Immediately consult with health care providers at the site to take measures to reduce or reverse any injury or potential injury.

4.4.4.4 Immediately file a written report, using the clinical agency protocol, before leaving the site, and **give a signed and dated copy of the report to the instructor. Do NOT include patient identifiers.**

4.4.4.5 Immediately write a report, using the same information that the clinical agency requires and give a signed and dated copy to the nursing instructor and **the SHS Dean. Do NOT include patient identifiers.**

THE INSTRUCTOR:

4.4.4.6 Within **24 hours** prepare a written summary of all the relevant data about the injury/potential injury and discussions of these data with the Nursing student. Include a

statement of corrective action taken and current health status/stability of the patient and student. **Immediately notify SHS Dean about the injury/incident and**

4.4.4.7 Within **48 hours** of the incident, submit a copy (without patient identifiers) of the report referred to above, signed by both student and instructor to the SHS Dean. Also submit the written summary referred to above.

4.4.5 Percutaneous, Non-Intact Skin and Eye-Splash Exposures

NOTE: Students are required to follow standard precautions. Failure to do so constitutes a violation of safety.

Exposures are defined as: needle-stick injuries with a contaminated needle or other sharp; blood/body fluids sprayed or splashed in the eyes, nose or mouth; blood or body fluids on open cuts or sores; human bites with broken skin. Body fluids include: blood; semen; vaginal secretions; peritoneal, pleural, amniotic, pericardial, synovial or cerebrospinal fluids; or any other bloody fluid (saliva, urine, stool, etc.) containing visible blood.

All students who experience a percutaneous injury (e.g., contaminated needle stick, cut with sharp object) or mucous membrane/non-intact skin/eye contact with a patient's body fluids in which there is visible blood must report this exposure immediately to the instructor. **Non-contaminated needle sticks need to be written up for the instructor, even if the agency does not require it.** The write up should contain name, date, agency unit, a description of how the needle stick happened, precautions that had been taken to prevent the needle stick and how the protocol had/had not been carried out. The following protocol is to be followed:

- 4.4.5.1 Gloves for all contact with blood, body fluids, and moist body surfaces.
- 4.4.5.2 Gowns if soiling of clothing is likely.
- 4.4.5.3 Masks and eye protection if spraying the face is likely.
- 4.4.5.4 Sharps safety, not recapping needles, and prompt disposal in the sharps box.
- 4.4.5.5 All suctioning, irrigating, and intubation procedures require face and eye protection.

IF EXPOSURE OCCURS:

- 4.4.5.6 Perform usual wound care.
- 4.4.5.7 Notify instructor who will check agency protocol.
- 4.4.5.8 Notify supervisor/nurse manager.
- 4.4.5.9 Fill out quality assurance report or other form(s) per agency protocol.
- 4.4.5.10 Following hospital procedures, obtain as much information as possible about patient, e.g., diagnosis, and pertinent lab data (HIV status, HBsAG status) and take to the health care provider. Confidentiality of the patient's identity and information should be maintained at all times. With instructor, evaluate patient's risk status for HIV and Hepatitis A or B.
- 4.4.5.11 Inquire if HIV and Hepatitis B screens can be run by hospital and inquire as to cost.
- 4.4.5.12 Obtain appropriate tests and treatment.
- 4.4.3.13 Students with Group Health insurance coverage contact Group Health immediately.

4.4.3.14 Students without Group Health insurance coverage should immediately contact AIDS Prevention Unit (206-296-4649; after 5 PM 206-682-7321) or go to the agency Emergency Department or to their own private healthcare provider. All care is the financial responsibility of the student.

4.5 Skills Lab Policies and Procedures

Students and faculty may use the skills lab during hours when learning labs are not scheduled.

4.5.1 Supplies

4.5.1.1 Supplies are in labeled cupboards. Students should limit their use of supplies and any necessary linens to those that have been set up for practice. Refold and reuse linens whenever possible.

4.5.1.2 When supplies are low, replacements can be obtained by notifying the Team Leader or Lab Coordinator.

4.5.2 Use and Clean Up

Sit on chairs, not beds during classes. After finishing skills lab, users must:

4.5.2.1 Close windows and blinds.

4.5.2.2 Remake any beds when used.

4.5.2.3 Ensure all beds are 12" from the wall.

4.5.2.4 Stack all chairs.

4.5.2.5 Return over-bed tables to the foot of the beds.

4.5.2.6 Wipe off whiteboard (except for messages to be saved).

4.5.2.7 Leave all set-up equipment in order.

4.5.2.8 Return all cleaned equipment to cupboards if removed for practice.

4.5.2.9 Turn off lights.

4.5.2.10 Inform Team Leader or Lab Assistant when laundry bag is full.

4.6 Equipment for Checkout

4.5.3 Individual Use:

Various clinical equipment is available for practice or teaching purposes and should be checked out at the SHS front desk. Any borrowing of lab equipment should be arranged with the Lab Coordinator. Checkouts and returns will take place on Mondays and Thursdays only from 8:15am to 4:45pm. The Lab Coordinator will prepare the equipment for checkout and place it in the Lab Equipment tub in the reception office, along with a Medical Equipment Checkout Form signed by the Lab Coordinator. When

the student picks up the equipment, the student will leave a \$50 deposit check (made out to SPU) with the Undergraduate Administrative Assistant or the person covering the front desk. The AA/student worker will put the student's name, date, and name of equipment on the Lab Checkout Sheet (in Equipment tub). Upon return, the AA/student worker will check that the student has cleaned the equipment, and his/her name will be crossed out and check returned.

4.5.4 *Class Use:*

When equipment is used by a class and supervised by a professor and checked out directly from the lab, the professor will fill out an Instructor Lab Equipment Checkout Form and tape the form to the shelf or box where that item came from so that it can easily be put back once the equipment is returned.

4.7 Dress Standards

The complete student uniform will be worn when caring for patients in a health care agency setting as directed by the course instructor. It is both symbolic and practical. The uniform creates an image of who the student is and what the student represents. Wearing the uniform is related to the safety of patients and the student. It should be worn only in the clinical setting. The SPU approved student identification badge is to be displayed prominently on the outside of the uniform. Patients, families, and other health care workers recognize a student by the approved uniform and identification badge.

The professional nurse should always demonstrate a healthy lifestyle with a neat, clean appearance. Hair is to be clean, neatly combed and fastened away from the face with discrete clips rather than bows or scarves. It should be off the front part of the collar so that it does not interfere with patient care. Uniforms are to be freshly laundered and pressed. Shoes are to be kept clean. **Open-toed, open-heeled, or high heeled shoes are prohibited.** All white leather athletic shoes without colored brand name insignia may be worn. Bare midriffs are not acceptable. Long fingernails, nail polish, gum chewing, and excessive makeup as well as visible tattoos are prohibited. Due to allergies and odor sensitivity, use of perfume or scented products is prohibited. **The only acceptable jewelry to be worn is single gold or silver post earrings.** Wedding and engagement rings are exceptions only when wearing them conforms to regulations of the clinical area in which the student is working. Opportunity will be provided in nursing classes for discussion of the uniform policy and practices.

The SPU uniform or lab coat and identification badge must be worn to clinical agencies when assignments are made the day prior to giving care. **The student should never wear jeans or other casual clothing to clinical facilities at any time.** Whether in uniform or street clothes, professional attire is required at all times. Even in street clothes, all other appearance requirements are in effect (e.g. jewelry, shoes, gum, etc.).

4.7.1 *Uniform*

The **complete** nursing student's uniform is as follows:

1. Maroon scrub top and maroon scrub pants and white lab coat.
2. Street hose for women: skin color - not blue, green, black, yellow, red, argyle, or white.
3. White clinic style shoes or plain white athletic-type shoes with no color or brand name insignia; no open-toed or open-heeled shoes or clogs.
4. SPU Nursing student identification badge.

5. Bandage scissors.
6. Stethoscope (available for purchase at SPU Bookstore).
7. Watch with sweep second hand.
8. Penlight.
9. A hemostat is recommended, but not required.

Some clinical experiences will require clothing different than described above. In these instances, course instructors will discuss appropriate attire with the students prior to entering the clinical setting.

In all cases, students must wear the SPU nursing student identification badge. No clothing or equipment with logos or insignias of institutions other than SPU may be worn with the uniform.

In all cases, students are to project a professional image in dress and in behavior. **A student who appears unprofessional in dress or behavior or whose uniform is incomplete as specified above, may be sent home or barred from clinicals.** Make up sessions may not be available and program completion could be delayed.

4.7.2 Nursing Identification Badges

Nursing Identification badges are requested from University Services during the first week of the quarter. The Campus Card Request Form must be completed to obtain the badge. Pictures will be taken during the second week of the quarter at times set aside by University Services. Student Nurse Badges do not double as University Student ID cards. Nursing Student's badges will have the words "Nursing Student" and the student's picture and first name on it. \$6.00 will be charged to the student account for this badge.

4.8 Documentation Signature

When charting or signing out medications, the student should sign as follows: "Name, NS, SPU."

4.9 Liability Insurance

The University's general liability insurance includes coverage for claims against students arising from nursing activities that are part of an authorized instructional program. This coverage does NOT extend to nursing activities beyond those assignments required by and under the supervision of the University's nursing faculty. Students should obtain their own malpractice insurance to cover nursing employment or to supplement the coverage provided by the University. One source of such coverage is through the National Student Nurses Association.

4.10 Employment Issues During the Academic Year

The SPU Nursing Program is rigorous and requires careful attention to personal and patient well being and safety.

4.10.1 It is important that employment (hours of work) not become such a high priority that it interferes with the educational process. While it is understood that employment may provide invaluable supplemental learning, the student must also remember that he or she is preparing for a professional career. The student's learning at this time will have a major influence on success and effectiveness later. If finances are the major issue behind employment, the student should inquire about tuition re-imbursement programs, especially if employed by a healthcare agency. Students

are encouraged to apply for as many scholarships as possible for which they are qualified. Scholarship information is available at the SHS Front Desk.

4.10.2 The student may not work the shift before the clinical practicum. For example, if the clinical practicum is scheduled for day shift, the student may not work the night shift prior to the scheduled practicum. **If the student appears to be unprepared for clinical and/or unsafe to care for patients, the student will be asked to leave the clinical work site. Make up sessions may not be available and program completion could be delayed.**

4.10.3 It is recommended that the student work **no more than 16 hours per week.**

4.10.4 Good physical and mental health require consistent physical and recreational activity. While studying is essential to succeed in this challenging program, the student should schedule sufficient time to “get away from it all” and enjoy him or herself! This will help build the student’s much needed coping resources!

5.0 GENERAL INFORMATION AND OTHER POLICIES

5.1 Policy for Writing Papers

APA standards apply to all student papers for NUR and HSC courses. Refer to the required text, *Publication Manual of the American Psychological Association* (5th edition), for specifics. Generally, all formal papers are to be double spaced throughout. All papers should have a “face sheet” and a reference page. The need for headings and subheadings will depend upon the length and complexity of the outline of the specific paper. Correct spelling and punctuation is expected. Peer review is a helpful resource. The student may also use the SPU Writing Center located in Lower Moyer Hall as part of the Center for Learning. Call (206) 281-2475 or to Lower Moyer for an appointment. The Writing Center typically opens the 3rd week of the quarter.

5.2 Policy Guidelines for Arranging an Independent Study

The School of Health Sciences offers two course numbers for independent study:

HSC 4900 - Independent Study (1-5 credits)

NUR 4900 - Independent Study (1-5 credits)

Select the appropriate one with the assistance of the instructor. Complete the course information and agreement portions to correspond with the proposal. This form requires signatures by the student, the instructor, and the SHS Associate Dean. Registration must be completed by the 1st day of the quarter in which the credit is desired.

Detailed information about Independent Study is available in the SHS main office. Several kinds of Independent Studies are described: Research, Readings, and Projects. Guidelines are given for the amount of work per credit and the variability of requirements for each type of independent study.

5.2.1 Definition: Independent study is a student-directed learning project. The student determines the particular area of study, and assumes responsibility for initiating the project, its progression and completion. The independent study must be approved by the School of Health Sciences faculty prior to the student engaging in the independent study.

5.2.2 Purpose: The purpose of the School of Health Sciences' independent study option is to allow a self directed student to explore, with guidance of qualified faculty, an area of interest not offered as a course within the SHS curriculum.

5.2.3 Credits: The course may be taken for 1-5 credits depending upon the study suggested and recommendation of the faculty.

5.2.4 Eligibility: Students who have:

- Completed the first quarter in the nursing curriculum
- Maintained a 3.3 or higher GPA
- Demonstrated ability to work independently

5.2.5 Procedure for Independent Study in the School of Health Sciences: Within the first two weeks of the quarter preceding the project quarter, the student will ask his or her faculty advisor to confirm eligibility for independent study and to suggest an appropriate faculty member to serve as instructor. The student is responsible to ask this faculty member to serve in this

capacity. The student must complete the SHS application form for independent study and submit it to the instructor. The instructor will forward copies to two additional faculty members who will review the proposal. The instructor and reviewers will make the decision regarding acceptability of the proposal and appropriate number of credits. When the study has received final approval by the instructor and reviewers, the student can proceed with registration through Student Academic Services. (Independent Study forms are available in SAS or on-line in the SAS “Forms Rack.”)

5.2.6 **Registration:** Complete an Independent Study Agreement form. Fill it out with the course instructor, obtain the Instructor’s and the Associate Dean’s signatures, and submit it to the Registration Office.

5.3 Transcultural Experience

The School of Health Sciences (SHS) and Seattle Pacific Reachout International (SPRINT) conjointly plan and facilitate an opportunity in the Winter Quarter of the Senior year to have a Transcultural clinical practicum experience. The purpose is to learn about nursing in other cultures.

1. During February* of the **junior year**, the student may obtain an application packet in SHS, fill it out and return it to the Associate Dean, as directed.

2. During March* the SHS ASAC will review applicants for this experience and recommend applicants based upon good academic standing (3.0 and above), professional deportment and integrity in the clinical setting, and application materials. ASAC then provides the SPRINT Coordinator with a set of applications.

3. During early April*, prospective participants are interviewed by SPRINT with the course faculty participating.

4. By the end of April*, when the list is finalized, a letter and packet of information are sent to the selected students outlining the coursework and the next steps in planning for the experience.

*Specific dates will vary with the calendar year. Note carefully the application due date indicated on the application form.

5.4 Resources

5.4.1 Nursing Program Advising

As a nursing major, if the student does not already have one, the student will be assigned to an advisor in the School of Health Sciences during fall quarter. The advisor will aid the student in the planning of a class schedule, registration, and answering questions of an academic nature. The student is responsible for course registration. Although the main function of nursing faculty advisors is to give academic counsel, they also serve as a resource person. The advisor can refer the student to other support services (career counseling, financial aid, counseling center, etc.) available on campus.

As soon as the registration materials are available each quarter, the student is responsible to make an appointment to meet with the nursing faculty advisor to discuss course plans and registration matters. If the student is currently assigned to a non-nursing advisor, the student must complete an Advisor Change Form available on-line at the Student Academic Services website. It is wise to plan ahead and schedule an advising appointment so that registration occurs in a timely manner.

5.4.2 Counseling

Students are encouraged to visit the Student Counseling Center (SCC) for help with decision making, personal problems, or dealing with the rigors and demands of the Nursing Program. A nominal fee is charged for each session. See SPU Catalog or the SPU website for details.

5.4.3 Center for Learning

If the student is having difficulty with classes and believes it may be due to study habits and skills, the Center for Learning in Lower Moyer Hall offers resources and services such as testing and skills advising for students experiencing difficulties. Professional staff is available to support the student. See SPU Catalog or the SPU website for details.

5.4.4 Writing Center

The SPU Writing Center can assist students with their writing at any step in the process: getting ideas, leaping writer's block, organizing thoughts, focusing an argument, and revision. The Center is located in Lower Moyer Hall in the Center for Learning. Assistance with writing is available on a sign-up basis. Visit the center and sign up early in the quarter for assistance.

5.4.5 Additional Nursing Skills Lab Time

An SHS faculty member or a graduate MSN student with a focus on nursing education is often available in the Skills Lab for additional help. The schedule of availability is announced on a quarterly basis.

5.4.6 Peer Mentoring

The greatest support will come from other nursing students. The student is encouraged to develop relationships with others in the Nursing Program to study, prepare for a test, or support one another.

5.4.7 Communication

See section titled SHS Communications

5.4.8 Scholarship Webpage/Bulletin Board:

Some nursing scholarship information is posted on-line on the SHS website. The address is:

<http://www.spu.edu/depts/hsc/programs/Nursingscholarships.htm>

Another web site, the that identifies scholarships is: www.Nursingworld.org, the American Nurses Association.

Occasionally, new scholarship announcements are sent out via email. Also, there is a scholarship book available at the SHS front desk.

5.4.9 Nursing and Pre-nursing Students (NAPS) Club

NAPS is an ASSP sponsored club that brings together people interested in nursing and nursing students. Activities center around service and fun.

5.4.10 Nursing Cadre

Cadre is a small group that meets weekly to explore issues of Christian faith in relationship to nursing. Open to all nursing and pre-nursing students.

5.4.11 Class Officers

Two class co-presidents will be elected by each class level at the beginning of each academic year (by end of second week for seniors, by end of fifth week for juniors). Co-presidents will serve one

year terms. If persons who served as co-presidents during the junior year wish to serve in the senior year, they will need to run for re-election.

Co-presidents will:

1. Serve as liaison to the ASSP Health Sciences Senator.
2. Serve as liaison to NAPS, the Nursing and Pre-Nursing Students club.
3. Coordinate activities between junior and senior levels.
4. Assist with student activity committees: Consecration for juniors; Pinning for seniors.
5. Serve as liaison between SHS and class members upon graduation (Class Captains for Alumni Council).

Student issues will be brought to the faculty through the current structure of student representatives to the Curriculum and Evaluation Committee (CEC) and the Academic and Student Affairs Committee (ASAC). Issues not addressed by those committees will be brought to the faculty through the faculty junior or senior team leader.

5.4.12 Living Well

The Living Well Initiative, Dickinson Fellowship Program provides specialized training for students pursuing vocations in nursing and psychology who are interested in learning about severe and persistent mental health issues. Students work collaboratively under the guidance of faculty scholars. Generous financial support is available to individuals selected as Fellows. For more information, go to www.spu.edu/livingwell.

5.5 Participation on SHS Committees

5.5.1 Committee Opportunities

There are two major committees in the School of Health Sciences that have student representation: Academic and Student Affairs Committee (ASAC) and Curriculum and Evaluation Committee (CEC). In the autumn quarter, students are invited to serve for the academic year. It is the responsibility of each committee to recruit student members. Student members of committees are responsible to protect anonymity and privacy of individuals and topics discussed. Unless specified otherwise, **all** committee discussions are confidential.

5.5.1.1 ASAC is responsible for admission, progression, and graduation standards, policies, and procedures for all basic and RN to BS Nursing students and for student welfare in the areas of academic status, financial aid and scholarships, health, special events, and policies and procedures related to clinical assignments. In addition, this committee oversees international nursing studies and exchanges.

5.5.1.2 CEC is primarily responsible for the undergraduate Nursing Program curriculum development, monitoring, and evaluation. It also reviews and evaluates learning resources, learning needs, and continuing education offerings.

In addition to these committees, there are task forces appointed throughout the year. These taskforces are responsible for planning student activities such as Consecration and Graduation celebrations. Students are strongly encouraged to participate in these planning opportunities.

5.5.2 Policy on Student Responsibilities as Committee Members

1. The undergraduate student on a committee represents the ENTIRE undergraduate Nursing student body in committee deliberations. Therefore, open communication channels must be maintained between the committee representative and other students. Student committee members should discuss communication plans and processes with the committee chair.

NOTE: Committee discussions and decisions are confidential unless specified otherwise. **Student representatives MUST maintain strict confidentiality.** At times the committee may meet in an executive session and students will be excused.

2. Student representatives are expected to actively participate in committee discussion, decisions, and activities.

3. If the student representative cannot attend a committee meeting, the student must contact the committee chair. It may not be appropriate to find a substitute, so this should be discussed with the committee chair.

4. The role of a committee member, including the student member, is to render fair and unbiased judgment based on the facts presented. The role is not that of “advocate”.

5.6 Nurses’ Christian Fellowship (NCF)

Nurses’ Christian Fellowship (NCF) is a department of Inter-Varsity Christian Fellowship, which endeavors to reach men and women in the nursing profession. At SPU, NCF is an open cadre fellowship designed to meet the spiritual needs of pre-nursing and nursing students as they grow and increase awareness of their potential as Christian nurses. Leadership is facilitated by nursing faculty. Cadre announcements are published through SHS and the Office of Campus Ministries (OCM) on a regular basis.

5.7 Celebrations and Awards

5.7.1 Consecration

The clinical Nursing experience at SPU begins with a worship service planned by junior Nursing students and the junior level faculty. It is a time set apart for prayer and praise, which is shared by family, friends, Nursing faculty, and Nursing students for God’s blessing on Nursing study. Students may be asked to serve on a planning committee. Nursing uniforms are worn for the service. A class picture is taken and individual portraits may also be available.

5.7.2 Graduation Celebration

The graduation celebration service is a final quarter ceremony for graduating seniors. It marks the passage from student to professional nurse. Family and friends are invited to share this occasion with the students. Planning begins in winter quarter; it is the responsibility of senior students and a faculty advisor to form a senior celebration planning committee. The role of the committee is to plan the celebration program. The focus of the celebration has traditionally been the receiving of the SPU Nursing pin, which represents completion of the Seattle Pacific University Nursing Program. (Ordering of pins is done through the SPU Bookstore at the end of Winter Quarter. Various price ranges are available.) A student speaker is selected by the members of the senior class.

Special awards are given to graduating students and are announced at pinning. The award policies are as follows:

1. **University Honors.** Honors are based on GPA and are established by Student Academic Services. Summa Cum Laude is 3.9-4.0; Magna Cum Laude is 3.75-3.89; Cum Laude is 3.5-3.74. (See .)
2. **Outstanding Academic Achievement in Nursing.** The student(s) who have the highest GPA in the Nursing major (80 credits) coursework.
3. **Outstanding Clinical Practitioner.** The student demonstrating the highest level of performance in clinical settings is chosen by the faculty.
4. **Outstanding Student of Competence and Character.** This award is given to the student who has demonstrated excellence in scholarship as well as exhibiting honesty and integrity and who values serving others. Student peers choose the recipient.

5.7.3 Sigma Theta Tau International

Sigma Theta Tau is the international honor society for nursing. Its purposes are to (a) recognize superior achievement, (b) encourage the development of leadership qualities, (c) foster high professional standards, (d) encourage creative work, and (e) strengthen commitment to the ideals and purposes of the profession. It is active at the local, regional, national, and international levels. Psi Chapter-at-Large is a collaborative chapter with Pacific Lutheran University, Seattle Pacific University, and the University of Washington. Membership is by invitation. Undergraduate candidates for STT must have completed at least one half of their Nursing Program.

Eligibility requirements according to Sigma Theta Tau policy include:

1. Minimum 3.0 cumulative GPA.
2. Demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of Nursing.
3. No more than 35% of a graduating class may be selected.

SHS faculty screen potential candidates according to the above criteria and select the persons to be invited from SPU. Interested invitees affirm their acceptance of the invitation and prepare their application materials. The Eligibility Committee of Psi Chapter-at-Large does the final screening. A special induction ceremony is held during spring quarter in which the new members are pinned and honored. Families and friends are also invited.

5.8 Employment in Health Care

Upon graduation, **the student may request** a professional job reference form from the potential employer and ask a specific Nursing faculty for a clinical reference prior to leaving school. If the student does not know where he or she will be employed, the student may ask a specific Nursing faculty member to write a general reference. Clinical evaluation forms **are not sent out** from the University because they are educational tools whose purpose is to identify learning needs and areas for improvement. They are not an appropriate reference for human resources departments.

5.8.1 Employment During the Program

If the employing agency requests a summary of skills upon employment as an undergraduate nursing student, a standard form called “Checklist for Employers” is available in the School of Health Sciences office for this purpose. The student is responsible for picking up the form from the SHS Front Desk, having it completed, and mailing it to the agency. The recommendation portion should be completed by a faculty member who has recently supervised the student’s clinical work. Most agencies will require that SHS send a verification letter that indicates that the student is “in good standing” every quarter of employment; if this is the case; nursing students need to sign a “release of information” form in order for SHS to confirm the student’s status. Two statutes under which students may work in a healthcare setting, according to Washington State Law, include:

5.8.1.1 Nursing Assistant Program

The student may achieve this status after one quarter of nursing. The student takes an exam and is registered with the Department of Health. The web site for information is: www.doh.wa.gov/Nrs_asst There is a testing fee.

5.8.1.2 Nursing Technician.

The student can achieve this status on or near the completion of the autumn quarter of the junior year. Washington State law outlines a special category of worker in certain hospitals and nursing homes called Nursing Technician. Nursing Technicians are nursing students employed for pay in facilities that use this job classification. This allows nursing students currently enrolled in a nursing program to gain work experience within the limits of their education, which is often beyond the scope of Nursing Assistants. The cost is \$130.00. The application form and instruction sheets are available at: <https://fortress.wa.gov/doh/hpqa1/hps6/NurseTech/default.htm>. [If a student is dismissed from the nursing program, the School of Health Sciences will retract any notification of good standing to employer at the time a student is dismissed.](#)

5.8.1.3 Student Dress Standards for Employment or Volunteer Experiences

If the student works in a health care agency as an employee or as a volunteer while enrolled as an SPU Nursing student, the student must inquire about the uniform the agency expects the student to wear. The student is NOT to wear any part of the nursing student uniform that identifies him or her as a student of Seattle Pacific University. **The SPU identification badge is NOT to be worn when working as an employee or volunteer.**

5.9 Applying for Licensure in Washington State

5.9.1 Eligibility to apply to take the licensure exam for initial licensure occurs when **ALL** requirements for the Bachelor of Science degree in Nursing have been completed. A license will not be granted until the degree is posted and the state board receives the transcript.

There are two application processes: (1) State application for Registered Nurse License and (2) application for National Council Licensure Examination [NCLEX].

5.9.2 Application materials and information about procedures, fees, etc. will be distributed during Spring Quarter of the senior year. Each student will receive a packet of information about NCLEX and Washington State licensure. Students wishing to be licensed in other states should go to the National Council of State Boards of Nursing web site www.ncsbn.org, for specific information for that state.

5.9.3. The application process for students applying for licensure in Washington State requires that the Certificate of Completion and official SPU transcript with degree posted be sent to the Nursing Commission. This will be sent to the Nursing Commission by the SHS Undergraduate Administrative Assistant at the end of spring quarter for those students who are completing the BS degree in Nursing. (If the student is completing the degree in the summer quarter, it will be sent in September after grades are posted for summer quarter.) If the student's degree is not posted or "holds" cleared by June 30th, contact the SHS Undergraduate AA at the time your transcript is ready to be released (degree posted and "holds" cleared). She will send your official transcript and certificate of completion at that time.

5.9.4 Once the graduate's completed application materials and the certification form have been received and processed by the state, the graduate will be authorized by the state to make an appointment to take the NCLEX exam. The NCLEX exam is taken by computer and may be scheduled for any day throughout the year (with a few exceptions). The testing organization will likewise be notified; they will not allow the candidate to make an appointment until they have been so authorized by the state.

5.9.4.1 The graduate is responsible for completing all University requirements and taking steps to have all "holds" removed, including meeting financial obligations, before Student Academic Services will release the final transcript.

State law and licensure requirements are subject to change and SHS may not necessarily be notified of these changes. It is the graduate's responsibility to complete the application process in effect at the time of program completion.

APPENDIX A

SPU Policies and Procedures

Computer Acceptable Use Policy:

SPU Website: <http://www.spu.edu/cishelpdesk/policies/user/>

Lifestyle Expectations:

<http://www.spu.edu/acad/UGCatalog/20067/GeneralInfo/StudentLife/standards.asp>

Notice of Non-Discrimination Policy and Discrimination Complaint Procedures:

<http://www.spu.edu/acad/UGCatalog/20067/Appendixes/nondiscrim.asp>

Sexual Harassment:

<http://www.spu.edu/acad/UGCatalog/20067/GeneralInfo/StudentLife/standards.asp>

Drug-Free Workplace and Drug-Free Schools and Communities Policy:

<http://www.spu.edu/acad/UGCatalog/20067/GeneralInfo/StudentLife/standards.asp>

APPENDIX B

Statement on Parental Involvement

Our goal at SPU is to help students realize their full potential as independent people who are well equipped to make wise choices. Because our primary relationship is with the student, SPU has a university policy to encourage students to tackle problem-solving as much as possible and to take responsibility for their choices. SPU policies do not include direct parental presence in proceedings dealing with academic, residential, or lifestyle matters.

Although families may be separated now in distance, they are still the major influence on students' lives and success. Parents can help their students by making sure students understand SPU policies and processes and by providing family emotional support.

SPU follows all federal and state regulations on information sharing about students. Family members may view the full text of the FERPA (Family Educational Rights and Privacy Act) policy at our SPU Undergraduate Catalog.

<http://www.spu.edu/acad/UGCatalog/20078/GeneralInfo/StudentLife/health.asp> Additional information about this federal law may be found at the United States Department of Education web: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. SPU also follows HIPAA policies (The Health Insurance Portability and Accountability Act) and information may be found at <http://www.spu.edu/depts/studentlife/policies.asp>.

Parents will find various sources of information about how they can support their students' goals at SPU from these sources:

- Parent & Family Network
<http://www.spu.edu/depts/studentprograms/parentfamily.asp>
- Activities for student involvement- Office of Student Life website
<http://www.spu.edu/depts/studentlife/>
- Career Development Center resources for parents
<http://www.spu.edu/depts/cdc/parents/>
- Campus events calendar <http://www.spu.edu/qamastercal.asp>

In addition, a Handbook for SPU parents is given out at New Student Registration or a copy may be requested from the Office of Student Programs (call 206-281-2247).

APPENDIX C

Laws related to Nursing Professions:

Instructions for accessing the the **Law Relating to Nursing Care and Regulation of Health Professions**.

1. Go to the Washington State Department of Health web site <http://www.doh.wa.gov/>.
2. Choose **Licensing/Certification** on the left hand side under Site Directory.
3. Choose the letter **R** and then **Registered Nurses**.
4. Choose **Laws** on the left hand side under Site Directory:
5. This will give you a list of relevant laws relating to Health Professions:

You can also access the State Government Web Site:

<http://www1.leg.wa.gov/legislature>