



# **Associate Degree in Nursing Education**

## **Student Handbook**

**2020**

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## **INTRODUCTION**

The Stevens-Henager College Associate Degree in Nursing Program is approved by the Accrediting Commission of Career Schools and Colleges (ACCSC) and has been given approval by the Utah Board of Nursing to offer the program at the West Haven campus. The Associate Degree of Nursing Education program has been given Pre-accreditation with Candidacy Status from The National League of Nursing Commission for Nursing Accreditation (NLN CNEA) starting June 23, 2017 to June 23, 2020. The Associate Degree in Nursing Program (ADN) is one of several medical programs offered at the West Haven campus. Stevens-Henager College. West Haven is the Main Campus of the five-campus Stevens-Henager College system (SHC). Other college branches in the Stevens-Henager College system include Boise, Idaho; Logan, Utah; Salt Lake City; and Provo (Orem), St. George, and Idaho Falls (Independence University) with three satellite campuses in Lehi, Layton, and Nampa. Currently, the West Haven campus is the only campus approved to offer the academic associate degree in nursing.

## **HISTORY OF STEVENS-HENAGER COLLEGE'S ASSOCIATE DEGREE IN EDUCATION NURSING PROGRAM**

Planning and preparation for an Associate Degree in Nursing Education program began in 2001. In 2005 permission was granted to begin the application process and in April of 2006, permission was granted by the Utah Board of Nursing to develop the Associate Degree in Nursing Education program. Application was made to the Accrediting Commission of Career Schools and Colleges (ACCSC) to approve the proposed associate degree in nursing program for inclusion under the college's grant of accreditation. In November of 2006, the program was granted accreditation by ACCSC. A site visit was made by the Utah Board of Nursing and July 2007, the nursing program was granted provisional approval to offer an Associate Degree of Nursing Education program at the LPN to RN level and in October 2007 approval was granted to admit both ADN and LPN to RN students. In July of 2009 the nursing program received accreditation through the National League of Nursing Accreditation Commission (NLNAC).

## **MISSION / PHILOSOPHY OF ADN PROGRAM**

### **Mission**

To prepare Stevens-Henager College graduates to meet community needs as high quality registered nurses.

### **Philosophy**

The Associate Degree in Nursing (ADN) Program at Stevens-Henager College supports the overall mission of Stevens-Henager College which focuses on general and specialized education for a diverse population of students with an emphasis on career preparation. The nursing program offers a comprehensive education at an accelerated pace. A rigorous nursing education program is based on concepts relating to health, the individual, nursing, learning, professionalism and environment.

**HEALTH** or wellness is a changing state within the wellness-illness continuum that is maximized when the individual's optimum level of functioning is promoted, maintained, and/or restored. The faculty identifies dimensions of health as: (1) physical-maintaining a healthy body; (2) social-maintaining healthy relationships; (3) intellectual-keeping the mind active; (4) environmental-avoiding environmental hazards; (5 ) emotional-finding healthy ways of expression; and (6) spiritual-having a purposeful and meaningful life. Disruption or the inability to function in any of these areas results in illness. (SLO #1)

**THE INDIVIDUAL** is unique and possesses innate worth which reflects the integration of the biological, psychosocial, and spiritual nature of his or her being. The unique nature of each person, and respect for his or her individuality, is essential to nursing practice. The patient's physical condition affects the whole being. Restoring and maintaining wholeness is an important step in patient wellness. Care of the individual patient includes family units, associated groups, and extends to the community and population at large. (SLO #3)

**ENVIRONMENT** involves both internal and external forces that are constantly changing. These forces have the potential to cause stress in the individual. Within the health care environment the nurse utilizes available resources, including those in the community, to assist individuals in identifying strengths and weaknesses in coping and adapting to environmental stressors. (SLO #6)

**NURSING** is a therapeutic, evidence-based practice incorporating knowledge from nursing theory and research, natural and behavioral sciences and humanities. Nurses care for the patient as a whole by incorporating physiological, psychological, and spiritual needs into his or her care. An essential goal of nursing is to assist the patient to achieve and/or maintain optimal wellness or to experience a peaceful and dignified death. This is accomplished through the application of the nursing process to meet human needs, and requires interpersonal and cognitive skills and technical capacities including facility with health care informatics. Nurses also promote social justice, influence public policy, and help meet the needs of society to improve the quality of health and health care delivery. (SLO #4 and #5)

**LEARNING** is the process of gaining knowledge or skills. Learning is most effective when students are motivated and take responsibility for their own education, professional development, and personal transition. Students are responsible for the development of their own strengths and potential and are expected to use available resources to meet their individual learning needs. The learning process is facilitated by an adult learning environment that reinforces individual strengths and critical thinking through problem-based scenarios, small group learning, lecture, skills development, laboratory practice, self-directed learning and clinical learning opportunities. The ADN program provides students with a foundational education that enables career-oriented or baccalaureate bound students to accomplish their personal and professional goals. The program implements teaching strategies to address students' individual learning styles, cultural beliefs, values, and goals. The program strives to prepare graduates of the nursing program to be accountable and adaptable generalists equipped with the knowledge and skills to enter the practice of nursing in a variety of settings. (SLO #7)

**PROFESSIONALISM** is the foundation for pursuing and attaining excellence in both career and personal life. The nursing role includes both the provision and coordination of patient-centered care. Professional nurses must be able to prioritize, delegate and manage all aspects of patient care. The professional nurse adheres to the Code of Ethics as delineated by the American Nurses Association in protecting the health, safety, and rights of the patient, family, and all members of the community. Continuing education, contributing to the body of nursing knowledge and implementing evidenced based practice are important components of a professional nursing practice. (SLO #2 and #8)

## **PROGRAM OUTCOMES OF THE ASSOCIATE DEGREE IN NURSING EDUCATION PROGRAM**

The nursing program outcomes align with the NLN CNEA criteria in Standard 1. Program outcomes are developed as performance indicators that give evidence that the Nursing Program is meeting the mission and goals set by the faculty. Documentation and quantification of outcomes indicate program effectiveness and serve to guide maintenance and revision of the program.

- Outcome #1 80% of Stevens-Henager college graduating nursing students will pass the NCLEX RN exam on their first attempt.
- Outcome #2 At least 75% of nursing students will complete the nursing courses within 16 Months of entering the core nursing courses.
- Outcome #3 At least 75% of nursing graduates will be employed in the nursing profession or enrolled in a continuation program i.e. RN-BSN, RN-MSN, within six months of graduation.
- Outcome #4 75% of nursing students will demonstrate satisfaction by a score of 90% or greater on the end of course student satisfaction survey.

### **STUDENT LEARNING OUTCOMES (SLOs) 2018**

1. Apply the nursing process to assure the delivery of accurate, safe care that moves the patient toward a positive outcome
2. Communicate accurately and effectively in writing, verbally, and non-verbally ensuring that patient data conveyed is accurate and comprehensive
3. Establish safe and effective interpersonal relationships with clients, interdisciplinary team members and other members of society having direct or indirect impact on health
4. Demonstrate the application of evidence-based practice and critical thinking in the practice of nursing
5. Perform nursing skills in a manner that are safe, individualized, and consistent with current best practices
6. Manage care efficiently with effective use of human, physical, financial and technological resources to meet patient needs
7. Learn continuously from the work of others and his/her own experience, and facilitate the learning of others
8. Assume the role of a nurse in ways that reflect cultural competency, integrity, responsibility, and ethical practice

### **COURSE OF STUDY**

Each nursing course has a course of study that identifies the objectives to be accomplished by the completion of the course. Course of Study is generally **referred to as the “Course Syllabus” and is the instructor-student contract for the course.**

The course of study (syllabus) will be distributed on the first day of class on Canvas.

Orientation information specific to the course will be discussed at that time. **Each student is responsible for knowing and adhering to the course requirements.**

## **ROLE OF THE ASSOCIATE DEGREE NURSE GRADUATE**

The Associate Degree Nurse is a person who has completed a program of study that is unique and complete in itself. The associate degree graduate is a technically and theoretically competent beginning practitioner who practices within his/her scope of knowledge and skills. The nurse's commitment to client-centered care is reflected through a collaborative approach involving the client, family, significant others, members of the health care team and the community at large. The associate degree nurse provides direct client care in acute, long-term and community-based settings according to the policies and procedures of the setting specified and available guidance. The associate degree nurse also possesses the knowledge and critical thinking skills necessary to make decisions regarding priorities of care, to delegate some aspects of nursing care and direct others, to demonstrate efficient use of time and resources, and to know when to seek assistance. These qualities combine to make the associate degree nurse capable and effective in the community setting and the home care environment.

The faculty believes that the associate degree nurse should be prepared to function within three interrelated roles. These three roles include: provider of care, manager of care, and member within the discipline of nursing. Nursing practice and decision making in each of these roles are based on knowledge and critical thinking skills, use of the nursing process, and established protocols of the health care setting.

## **NURSING'S ORGANIZATIONAL STRUCTURE**

**Nursing Process:** Nursing process is applicable within the nursing curriculum. The nursing process is a problem-solving framework for all nurse-client/patient interactions. The systematic method for providing care is composed of five interrelated phases: assessment, nursing diagnosis, planning, implementation, and evaluation. As the student progresses through the program, he/she is expected to use the nursing process in planning and providing care for clients who have increasingly complex problems in diverse settings.

- 1) **Assessment** – An RN uses a systematic, dynamic way to collect and analyze data about a client, the first step in delivering nursing care. Assessment includes not only physiological data, but also psychological, sociocultural, spiritual, economic, and life-style factors as well. For example, a nurse's assessment of a hospitalized patient in pain includes not only the physical causes and manifestations of pain, but the patient's response—an inability to get out of bed, refusal to eat, withdrawal from family members, anger directed at hospital staff, fear, or request for more pain medication.
- 2) **Diagnosis** – The nursing diagnosis is the nurse's clinical judgment about the client's response to actual or potential health conditions or needs. The diagnosis reflects not only that the patient is in pain, but that the pain has caused other problems such as anxiety, poor nutrition, and conflict within the family, or has the potential to cause complications—for example, respiratory infection is a potential hazard to an immobilized patient. The diagnosis is the basis for the nurse's care plan.
- 3) **Planning** – Based on the assessment and diagnosis, the nurse sets measurable and achievable short- and long-range goals for this patient that might include moving from bed to chair at least three times per day; maintaining adequate nutrition by eating smaller, more request meals; resolving conflict through counseling, or managing pain through adequate medication. Assessment data, diagnosis, and goals are written in the patient's care plan so that nurses as well as other health professionals caring for the patient have access to it.

- 4) **Implementation** – Nursing care is implemented according to the care plan, so continuity of care for the patient during hospitalization and in preparation for discharge needs to be assured. Care is documented in the patient’s record.
- 5) **Evaluation** – Both the patient’s status and the effectiveness of the nursing care must be continuously evaluated, and the care plan modified as needed.



## CURRICULUM

Course Number	General Education & Science Course Descriptions
<b>MAT225 (5C)</b> (pre-requisite or taken concurrently with NUR1140, NUR1150 or NUR2140)	<b>College Algebra:</b> This course covers introductory algebraic expressions, formulas, and solving equations. Students learn graphing, numerical sets, exponents, radicals, and inequalities 1-MOD
<b>ENG105 (5C)</b> (pre-requisite or taken concurrently with NUR1140, NUR1150 or NUR2140)	<b>English Composition:</b> This course focuses on the principles of effective English composition with a comprehensive review and reinforcement of language arts skills. Emphasis is placed on the four essentials of writing: unity, support, coherence, and sentence skills. Practice in proof reading, editing, revision, and clear thinking is incorporated throughout the course. 1-MOD
<b>PSY255 (4C)</b> (pre-requisite or taken concurrently with NUR1140, NUR1150 or NUR2140)	<b>Psychology:</b> Explores the aims and methods of psychology. Concepts covered in the course include human behavior, learning theories, memory and human development across the life span. 1-MOD
<b>SOC240 (4C)</b> (pre-requisite or taken concurrently with NUR1140, NUR1150 or NUR2140)	<b>Sociology:</b> This course addresses the relationship among different social institutions. It examines the dynamics in social groups. Topics covered include the concepts of control, inequity, and change within social groups. 1-MOD
<b>APP110 (5)</b> (pre-requisite or taken concurrently with NUR1140, NUR1150 or NUR2140)	<b>Business Computer Fundamentals:</b> This course explores the introductory use of word processing, spreadsheet, and presentation applications. Students will learn computer skills, including document and spreadsheet creation and presentation techniques. Emphasis is on utilization of basic application skills to complete general business tasks. 1-MOD
<b>BIO210 (4C)</b> Pre-requisite	<b>Introduction to Medical Microbiology:</b> An introduction to microorganisms, their biology, and their relationships to health, technology, and the environment, with practical applications. 1-MOD
<b>CHE110 (4C)</b> Pre-requisite	<b>Introduction to Chemistry:</b> Introduces the fundamentals of chemistry to students in the health sciences. Covers chemical measurements and calculations, atomic structure, chemical bonding, chemical reactions, states of matter, solutions, chemical equilibrium, acid-base systems, and introduces organic chemistry. 1-MOD
<b>MED203 (4C)</b> Pre-requisite	<b>Anatomy and Physiology:</b> This course is the first in a two-course series addressing human anatomy and physiology of the major systems of the body including but not limited to the muscle and skeletal systems, the nervous system, the reproductive system, the digestive system, and the endocrine system. Course includes basic organization and general plan of the body including cells, membranes, and tissues. 1-MOD
<b>HEA110 (4C)</b> Pre-requisite	<b>Human Pathophysiology:</b> Studies pathophysiological etiology and mechanisms that cause disease and alter physiological control and function of organs and organ systems. Emphasizes the gross histopathological and physiological alterations that occur in various disease states. 1-MOD

<b>NURSING CORE COURSES</b>	
<b>Course Number</b>	<b>Core Course Description</b>
<b>NUR1119</b> <b>3 Modules</b> <b>13 Credits</b>	<b><i>Fundamentals in Nursing:</i></b> This course deals with the care of the aging client, caring through the lifespan, and clients with special needs. Human Flourishing will be addressed using Evidence-base Practice and applying this to the health of the individual, family and the community. Patient Centered Care of the aging adult is addressed by emphasizing nursing skills such as health assessment, stress and coping, and basic nursing skills; basic human needs such as hygiene, comfort, and activity, as well as skills in oxygen therapy, post-surgical care, palliative care, orthopedic measures, diagnostic procedures, and other skills to aid the patient in meeting basic human needs. The way care is administered to the patient is found in the health care delivery systems, continuity of care, and home health chapters. Professional Identity and values are included in the introduction to and history of nursing.
<b>NUR1140</b> <b>2 Modules</b> <b>5 Credits</b>	<b><i>Maternal-Newborn Nursing:</i></b> This course encompasses the childbearing process from pre-conception through pregnancy, birth, post-partum, and the neonatal period. The course content progresses from normal pregnancy and birth to complications frequently encountered during pregnancy and the neonatal period. Skills in maternal/child nursing care in acute and community settings are emphasized.
<b>NUR1150</b> <b>2 Modules</b> <b>5 Credits</b>	<b><i>Pediatric Nursing:</i></b> This course focuses on nursing care for the pediatric client from birth through adolescence. The content progresses from normal growth and development to complex nursing care situations encountered in this patient population. Skills in pediatric care in acute and community settings are emphasized.
<b>NUR2120</b> <b>3 Modules</b> <b>11 Credits</b>	<b><i>Medical-Surgical Nursing:</i></b> The course is designed to provide a comprehensive overview as well as examination into critical concepts related to medical-surgical nursing. The students will be exposed to numerous health problems that are commonly found nationally as well as worldwide. These health problems will be described in pathophysiological detail and further expounded upon to provide an emphasis of the dynamic nursing roles needed to care for individuals with complex health conditions. Mobilizing key aspects of the nursing process, students will begin to understand the correlation of disease management through the collaborative approach of the nursing/medical team. Skills include in-depth head-to-toe physical assessment, advanced pharmaceutical interventions, advanced medical-surgical care modalities, and other specialty care areas that address the care of the medical-surgical client.
<b>NUR2140</b> <b>2 Modules</b> <b>5 Credits</b>	<b><i>Mental Health Nursing:</i></b> Building upon the foundations of psychosocial nursing, the nursing process is utilized as a systematic approach to therapeutic intervention with individuals adapting to stimuli that threaten psychological and social integrity. Therapeutic interventions aimed at promoting adaptation in the self-concept, role function, and interdependence modes are introduced and refined. Concepts related to autonomy, diversity, values clarification and phenomenological reality of each individual are stressed.
<b>NUR2220</b> <b>2 Modules</b> <b>11 Credits</b>	<b><i>Advanced Medical - Surgical Nursing:</i></b> This course offers lab & clinical experiences for the application of the nursing process in critical and emergency care settings. Direct care of individuals is provided in a structured setting. Therapeutic interventions related to physiological integrity concepts are practiced. Skills developments include N/G tube insertion, care and removal of chest tubes, tracheotomy care and suctioning, PICC line care, etc. Clinical experiences will take place in acute care and emergency units.
<b>NUR2221</b> <b>2 Modules</b> <b>2 Credits</b>	<b><i>Leadership &amp; Management in Nursing:</i></b> This course focuses on leadership development for entry-level professional nursing practice. Management theories and concepts are emphasized, including the identification of key organizational structures, intra- and inter-professional communication and teamwork, collaboration and conflict resolution, delegation and supervision, workforce motivation, and change processes. The course addresses building cultures of quality and safety in complex health care delivery systems based on organizational strengths, using multiple strategies within environmental turbulence and change and managing fiscal resources for cost-effectiveness.

## Nursing Program Faculty

Faculty	Credentials	ROLE
Stephanie Slater FT	EdD (c), MSN/ Ed., RN	Dean of Nursing Professor
Tammy Steele FT	PhD (c), MSN/NI, RN	Associate Dean of Nursing Professor SIM Lab - Coordinator
James Howell FT	DNP (c), BSN, RN	Associate Professor.
Pattie Goodell	MS/ Ed, BSN, RN	Associate Professor
Anita Lucente PT	FNP, BSN, RN	Clinical Instructor
Lindsey Felker PT	DNP, BSN, RN	Clinical Instructor
Samantha Malais PT	MSN/Ed (c), BSN RN	Clinical Instructor
Dr. Michael Felley	MD	Science Professor

### **POLICIES AND PROCEDURES**

#### **GRADING**

Grading for the ADN program is based on Stevens-Henager College's grading system **however**, the standard for the Nursing Program is higher than the College's. All nursing courses must receive an **academic and professionalism** grade of **B** (3.0) or higher. Students receiving less than a **B** may not progress in the nursing program. Professionalism includes (but is not limited to) **timeliness, excellent attendance, professional dress and attitude**.

Assignments handed in **LATE** will **NOT BE ACCEPTED!** All: assignments, papers, quizzes, care plans, case studies, etc. are to be turned in by the due date and time specified by the instructor. When the instructor becomes aware that a student is performing at less than a satisfactory (**B**) level, the instructor will counsel/tutor the student and notify the Dean of Nursing. Students are also responsible for contacting their instructor when they realize they are performing at an unsatisfactory level. The faculty will have the exclusive right and responsibility to determine grades based upon their professional judgment and criteria as outlined in the syllabus and supporting documents.

**Please submit all assignments in the Microsoft Office format.**

#### **AUDIO AND VIDEO TAPING GUIDELINES**

Taping content in any nursing course is permitted when prior permission is obtained from the Instructor and/or the Dean of Nursing.

## **CLINICAL, PRECEPTORSHIP AND SIM LAB:**

Attendance during all: classes, laboratory, preceptorship and clinical learning experiences are **MANDATORY**. **Clinical & preceptor experiences cannot be duplicated.** Stevens-Henager College, Nursing Program policy on attendance is that student participation in all learning activities is required. Students are expected to be **on time (no later than 15 minutes late)** and stay through the time required for all learning activities.” **Clinical, preceptorship and lab will be graded either pass or fail. If you fail the clinical portion, this will result in complete failure of the course.**

NUR 2250 Preceptorship runs concurrent with NUR2221 Leadership and Management in Nursing. This means if you fail your preceptorship you will also fail NUR2221.

## **CLINICAL AGENCIES**

### **Travel**

Stevens-Henager College does not provide transportation for nursing students to and from their clinicals. Students are responsible for their own transportation and/or car pool. Faculty may **NOT** provide transportation for students. Faculty supervision is provided for students during scheduled clinical hours and is on call 24/7. Specific agency information and schedules are provided in each course of study. Students are not to visit a clinical agency without supervision of faculty or a preceptor determined by the faculty. Written statements of agreement between the College and the clinical agencies are on file. Students are mandated to meet all requirements of these agreements. It is understood and agreed that the agency may withdraw any student(s) from any specific area that is not conducive to optimum learning experiences. It may withdraw any student from any area when the student's actions, attitudes, or conduct may, in the agency's or school's judgment, have a detrimental effect on the patients or personnel. Students are expected to abide by all policies of the affiliating institutions.

### **Injury**

The following procedure is followed when students are injured in the Nursing Program:

- a. Arrange for immediate care of the student as necessary. The student is responsible for any charges. Stevens-Henager College is NOT responsible for any health costs incurred by its students.
- b. Complete an Incident Report according to agency policy. Notification of the incident must be made to the Dean of the Nursing Program immediately. The Dean will complete a SHC incident report.

## **NURSING PROGRAM CODE OF CONDUCT (Adhering to Safe Practice in all Settings)**

Students are expected to follow the Stevens-Henager College Student Code of Conduct as detailed in the Stevens-Henager College Catalog, the American Nurses Association Code of Ethics, the Utah Nurse Practice Act and Rules, and Stevens-Henager College nursing program's Code of Conduct as stated below:

1. The nursing student provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nursing student safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nursing student acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.

4. The nursing student assumes responsibility and accountability for individual nursing judgments and actions.
5. The nursing student exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, and accepting responsibilities.
6. The nursing student participates in activities that contribute to the ongoing development of the profession's body of knowledge.
7. The nursing student participates in the profession's efforts to implement and improve standards of nursing.
8. The nursing student participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
9. The nursing student participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
10. The nursing student collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

### **STUDENT CONTACT INFORMATION CHANGE**

If the student changes an address, telephone number, names or e-mail address at any time throughout the program, **it is the responsibility of the student** to submit the changes to the Registrar and to the Dean of Nursing.

### **ADDRESSING CONCERNS ABOUT A CLASS OR GRADES**

The student will follow Stevens-Henager College's evaluation processes of meeting with the course, clinical or lab instructor at least once during the module, completing the course evaluation forms at the end of the module, and meeting with the Dean of Nursing formally two times during the program. In the event that the student has concerns regarding the course, learning activities, or grade within a nursing course he/she must follow the procedure outlined below to address concerns:

- 1) Meet with the nursing faculty member with whom he/she has the concern, if not resolved;
- 2) Meet with the Dean of Nursing, if not resolved;
- 3) Meet with the Dean of Education of the college, if not resolve then begin the grievance guidelines in the college catalog.

### **INTEGRITY POLICIES**

Nursing students are expected to demonstrate high moral character, professional behaviors, and integrity worthy of the public's trust. Behaviors that do not comply with those expectations will be subject to disciplinary action which may include dismissal from the program. Examples of behaviors that do not comply are:

1. Students who fail to observe national, state and local laws as well as College rules, internal operating policies and administrative procedures.
2. All forms of dishonesty such as: cheating, plagiarism, misrepresentation, providing false information, forgery, alteration or misuse of College, Division, program, clinical documents or records.
3. Reporting to class, laboratories, or clinical learning experiences in a state of impairment as a result of drugs, alcohol, sleep deprivation or stress significant enough to interfere with professional performance or with the learning of other students.

The examples provided do not exclude or replace all other requirements and policies included in the College Student Conduct Code. They are included in the Nursing Student Handbook to provide further direction for nursing students which are in line with professional codes of ethics and legal requirements including those specified by the Utah Board of Nursing.

### **ATTENDANCE:**

Students are expected to attend **EVERY** didactic class, SIM lab and clinical assignment they are scheduled for. In the event that a student must miss a day, the **student must inform the instructor. You may NOT miss more than 1 day per course this includes didactic class, SIM lab, and clinical, or you may be failed from the class.** If a student misses a day for a severe illness or emergency, the student must bring appropriate documentation with them and meet with the Dean of Nursing.

### **ACADEMIC PROGRESS**

Students in the SHC nursing program are required to pass all General Education classes, and Science classes with a **B-** or better and the core nursing courses with a **B** or better in order to progress in the program. Students who do not will be required to retake the failed course. **No more than two courses may be retaken in the program.** The student will be withdrawn from the program, **also a student who fails the same course twice will be withdrawn from the program. When students have failed an exam in the nursing core courses, they will not be given an opportunity to retake exam.** A cumulative **GPA of 3.0** must be maintained throughout the program or a student will be withdrawn from the program.

After a degree audit has been conducted and the student is found to have met all course completion requirements, the student will take a HESI Exit exam. When a student has successfully passed this examination (4 attempts), the student will be eligible for graduation and will be granted an Associate's Degree in Nursing Education.

### **DISMISSAL FROM THE PROGRAM**

Examples of behaviors that may lead to dismissal from the nursing program include, but are not limited to:

- a. Failure to successfully complete any NUR course with a theory and/or professionalism with a grade of **B** or better
- b. Failure of lab and/or clinical portions of a course
- c. Unauthorized possession, use, sale, or distribution of alcoholic beverages or of any illegal or controlled substance
- d. Unauthorized use, possession, or storage of any weapon
- e. Physical and/or psychological abuse, threat or harassment of any patient, visitor, clinical agency employee, student, or faculty member
- f. Theft, abuse, misuse or destruction of another person's or clinical agency's property
- g. Unauthorized disclosure, removal or misuse of confidential information about any patient, student, or clinical agency employee
- h. Violation of Student Code of Conduct Policies as stated in Stevens-Henager Catalog and the Nursing Student Code of Conduct as stated in the Nursing Student Handbook.
- i. Engaging in or prompting others to engage in conduct which threatens or endangers the health, safety, physical, or psychological well-being of another person
- j. Leaving the clinical agency without proper authorization
- k. Being on clinical agency property in a student capacity without proper

- authorization
- l. Failure to report absence or tardiness to clinical faculty, Dean of Nursing, and/or preceptor
  - m. Unsafe practice in the clinical area
  - n. Falsifying any of the enrollment information, including questions regarding employment history and status and/or letters of recommendation
  - o. Failure to pass the HESI Exit exam.

### **BACKGROUND CHECKS**

***The students are required to provide 2 background checks. The students will complete #1 before they are accepted into the program and #2 before they graduate the program.***

Healthcare institution accreditation mandates a background check for everyone having patient contact in hospital/clinical agencies as criteria for JCAHO accreditation. In order to meet this requirement, Stevens-Henager College will facilitate the background checks and provide the following procedure for our students and clinical agencies with which we have contracts:

If the background check comes back without any adverse information, the ADN program will issue notice to the student indicating the student has a background clearance on file at Stevens-Henager College ADN program office.

***Erroneous Adverse Information:*** If the background check reveals any relevant adverse information, the information will be shared with the student. If the student believes the report is an error, the student has the responsibility for taking the necessary steps to correct any erroneous information and providing Stevens-Henager College ADN program with an updated background check which has the correct information. Until the student has provided a background check without relevant adverse information, the student will not be allowed to enter the program. The drug screen falls under the same policy as the background check.

### **BLOOD BORNE PATHOGEN EXPOSURE:**

Exposure to blood/body fluids through a needle stick, other percutaneous or per mucosal exposure. As part of their clinical nursing courses, students will be taught to use standard precautions to prevent exposure to pathogens. **It is the student's responsibility** to put those techniques into practice when caring for patients. If exposure occurs despite scrupulous technique, the student must inform the instructor **IMMEDIATELY**. The agency where the exposure occurred must be notified and the student will follow its policy on blood borne pathogen exposure response. While the Nursing Program will make every effort to maintain confidentiality, the Nursing Program cannot be held responsible for actions taken by the clinical agency. The Nursing Program does not assume responsibility for costs of any health care interventions related to student clinical and/or lab experiences.

### **CARDIOPULMONARY RESUSCITATION CERTIFICATION (CPR)**

Each student is required to be certified in CPR (American Heart Association) as a health care provider. This certification needs to remain current throughout the school year in order for the student to attend any clinical experience. **It is the student's responsibility** to keep his/her CPR certification current. The student will not be permitted to enter the clinical area without current CPR certification.

### **CELL PHONES**

In accordance with Stevens-Henager College's policy on cell phones, all cell phones must be **turned off** while in class and labs. **Students may have their phone on their person during preceptorship and clinical experiences.** The cell phone must be on vibrate while in the clinical and/or patient care areas. You **must not look at, answer or text on your phone** while in a

patient's room and/or patient care area. You are being allowed to carry your cell phones so that you have access to your resource materials, like your drug book. Any violation of this policy will be reflected in the professionalism grade and possible dismissal from the nursing program.

## **SAFETY**

The nursing student is expected to demonstrate safe, professional behavior. Safe, professional behavior includes promoting the actual or potential well-being of clients, health care workers, peers and self in the biological, psychological, sociological, and cultural realms. It also includes demonstrating accountability and ethical behavior in preparation for provision and documentation of nursing care according to course objectives.

- The purpose for setting safe performance standards is to:
  - a. Identify expectations of the Nursing Program
  - b. Comply with licensure regulations and agency agreements
  - c. Identify and help students who need assistance and support to succeed in the Nursing Program.
- Indicators to be used as guidelines for determining safe performance are:
  - a. Regulatory: students practice within the boundaries of the Utah State Nurse Practice Act, the ANA Code of Ethics; the 2014 National Patient Safety Goals; the guidelines, objectives and policies of Stevens-Henager College Nursing Program; and the policies and procedures of the health care agency where they are assigned for clinical learning.
- Examples of unsafe practice include but are not limited to the following:
  - a. Fails to notify the agency and instructor of clinical absence
  - b. Fails to follow Nursing Program and/or agency policies and procedures
  - c. Reports for clinical practicum under the influence of drugs and/or alcohol
  - d. Refuses assignments based on the client's race, culture, religious preference, sex, national origin, age, handicapping condition, medical diagnosis, or any other protected status category
  - e. Fails to consult with instructor prior to refusing assignment based on medical diagnosis of the client
  - f. Denies, covers up, or does not report own errors in clinical practice
  - g. Ignores and fails to report unethical behavior of other health care persons in the clinical setting which affects client welfare
  - h. Displays mental, physical, or emotional behavior(s) which may adversely affect self or others' well being
  - i. Fails to follow through on suggested referrals or interventions to correct knowledge and/or skills deficit areas, which may result in harm to others
  - j. Commits acts of omission or commission in the preparation for care or actual care of clients. Examples are (but not limited to): physical abuse, placing client in hazardous positions, conditions, or circumstances, mental or emotional abuse, and medication errors.
  - k. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty
  - l. Lacks physical coordination essential for carrying out nursing procedures
  - m. Lacks information processing ability necessary for making appropriate clinical judgments or decisions
  - n. Performs activities not prepared for as a nursing student or which are beyond the capabilities of the students
  - o. Performing activities which do not fall within the legal or professional



realms of professional nursing practice (scope of practice)

A faculty member may take the following measures if a nursing student demonstrates unsafe behavior(s) in any setting:

- a. Pull the student from the experience at the time of the violation and notify the Dean of Nursing. Student may be immediately dismissed from the program. If the specific behavior is of a grave nature notify the Dean of Nursing. Immediate dismissal from the program may be in order. Behavior of a grave nature includes, but is not limited to, safety violations, substance abuse, and unlawful and unethical acts.

#### **DRESS CODE:**

The following guidelines are to be applied to the classroom, any official activity and clinical facilities. Students who fail to uphold the dress code policies will be sent home.

#### **Student Identification**

Picture identification badges are to be worn at all times while in clinical. The student name badge should include the first name of the student and Student Nurse. Students requiring replacement badges are to see the Dean of Nursing. The badge must be worn up around the chest area where it can be plainly seen.

**Uniforms and Grooming:** Attention to the patient is the primary focus. Any attention to the student nurse must be based upon performance, not personal decorations, odor, or non-professional grooming.

- *Uniforms* are to be clean and ironed
- Sweaters or “hoodies” that cover the uniform **may not** be worn in the clinical setting; you can wear them on campus. An additional T-shirt may be worn under the scrub top for warmth; however, it must be white or black (short or long sleeved). White or black, enclosed toes *shoes* are to be clean
- *Cosmetics* should be used in moderation
- *Perfume* or cologne is **NOT** permitted
- *Hair* is to be worn off the face and restrained if below the chin level.
- *Jewelry* is permitted under the following conditions: wristwatch, ring (engagement ring flat or wedding band) small earrings (one pair of small stud earrings in the ear lobes only).
- *Nails* must be short which may only have clear nail polish. **NO overlays, gels, color polish or acrylic are permitted.**
- No visible *tattoos* are permitted. If the student has tattoos, they must be concealed in clinicals, and at any SHC nursing functions.
- All body *piercings* and jewelry must be removed. If you have gage ear lobes they need to be covered or replaced with flesh tone gages. Women are permitted to wear small post earrings. Please do not wear necklaces to your clinicals this could potentially cause harm to you or the patient

## REQUIREMENT OF AFFILIATED AGENCIES

All students are subject to the requirements of the clinical agencies which Stevens-Henager College ADN program has contracted with for clinical placement of their students. If required by the clinical agency to which a student is assigned, he/she will do drug testing pursuant to the agency's policy. **This shall be done at the student's own expense.**

## DEMONSTRATED BEHAVIORS INDICATIVE OF IMPAIRMENT

A Stevens-Henager College Associate Degree Nursing Student whose behavior appears to be impaired due to the possible use of illegal or legal substances or medical reasons while in the classroom, clinical agency or laboratory to which the student is assigned will be immediately removed from the area by the instructor or the ADN Program Dean. The student will be informed of the reason for removal, and told not to return to the clinical area until advised in writing by the ADN Program Dean. Unless there are extenuating circumstances, the student will be dismissed from the nursing program for violation of the substance abuse policy and unsafe performance/patient endangerment and all fees and tuition will become due and payable. When the violation of code behavior does not occur in the area but it is in the professional judgment of the instructor that the student's behavior has not posed or does not pose a potential substantial risk to the wellbeing of the patients, the student will be removed from the clinical, theory or laboratory area and referred for immediate (within 24 hours) drug testing. If the student refuses immediate drug testing, the student will be dismissed from Stevens-Henager College's Nursing Program. If the results of the drug testing are positive, the student will be removed from Stevens-Henager College nursing program for violation of the substance abuse policy. Students will be responsible for the cost of such testing. ***If student has a license (i.e. LPN) the school will also notify DOPL of unsafe practice.***

All students who enter Stevens-Henager College Associate Degree in Nursing Program must confirm that they will never enter the clinical area when impaired due to the use of legal or illegal substances or a medical condition which has the potential to impair functioning or pose a risk to patients.

## EMPLOYMENT

Recognizing that students may need to be employed while they are in the nursing program, **it is the student's responsibility** to see that no conflict(s) occur(s) with employment that would interfere with the student's scholastic performance. If it is deemed that the student's employment is interfering with their academic success they will be counseled by the Dean of Nursing and may have to cut back on work hours. The student will not be excused from any class/lab/clinical hours to meet work obligations. It is highly recommended that students significantly limit work hours to maximize their success in the nursing program.

## HEALTH INSURANCE

All students are required to carry comprehensive health insurance while they are in the nursing program. **The costs for this insurance are the responsibility of the student.**

## HEALTH REQUIREMENTS

Assessment of the student's mental and physical competency to participate in clinical experiences is an ongoing process performed by the faculty. If the student demonstrates behaviors that may indicate that they are not physically, mentally, or emotionally competent to provide safe patient care, the faculty will send the student to the Dean of Nursing. The cost(s) for the exam and, if necessary, treatment is **the student's responsibility**.

If the qualified health care provider determines that the mental and/or physical health of the student interferes with safe clinical practice, the student may be granted a temporary drop status. The Drop status will be terminated after the student submits a written Health Status Report from a qualified health care provider to the Dean of the Nursing Program stating the student is mentally/emotionally/physically competent to resume all school activities, including clinical experiences. The Dean will then decide the appropriate point of re-entry into the Nursing Program, based on time missed, the ability of the student to achieve the course objectives, the sequence of courses being offered, and the availability of program placement space. The Dean of the Nursing Program will inform the student in writing of the decision.

## IMMUNIZATIONS

All students must have an **annual 2 Step TB skin test, or Quantiferon and Flu immunization**. A chest x-ray will be required if the TB skin test is positive. If the chest x-ray is negative, repeat chest x-rays will not be required unless symptoms or conditions develop that could contribute to tuberculosis. Serologic confirmation of immune status or documentation of immunization to rubella, mumps, and rubeola are required of each student. If the student has not had active varicella, an immunization will be required. Diphtheria, Tetanus and Hepatitis B immunizations are required. Documentation of immune status must be attached to the health form submitted to the Dean of the Nursing Program prior to student's admission to the nursing program. Please note that some facilities may require seasonal and other types of flu vaccines.

## PHYSICAL EXAMINATION

All students are required to have the results of a current physical examination and immunizations on file with the Nursing Program. **It is the responsibility of the nursing student to keep this information current.** A nursing student's physical and emotional condition must be such that the performance of nursing actions will not jeopardize the client's safety. Strenuous physical activities are expected when performing nursing actions. Activities may include, but are not limited to: use of fine motor skills, lifting, pushing, pulling, stooping, walking, and carrying more than 50 pounds. The ability to see, hear, and communicate must be at a level which enables the collection of patient data, and the safe administration of nursing actions to meet patient needs.

When, in the judgment of the faculty, there is a concern for a student's physical or emotional well-being or patient's safety, the student may be referred to the Dean of Nursing. The Dean may request that the student submit a health status report stating that the student is mentally/emotionally/physically capable of resuming all learning activities, including clinical experiences. The Dean reserves the right to prohibit the student from clinical experience until such information is obtained from a qualified health care provider.

## PINNING CEREMONY

Upon satisfactory completion of all nursing program requirements, students from the Associate's Degree in Nursing Program are recognized for their specific nursing achievements during the pinning ceremony where faculty members mark the completion of the program. Pinning ceremonies are held **May** with graduation ceremonies. All pinning's will be done by the nursing faculty.

## **PREGNANCY**

A student is asked to report, in writing, her pregnancy and the expected date of delivery to the Dean of the Nursing Program as early in the pregnancy as possible. Included in the report must be a completed health status report signed by a qualified health care provider. **It is the responsibility of the student** to inform the Dean of any change in this status, and submit those changes on a health status report completed by a qualified health care provider. The pregnant student who is in good health may continue clinical nursing courses as long as, in the judgment of the Dean and the student's health care provider, the pregnancy will not interfere with the student's ability to meet course objectives. Students must continue to meet course attendance requirements. Depending upon the situation; the student may need to drop temporarily from the program. Newborns are not allowed in the classroom.

## **READMISSION**

Any student who does not continue in the nursing program for any reason, (e.g. personal or academic), must petition the Dean of Nursing for readmission.

- Applicants must repeat the Background check and Urine Drug Screen, if they have been out of the program 6 months or longer.
- Approval of placement after academic, financial and behavioral review has been performed by the Dean of Nursing and Campus President.

## **RECOMMENDATIONS and POLICY CHANGES BY STUDENTS**

Nursing students are encouraged to make suggestions and recommendations for course and program changes to the faculty or Dean of the Nursing Program. The suggestions and recommendations will be routed to the Faculty/Curriculum committee. Student representatives from each level of nursing are invited to attend the first Faculty/Curriculum meeting of each module to report on their cohort, make recommendations, and receive input from the program faculty and administration.

## **SMOKING**

Stevens-Henager College is a smoke free facility as of July 1, 2010. The faculty is committed to maintaining the highest professional health standards. Since the primary purpose of nursing is promotion of health, it is strongly recommended that students do not smoke at all, but particularly while on clinical assignment. The odor of smoke lingers on fingers, clothing and breath and may be offensive to patients, especially those who are nauseated or have sensitivities or allergies to odors.

While faculty prefer that students do not smoke, smoking is permissible **ONLY** during designated breaks and lunch in accordance with the smoking policies of any agency providing the learning experience. Students must ensure that there is no evidence of their smoking odor when working with their patients. **It is the responsibility of the student** to adhere to individual agency smoking policies. Any violation of these terms will result in one written warning and will be reflected in their clinical and professional grades. Upon a second occurrence, students risk dismissal from the program.

E-cigarettes and/or vaping are not allowed in class or inside the campus.

## STUDENT GOVERNANCE

Student representatives are encouraged to attend Faculty/Curriculum meetings to provide input on the development of academic policies and procedures. All nursing students will provide program and course evaluations through the following process:

- Meeting with the nursing program's faculty advisor
- Meetings with the nursing program's administration
- Monthly written course and faculty evaluations
- Meetings with clinical faculty and preceptors

If a student or class wishes to bring a concern/grievance to the faculty meeting, they should first contact the Dean of Nursing.

## NCLEX

Please go to the Utah Department of Occupational and Professional Licensure's website ([www.dopl.utah.gov](http://www.dopl.utah.gov)) for more detailed information regarding the RN-NCLEX.

The SHC nursing program provides 8-10 weeks of HESI and NCLEX preparation for the nursing students.

## KAPLAN LIVE NCLEX REVIEW:

After the last 2 courses NUR2221 and NUR2250 the students will participate in a live NCLEX review provided by Kaplan (expense is SHC). This live review will be three 8-hour days on a Monday through Thursday. The cohort will be given the HESI Exit Exam on Friday after the completion of the Kaplan Live Review.

## HESI Exit Exam

The HESI Exit Exams are used by many Nursing schools to evaluate a student's readiness for their NCLEX-RN exams. The HESI Exit Exams are developed by Elsevier and are intended to match the latest NCLEX test plans. Nursing programs typically administer the exams during the last semester of the RN program. The results of the HESI exam are used by the school and the student to identify strengths and weaknesses and identify any remediation needs. Most Nursing schools require a student to pass their HESI Exit Exam prior to graduation. The question formats on the exit exam can be any of the following types: multiple choice, multiple response, fill in the blank, hot spots, charts or drag/drop. Studies have shown that success with a score of **900** or greater on the HESI Exit Exam is an accurate predictor (**up to 98%**) of success on the NCLEX exam.

**HESI Exit Exam Scoring** As mentioned previously, the intent of the HESI Exit Exams is to predict success on the NCLEX exam. The scoring table below shows how the HESI scores correlate to predicted success on the NCLEX.

- >950 – OUTSTANDING probability of passing
- 900-940 – EXCELLENT probability of passing
- 850-899 – AVERAGE probability of passing
- 800-849 – BELOW AVERAGE probability of passing
- 750-799 – Additional preparation needed
- 700-749 – Serious preparation needed
- 650-699 – Grave danger of failing
- <649 – Poor performance expected

## **HESI Exit Exam Content Areas**

The HESI Exit Exams are a comprehensive evaluation of the entire Nursing curriculum. The core areas tested include:

- **Nursing Process** (Assessment, Analysis, Planning, Implementation, Evaluation)
- **Client Needs** (Safe/Effective Environment, Management of Care, Safety and Infection Control, Health Promotion and maintenance, Psychosocial Integrity, Physiological Integrity, Basic Care and Comfort, Pharmaceutical and Parenteral Tx, Reduce Risk Potential, Physio Adaption)
- **Specialty Area** (Community Health, Critical Care, Fundamentals, Geriatrics, Maternity, Medical Surgical, Pathophysiology, Pediatrics, Professional Issues, Psychiatric/Mental Health)

**STEVENS-HENAGER COLLEGE**  
**Associate Degree in Nursing Education**  
**HESI RN EXIT EXAM POLICY**

The student **is required to** pass the HESI RN Exit exam to graduate from the nursing program at Stevens-Henager College (SHC). The student will be offered **Four (4)** opportunities to be successful on the HESI Exit Examination in a Six (6) month period of time. The HESI RN Exit Exam will be given after the student has completed the 3-day Kaplan NCLEX Live Review, on the 4<sup>th</sup> day Kaplan exam, and on day 5 of that week you will take the HESI Exit Exam. The HESI Exit Exam consists of 160 items and is an adaptive comprehensive exam covering all areas of nursing. Items are similar to those seen on the NCLEX-RN Exam, and therefore this exam is a useful tool for assessing a student's readiness to take the NCLEX-RN Exit exam. The passing benchmark score is 900 or greater. Earning a benchmark score of 900 or greater is a requirement for graduating from the SHC nursing program. SHC will purchase the first 2 exams. Should the student not pass the HESI Exit exam after 1 attempt, they may take the HESI RN Exit exam **two (2)** more times at their cost. The student will have **6 months and an opportunity to take a total of 4 exams** starting from the last day of The Kaplan Review to pass the HESI RN Exit Exam. There will be a 2-week remediation period between each failed HESI RN Exit Exam. This time will be used for study and tutoring with faculty. If the Dean of Nursing feels the student needs more time for remediation between exams, he/she will make that determination at the time. If the student does not pass the HESI Exit Exam **after the 4<sup>th</sup> attempt in the 6 months period allowed**, the student **will be dropped from the nursing program**.

**Acknowledgement of Policy**

By signing below, I acknowledge that I \_\_\_\_\_  
have read and understand this document regarding the HESI Exit Exam.

Student Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Dean of Nursing \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**STEVENS-HENAGER COLLEGE  
NURSING PROGRAM CONSENT  
TO USE STUDENT WORK/PHOTO**

**Name:** \_\_\_\_\_

Throughout the nursing program, samples of students' written or oral work, which reflect course or program outcomes, may be requested.

That copies of my written work, including journals, term papers, and other written and oral course assignments, may be retained by the College of Nursing, faculty or administration and used to document student work in accreditation reports, used/quoted in faculty research, publications, oral presentations, and other public forums, or prided as examples of assignments for other students.

Permission for my photo to be taken and used by the College of Nursing in presentations, catalogues, brochures, other publications, and other public forums.

YES       NO

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date









**STEVENS-HENAGER COLLEGE  
NURSING STUDENT HANDBOOK CHECKLIST**

I \_\_\_\_\_ hereby state that I have received the Nursing Program  
Print Name

Student Handbook. I understand that I must comply with all the policies in the handbook to remain in the Nursing Program.

Specific policies within the Nursing Student Handbook I need to understand and follow are the following (please put initials to indicate acknowledgment)

\_\_\_ **Grades:** I understand that to remain in the Nursing program I must maintain an academic grade above a "B"(80%) in each nursing course to continue in the program. I must also maintain a Professional grade of a "B" or higher to continue in the program and a GPA of 3.0 or greater.

\_\_\_ **Attendance:** Students need to be in attendance at all theory, labs, preceptorship and clinical assignments. I realize that being late affects my class participation and Professional Grade. I understand that if I do not attend theory, lab, and/or clinical, without prior approval, I will fail the course and have to wait until the next available spot to continue the program.

\_\_\_ **Emergencies:** I understand that if an absence is due to an emergency or immediate family death, I will contact my instructor as soon as possible. It will be up to the instructor and the Dean of Nursing to determine the consequences of the absence.

\_\_\_ **Clinical & Preceptorship attire:** I understand the policies for clinical attire and know I will be sent home if I do not conform to SHC policies.

\_\_\_ **Dress Code:** Uniforms are clean and neat and visible (no hoodies or sweaters) to the staff at the hospital. Name tags are visible on torso. All students with long hair must have it pulled up above their necks. Smoking is not allowed during clinical assignments, except at lunches. Any tattoos must be covered.

\_\_\_ **Late work:** I understand that late assignments will **NOT BE ACCEPTED!** If there is an exception it needs to be taken to the Dean.

\_\_\_ **Module deadline:** I understand the deadline for assignments is the last day of the Module and no work will be accepted by the instructor after that day.

\_\_\_ **Employment:** I understand that if I am employed while in the nursing program that my work schedule will not interfere with the time scheduled for study, theory, lab or clinical

\_\_\_ **Background and Urine Drug Screens:** I understand that I am responsible to complete 2 Background and Urine Drug Screens for the nursing program. #1 before being accepted into the program and #2 before graduating the program.

**Student please initial by each item listed.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Student Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Nursing: \_\_\_\_\_ Date: \_\_\_\_\_

## CLINICAL & PRECEPTORSHIP SCHEDULING POLICY NURSING PROGRAM

- You will receive the clinical assignments approximately 4 weeks before you are scheduled to start a new course. (Pending the clinical facilities cooperation)
- The clinical facilities often determine how quickly we can provide the schedule to you.
- Preceptorship assignments are complicated. You may not receive your assignment until a week before; the nursing program has to wait for the facility to give us information on the preceptors. You may not pick your preceptor. If you happen to work at a facility, we utilize for preceptorship please **DO NOT** ask or discuss the possibility of doing your preceptorship there with a supervisor or the education department.
- In NUR2240 – Mental Health Nursing you will be given a sign-up sheet for your preceptorship. We call this the “Wish List”. You may request to facilities where you would like to perform your preceptorship. The Dean of Nursing will do his/her best to schedule you in one of those facilities. (It is up to the clinical facility).
- You may trade with classmates, for clinicals to better accommodate your personal needs up until 2 weeks before the class is scheduled to start.
- You must fill out the clinical exchange form (in the yellow folder on the Dean office door) to notify the Dean of any clinical trades. Please do not call or text the information; use the form.
- 2 weeks before the class starts the schedule will be considered final and **no more trades will be allowed** without obtaining special permission from the Dean of the program.
  - The request will not be granted unless it is an emergency, and the Dean of Nursing has given approval.
  - Birthdays, weddings, anniversaries, family gatherings, work conflicts, childcare issues, sporting events or other scheduling conflicts **will not** be considered emergencies!

I \_\_\_\_\_ have read the information provided  
Print Students Name  
regarding clinical scheduling.

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

**STEVENS-HENAGER COLLEGE  
NURSING PROGRAM ATTENDANCE POLICY  
Effective: 9/9/2013**

Students are expected to attend **EVERY** didactic class, **SIM lab** and **clinical** assignment they are scheduled for. In the event that a student must miss a day, the student must inform the instructor. **You may NOT miss more than 1 day per course this includes general education, science, nursing theory class, SIM lab, and clinical, or you may be failed from the program.** If a student misses a day for a severe illness or emergency, the student must notify and meet with the Dean of Nursing.

I am signing this document to confirm I understand the contents of this document:

_____ Student Signature	_____ Student Print Name	_____ Date
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Thank you,

_____ Stephanie Slater, EdD (c), MSN/Ed, RN Dean of Nursing Stevens-Henager College	_____ Date
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**DRUG TESTING FOR REASONABLE CAUSE  
ASSOCIATE DEGREE NURSING PROGRAM**

If reasonable cause exists to suspect a student is not free of illegal drugs, he/she will be required to complete a new drug test at that time. This test will be done through Corporate Screening. The college will not be responsible for the cost of this test. Any student receiving a confirmed positive drug test **one time** will not be eligible to continue in the program.

The Dean of Nursing, must request a test if reasonable cause exists. The student must complete the drug test at a time and place designated by the college. The student is required to complete a release directing the company/agency conducting the drug test to send the results directly to the Dean of Nursing at SHC.

Unless appealed, the drug test result reported by Corporate Screenings MRO is final. A student can request to have his/her original specimen retested. The request must be submitted in writing to the Dean of Nursing, the student is required to pay for the urine drug test utilizing Corporate Screening.

**Once the drug test analysis and the GC/MS confirmation are completed and the Medical Review Officer (MRO) has reported the results of the second set of testing those results are final and cannot be appealed.**

I \_\_\_\_\_ am signing this to acknowledge that I  
Print Students Name

have read and understand the information and have received a copy of this policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Nursing Signature

\_\_\_\_\_  
Date

**STEVENS-HENAGER COLLEGE**  
**NURSING PROGRAM DRESS CODE POLICY**  
**Effective: 4/10/2017**

The following guidelines are to be applied to the classroom, lab, official activities and clinical facilities. Students who fail to uphold the dress code policies will be sent home.

**Student Identification**

Picture identification badges are to be worn at all times while in clinical. The student name badge should include the first name of the student and Student Nurse. Students requiring replacement badges are to see the Dean of Nursing.

**Uniforms and Grooming:** Attention to the patient is the primary focus. Any attention to the student nurse must be based upon performance, not personal decorations, odor, or non-professional grooming.

- *Uniforms* are to be clean and ironed
- Sweaters or “hoodies” that cover the uniform **may not** be worn in the clinical setting; you can wear them on campus. An additional T-shirt may be worn under the scrub top for warmth; however, it must be white or black (short or long sleeved). The student may also, at their cost wear a teal colored scrub jacket.
- White or black, toe enclosed *shoes* are to be clean at all times.
- *Cosmetics* should be used in moderation
- *Perfume* or cologne is **NOT** permitted
- *Hair* is to be worn off the face and restrained if below the jaw level
- *Jewelry* is permitted under the following conditions: wrist watch, ring (engagement ring (stone must not be elevated) or wedding band) small earrings (one pair of small stud earrings in the ear lobes only).
- *Nails* must be short with may only have clear nail polish. **NO overlays, gels, colored polish or acrylic are permitted.**
- No visible *tattoos* are permitted. If the student has tattoos, they must be concealed in clinicals, and at any SHC nursing functions.
- All body *piercings* and jewelry must be removed. If you have gage ear lobes they need to be covered or replaces with flesh tone gages. Students are permitted to wear small post earrings. Please **DO NOT** wear necklaces to your clinicals this could potentially cause harm to you or the patient

\_\_\_\_\_  
Nursing Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Nursing Student Printed Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Nursing

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date