

BLOOMSBURG UNIVERSITY SCHOOL OF NURSING



RN-BSN STUDENT HANDBOOK

2022-2023

SCHOOL OF NURSING STUDENT HANDBOOK RN-BSN

2022-2023

**Prepared by
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Effective May 1986
Revised July 2022

NOTICE

The provisions of this handbook are not to be regarded as an irrevocable contract between the school, department, and the student. The School of Nursing reserves the right to amend any academic, administrative, or disciplinary policy or regulation (or fee) described in this handbook. A notice will be provided to students affected.

Requirements for graduation, as well as curricula, may change throughout the student's matriculation. Such changes will not be retroactively required.

Exceptions may be necessary when changes in professional certification or licensure standards mandate revisions in academic requirements.

LETTER TO INCOMING STUDENTS

Congratulations!

Your admission into the School of Nursing is the first step toward a challenging and fulfilling professional career. The faculty and staff welcome you and are your resource to completing the degree requirements.

This handbook is intended to guide you through your academic career at Bloomsburg University. You will be notified of any revisions made via email. An updated version of the handbook can be found at www.bloomu.edu/nursing.

On behalf of the faculty and staff, congratulations and best wishes for a successful academic career at Bloomsburg University

Sincerely,

**Dr. Jessica Bower
Chairperson, Undergraduate
School of Nursing**

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SECTION I

STRUCTURE AND GOVERNANCE

- A. Mission Statements and BSN Curriculum Framework**
- B. Organizational Structure**



BLOOMSBURG UNIVERSITY MISSION STATEMENT

Bloomsburg University of Pennsylvania is an inclusive comprehensive public university that prepares students for personal and professional success in an increasingly complex global environment.

BLOOMSBURG UNIVERSITY VALUE STATEMENT

Bloomsburg University of Pennsylvania students, faculty and staff value:

- Collaboration
- Community
- Critical thinking
- Diversity
- Excellence
- Integrity
- Knowledge
- Opportunity
- Personal and professional growth
- Respect

BLOOMSBURG UNIVERSITY VISION STATEMENT

Bloomsburg University aspires to:

- be a premier public comprehensive university, recognized as a center of thinking, learning and academic excellence.
- anticipate and address the changing needs of the Commonwealth.
- be a diverse community that produces positive change.
- provide resources to maximize opportunities for success.
- be a good steward of our resources and the environment.
- develop individuals to be contributing citizens.

COLLEGE OF SCIENCE AND TECHNOLOGY MISSION STATEMENT

The College of Science and Technology (COST) is committed to providing high quality undergraduate and graduate programs for all students. To that end, the faculty provides the best instruction and academic experience for their students. Further, the College of Science and Technology is committed to being a community of scholars who teach, learn, engage in research, disseminate latest findings in science, technology, and health sciences. Faculty share their knowledge with scholars nationally and internationally. Also, faculty aggressively seek grants to acquire and maintain state-of-the art facilities and equipment which enhances teaching and learning. The college serves as a resource of knowledge for the community and welcomes partnerships with industrial, educational, health-care agencies and governmental entities.

DEPARTMENTAL MISSION STATEMENT

The faculty of the Department of Nursing accepts as its own the mission of Bloomsburg University and recognizes education for professional nursing as an integral part of higher education. The educational process integrates concepts drawn from the liberal arts and sciences into the baccalaureate, masters, and doctoral programs in nursing to assist students in acquiring the knowledge, skills, values, attitudes, and professional behaviors essential to beginning or advanced practitioners of professional nursing.

Effective May 1992

Revised: June 2011; October 2020

DEPARTMENTAL PHILOSOPHY

PERSON

The faculty believe that the person is an open system interacting with other systems – family, group and community. The person is a holistic being with biopsychosocial spiritual and cultural needs. As an open system, the person is in continuous and dynamic interaction with the environment. The person adapts to changes in this environment and grows throughout the life span. The faculty believe in the inherent worth and uniqueness of individuals and populations. Each person possesses human sameness yet reveals unique cultural, racial, religious, gender, lifestyle, genetic, and age-related characteristics. Each person has the right to be treated with dignity and respect in a nondiscriminatory manner.

ENVIRONMENT

The faculty believe that the environment is multidimensional, global, dynamic, and integral to persons and their biopsychosocial, spiritual, and cultural needs. Environment encompasses diverse sociocultural, psychological, technological, and physiological elements. These elements influence and are influenced by the interaction of legal, ethical, physical, economic, sociological, and political forces. People experience the environment as individuals, families, and communities who share common beliefs and values. Given the dynamic and reciprocal relationship between the person and the environment, nursing must be responsive to lifestyle and environmental factors that are major determinants of population health.

HEALTH

The faculty believe that health is a dynamic process across the life span, up to and including end-of-life. Individual and population-based health is defined and influenced by the health/illness beliefs, values, attitudes, and practices of individuals, families, communities, and populations. Health is defined by the individual. Dynamic relationships among evolving individuals, families, and communities and changing social and environmental contexts are critical determinants of health.

NURSING

The faculty believe that nursing is a professional discipline that is both an art and a science. Nursing focuses on the person as individuals, families, communities, and populations in a caring and holistic manner. Nursing is a process of simultaneous, purposeful actions that are theory-based, contextual and grounded in critical thinking, clinical reasoning, and the scientific method. The goal of nursing is to promote optimal health and prevent disease and injury at individual and population levels. As practitioner, teacher, leader/manager, and consumer of research, the baccalaureate nurse values a sense of inquiry and participates in the process of retrieval, appraisal, and synthesis of evidence in collaboration with the person and other inter-professionals to guide practice and improve patient outcomes. At the master's level, the advanced practice nurse assumes leadership as a practitioner, educator, manager/administrator, consultant, and researcher in specialized areas of nursing practice. The faculty believe that it is essential to educate nurses who view the profession as a scientific discipline possessing a belief system reflecting ethical values, practice according to professional standards, demonstrate concern for humankind, and commit to life-long learning, self-reflection and ongoing self-awareness development.

Effective May 1992

Revised May 1996; December 1999; December 9, 2005; April 17, 2009

CURRICULUM: PROGRAM FOUNDATION
BSN PROGRAM GOALS

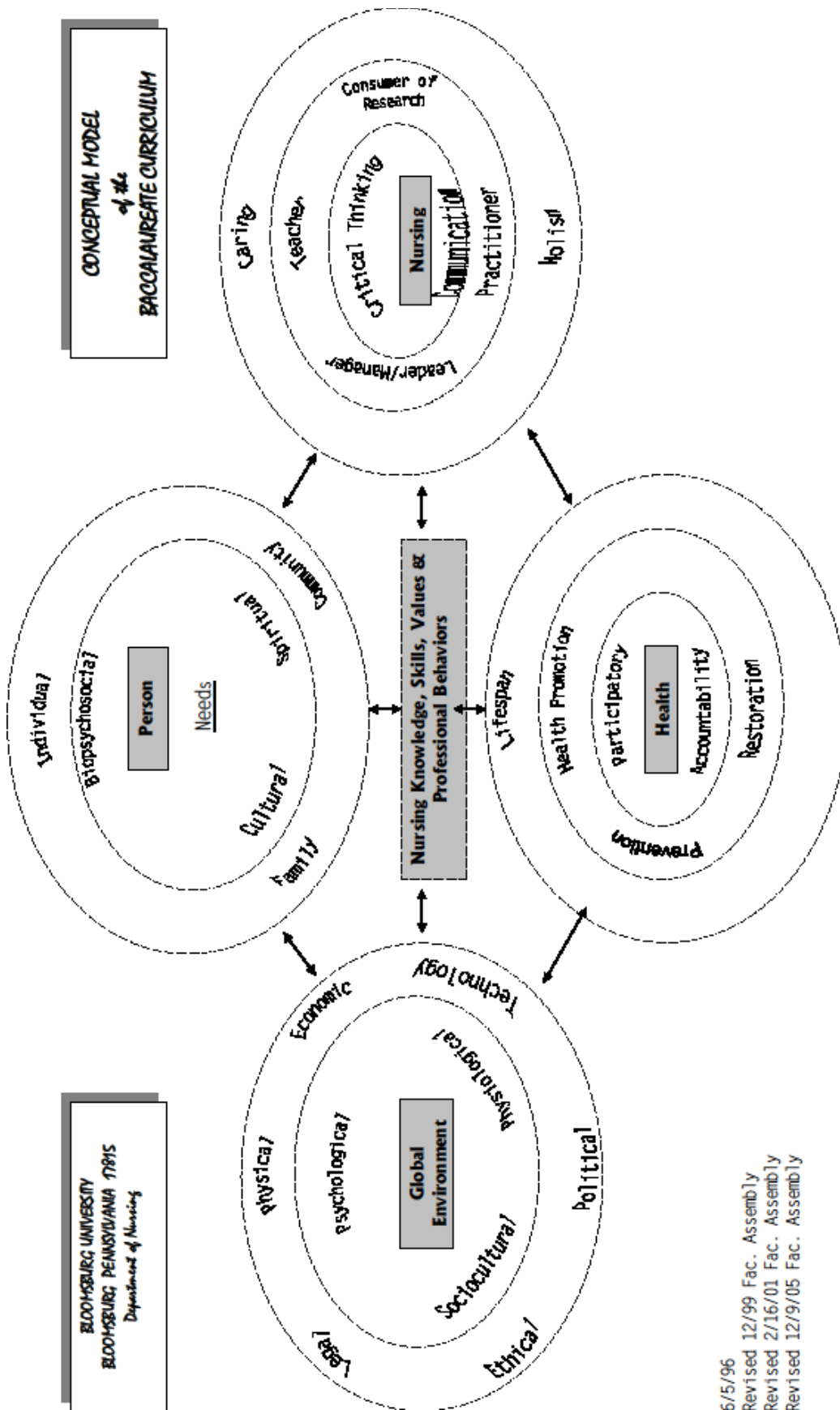
The goals of this program are to assist students to assume the roles of the nurse generalist as a:

1. Provider of care who attains the competencies required of a professional nurse, including application of relevant knowledge, skills, values and other professional behaviors designed to help the person attain an optimal level of functioning
2. Designer/manager/coordinator of care who collaborates with others to promote health in a diverse and multicultural society
3. Member of a profession who values and engages in activities designed to enhance personal growth and promote professional role development through lifelong learning.

Effective May 1992

Revised April 1997; December 9, 2005

Revised 11/13/09 Faculty Assembly



6/5/96
Revised 12/99 Fac. Assembly
Revised 2/16/01 Fac. Assembly
Revised 12/9/05 Fac. Assembly

EXPLANATION OF THE CONCEPTUAL MODEL OF THE BACCALAUREATE CURRICULUM

The conceptual model of the curriculum reflects the mission, philosophy, and goals of the baccalaureate program in nursing at Bloomsburg University. The nursing faculty identifies person, environment, health, and nursing as the major concepts of the curriculum. The model expands on the conceptual meaning of these ideas.

PERSON

The concept of the person is presented throughout the curriculum in the context of general systems theory. Systems are organized into hierarchies such that each system has both subsystems and suprasystems. Thus, within the cultural suprasystem the person, as an open system, is composed of biopsychosocial and spiritual subsystems. The person exists as a subsystem of family and community. The concept of person is developed across the undergraduate curriculum in increasing levels of complexity.

The person has biopsychosocial, spiritual, and cultural needs. These are conceptualized in the undergraduate nursing curriculum as those described by Maslow and Erikson. Human needs, as defined by Maslow, are hierarchical in that basic needs must be met before higher needs can be pursued. In Maslow's hierarchy, these needs are, in ascending order, survival, safety and security, love and belonging, esteem, and self-actualization. Throughout the curriculum, the person is viewed holistically; i.e., all levels of needs are considered even though some may assume priority at any given time.

Development of the person is a process that continues across the life span. Erikson provides a framework for the major developmental tasks from birth to death. The stages of human development are introduced in the first and second years of the curriculum. Concepts are applied throughout the third and fourth years with persons in all stages of development.

ENVIRONMENT

Throughout the curriculum, the concept of a global environment is developed as a multidimensional, dynamic concept that affects individuals, families, and communities. All aspects of the environment are considered in each course, including sociocultural, psychological, physiological, legal, political, economic, technologic, and physical concepts.

HEALTH

The concept of health is developed across the curriculum by emphasizing health promotion, disease and injury prevention, health restoration, and rehabilitation strategies that will help the person attain an optimal level of physical, mental, social, and spiritual functioning across the lifespan. People in all stages of living, including those at the end of their lives, are growing and developing.

Health promotion includes the use of human resources that maintain or enhance well-being. Disease and injury prevention consist of activities that protect people from actual or potential health threats and their harmful consequences. These activities address the developmental, environmental, genetic, and lifestyle factors that are the major determinants of health, illness, disability, and mortality. Restorative strategies emphasize early recognition and therapy for existing health problems. Rehabilitation involves efforts to reduce disability and, as much as possible, restore function.

Health care is influenced by education, information technology, financial and regulatory policies, and current local, national, and global issues of access, affordability, and social justice. Optimal health requires the person to be active and accountable within a developmental context. The nurse works collaboratively with the individual, family, and community in the attainment of optimal health.

NURSING

The concept of professional nursing is presented and developed throughout the curriculum through the interactive roles of practitioner, teacher, leader/manager, and consumer of research. The faculty facilitate the student's increasing independence as a professional nurse. Through the development of critical thinking, the student uses theory and evidence to make clinical decisions. Communication forms the basis for building interpersonal relationships with clients and members of the health team. The professional nurse provides caring and holistic health care to clients in a variety of settings within the legal and ethical parameters of the profession.

6/5/96

Reviewed December 1999

Revised 12/9/05 Fac. Assembly

Revised 11/20/09 Faculty Assembly

PROGRAM OUTCOMES

The graduates of this program will demonstrate the ability to:

1. Apply knowledge synthesized from a liberal education in the arts, sciences, and humanities.
2. Employ critical thinking to solve problems and make decisions.
3. Communicate and collaborate effectively using a wide range of resources to improve health outcomes.
4. Use comprehensive and holistic assessment findings to diagnose, plan, deliver, and evaluate quality care.
5. Use information/health care technologies, research, and evidence- based knowledge in the delivery of nursing care.
6. Use leadership and management skills to promote quality, safe, and cost-effective health care.
7. Acquire, interpret, and utilize information related to health care policy, finance, and regulatory agencies to improve health care.
8. Use teaching/learning principles to educate persons and populations regarding health promotion, disease and injury prevention, and disease management.
9. Incorporate professional values and behaviors into holistic practice within a diverse, cultural, global society.
10. Assume accountability for personal and professional growth.

Effective October 1983

Revised May 1992

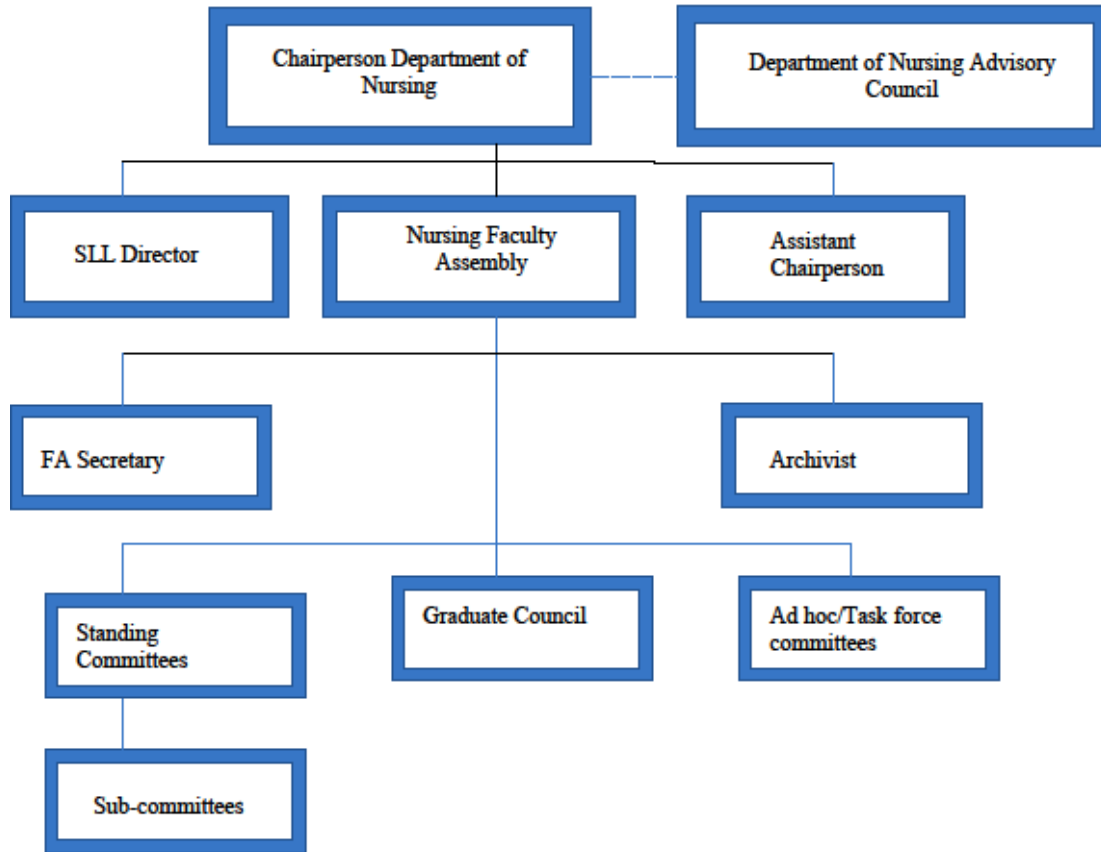
Revised April 2000/Faculty Assembly

Revised November 2009/Faculty Assembly

B. Organizational Structure



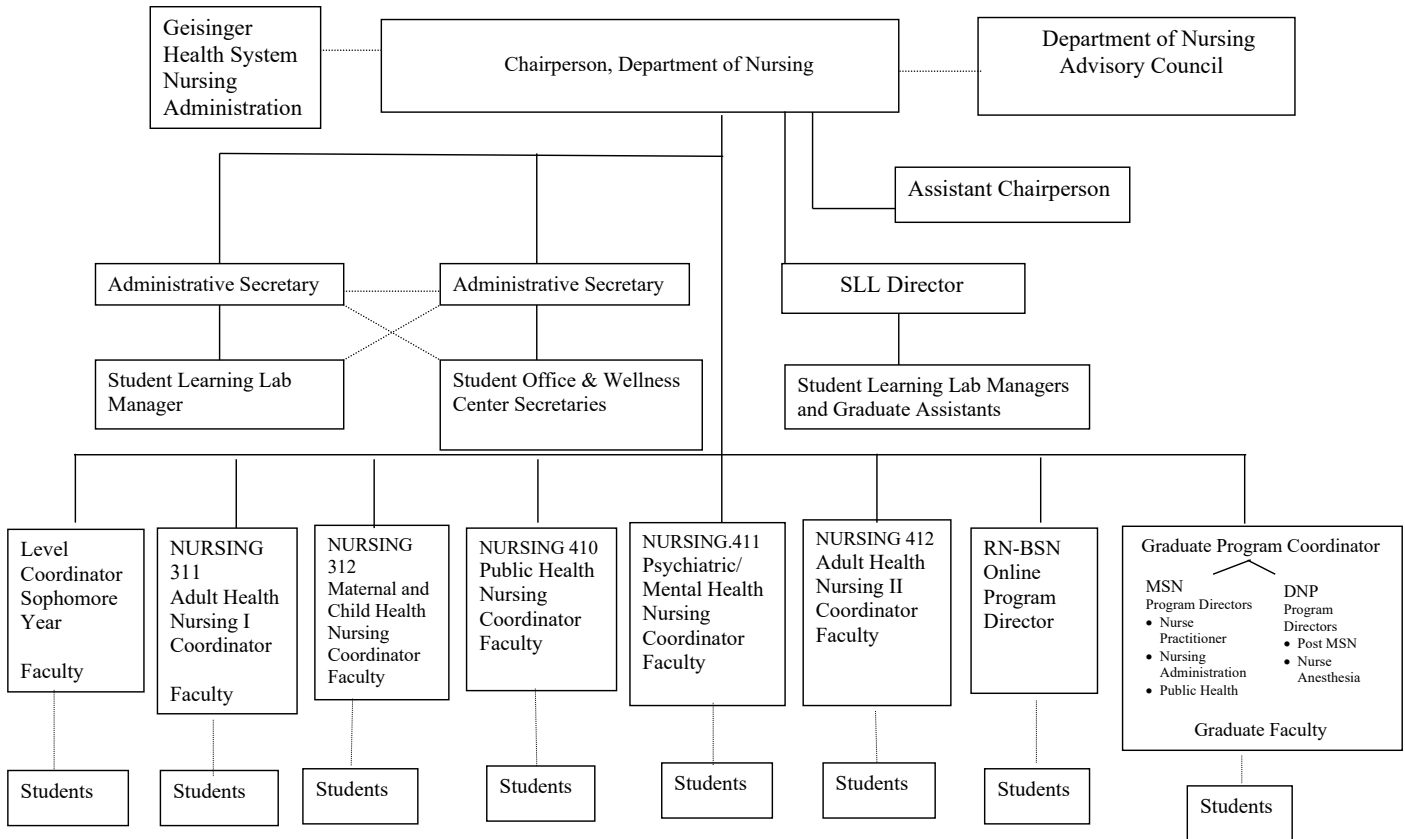
BLOOMSBURG UNIVERSITY
DEPARTMENT OF NURSING
FACULTY ASSEMBLY ORGANIZATIONAL CHART



----- Communication relationship
 _____ Line relationship

Revised CJ 1/17
 Faculty Assembly Approval April 28, 2017

BLOOMSBURG UNIVERSITY
 Bloomsburg, Pennsylvania 17815
 Department of Nursing



Approved Faculty Assembly April 23, 1992
 Revised June 2008
 Approved Faculty Assembly February 19, 2010
 Approved Faculty Assembly September 5, 2014
 Faculty Assembly Approval March 6, 2015
 Faculty Assembly Approval September 26, 2016
 Faculty Assembly Approval May 14, 2018: Updated 7/8/2021

1.01.3

SECTION II

BSN PROGRAM OF STUDY

- A. RN-BSN Degree Requirements**
 - 1. RN-BSN Program Planning Sheet**
 - 2. RN-BSN Program Sequence Sheet**
 - 3. RN-BSN Course Descriptions**
- B. University Requirements**
 - 1. General Education Requirements**



BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE

Students in the RN-BSN program in nursing must satisfactorily complete 120 semester hours of credit to be awarded the Bachelor of Science in Nursing (BSN) degree. These semester hours include general education, prerequisites, and nursing requirements. In addition to those semester hours that are earned at Bloomsburg University and credited toward the degree, credits may be awarded through the transfer process or earned through successful completion of institutional and/or approved external examinations.

Residency requirements mandate that at least 30 of the last 60 semester hours credited toward a bachelor's degree must be taken in residence at Bloomsburg University. Credits earned through advanced placement or "credit by examination" do not qualify for these 30 semester hours.

BLOOMSBURG UNIVERSITY
Department of Nursing
COURSE PLANNING FOR RN-BSN PROGRAM

STUDENT: _____

Circle/mark full-time or part-time **FT** or **PT**

ADVISOR: _____

START DATE: _____

Undergraduate Block Credit (includes 36 credits for all RN) = 63 minimum

Undergraduate Block Credits may vary from 63-81 and above. Students must meet residency at Bloomsburg University by completing 30 of their last 60 credits at BU

I.	Required Nursing Courses (19 Credits)	Credits	Taken
	NURSING 305 Role Development for the Professional Nurse	3	_____
	NURSING 306 Introduction to Nursing Research	3	_____
	NURSING 451 Transcultural Health	3	_____
	NURSING 310 Family Nursing	2	_____
	NURSING 314 Nursing Care of Older Adults	2	_____
	NURSING 100 Personal Health	3	_____
	NURSING 230 Drug Use & Abuse in Society	3	_____
II.	Required Clinical Sequence (9 Credits)		
	NURSING 410 Public Health Nursing	5	_____
	NURSING 414 Leadership & Management	4	_____
III.	Required Course (3 Credit Prerequisite)		
	MATH 141 Statistics	3	_____
	REQUIRED as a Pre-Requisite for NURSING 306		
IV.	Suggested Elective Courses - to satisfy 120 credit requirement or residency if needed		
	COMMSTUD 313 Conflict Management	3	_____
	ECON 150 Introduction to Health Care Economics	3	_____
	INTSTUDY 231 Technical Writing	3	_____
	MGMT 244 Principles of Management	3	_____
	PHIL 290 Medical Ethics	3	_____
	POLISCI 181 Contemporary Issues in World Politics	3	_____
	SPECED 101 Introduction to Exceptionalities	3	_____
	Elective	3	_____
	Elective	2	_____

TOTAL CREDITS = 120

RN-BSN PROGRAM
2 – Year Sequence of Study

	FALL	WINTER	SPRING	SUMMER
Yr 1	NURSING 305 Role Development 3 cr General Education 3 cr General Education <u>3 cr</u> TOTAL 9 cr	MATH 141 Statistics <u>3 cr</u> TOTAL 3 cr	NURSING 306 Nursing Research 3 cr NURSING 230 Drug Use & Abuse in Society 3 cr General Education <u>3 cr</u> TOTAL 9 cr	NURSING 451 Transcultural Health 3 cr NURSING 310 Family Nursing 2 cr General Education <u>3 cr</u> TOTAL 8 cr
Yr 2	NURSING 414 Leadership & Management 4 cr General Education 3 cr General Education <u>3 cr</u> TOTAL 10 cr	NURSING 100 Personal Health <u>3 cr</u> TOTAL 3 cr	NURSING 410 Public Health 5 cr General Education 3 cr General Education <u>2 cr</u> TOTAL 10 cr	NURSING 314 Nursing Care of Older Adults 2 cr General Education. <u>3 cr</u> TOTAL 5 cr

3 – Year Sequence of Study

	FALL	WINTER	SPRING	SUMMER
Yr 1	NURSING 305 Role Development 3 cr General Education <u>3 cr</u> TOTAL 6 cr	MATH 141 Statistics <u>3 cr</u> TOTAL 3 cr	NURSING 230 Drug Use & Abuse in Society 3 cr General Education <u>3 cr</u> TOTAL 6 cr	NURSING 451 Transcultural Health 3 cr General Education <u>3 cr</u> TOTAL 6 cr
Yr 2	General Education 3 cr General Education <u>3 cr</u> TOTAL 6 cr	NURSING 100 Personal Health <u>3 cr</u> TOTAL 3 cr	General Education 3 cr NURSING 306 Nursing Research <u>3 cr</u> TOTAL 6 cr	NURSING 310 Family Nursing 2 cr General Education <u>3 cr</u> TOTAL 5 cr
Yr3	NURSING 414 Leadership & Management <u>4 cr</u> TOTAL 4 cr	General Education <u>3 cr</u> TOTAL 3 cr	NURSING 410 Public Health 5 cr General Education <u>2 cr</u> TOTAL 7 cr	NURSING 314 Nursing Care of Older Adults <u>2 cr</u> TOTAL 2 cr

*Sequence is subject to change.

**General education courses will be individualized based on number of credits transferred in.

RN-BSN COURSE DESCRIPTIONS

NURSING 100 Personal Health: A Multi-Dimensional Perspective 3 sem. hrs. (3:0 week)

Goal 9: 2 GEPs; Goal 10:1 GEP

Provides students with information and tools to maintain and improve their personal health through accountability for health behaviors and decision making. Major themes include exploration of: many dimensions of health; factors impacting the health and wellness of individuals; individual behaviors which promote change and improved health for self and others and; current health issues for individuals and society. This course is intended for students of all disciplines. Prerequisites: None

NURSING 230 Drug Use and Abuse in Society 3 sem. hrs. (3:0 week)

Goal 2: 1 GEP; Goal 10: 2 GEPs

Uses a multidimensional approach that emphasizes the confounding variables of biology, culture, family systems, to focus on critical issues relating to drug use and abuse. This course considers a variety of perspectives related to drugs and drug use— pharmacological, behavioral, historical, legal and clinical. The latest information on drugs, their effects on the human body and behavior, the family, and society is discussed. Substance abuse, substance dependence, intervention, referral and treatment are examined. Drug control policies, prevention, and legal aspects of drug use and abuse are explored. Opportunities for gathering and analyzing current information, and reflection on/examination of personal belief system about drug use and abuse within the context of personal and social responsibility are provided. Because drug use, abuse and dependence are leading public health and legal problems in the U.S., this course is intended for all majors. Prerequisites: None

NURSING 305 Role Development for the Professional Nurse (RN-BSN) 3 sem. hrs. (3:0 week)

Goal 2:1 GEP

Focuses on introducing the Registered Nurse to the conceptual basis and the role(s) of professional nursing. Students will apply concepts, principles, and a variety of theories derived from nursing and related disciplines in developing their professional roles as practitioner, educator, leader/manager, and consumer of evidence-based research. Insights derived from values clarification and self-awareness activities will be applied as students explore legal, ethical, political, and informatic issues in their own professional practice. Students will apply principles and strategies of effective communication and interprofessional practice as they work in collaboration with others in providing evidence-based, quality health care.

Prerequisites: Acceptance into the RN-BSN Program

NURSING 306 Introduction to Research and Evidence-Based Practice in Nursing 3 sem. hrs. (3:0 week)

Introduces students to the concepts, skills, and role of research in nursing and evidence-based practice in order to facilitate their development as consumers of research and in cultivating a spirit of inquiry in clinical practice. Major emphasis is placed on the contribution of research and evidence to the discipline and to the students' role in critically appraising evidence on which to base clinical decisions. Prerequisites: Basic statistics course

NURSING 310 Family Nursing 2 sem. hrs. (2:0 week)

Goal 4: 1 GEP

Focuses on culturally congruent nursing care of the family in present day society. Students are introduced to theory and concepts related to family health care nursing. The family nursing process is used to identify culturally appropriate health promotion and health maintenance strategies as well as social determinants resulting in health disparities. Assessment and analysis of sociocultural, economic, spiritual, and environmental factors on the family's health functions, perceptions, interpretations, and behaviors are explored.

NURSING 314 Nursing Care of Older Adults 2 sem. hrs.

Provides a comprehensive overview of the unique health care needs of the older adult. The target audience for this course is junior-level baccalaureate nursing students also enrolled in the Adult Health One (NURSING 311) course. The focus is on development of competency in providing evidence-based health care to older adults and their families across the continuum of health care settings. Attention is given to the complexity of acute and chronic conditions and geriatric syndromes, recognition of risk factors, valid assessment processes, and the development of individualized care. The importance of interdisciplinary collaboration is addressed. Factors influencing the aging process such as age-related physical changes, gender, race, culture, spirituality, roles, relationships, lifestyle, and societal beliefs are discussed. Controversial issues and myths related to aging, elder care, and death are critically analyzed from developmental, ethical, moral, spiritual, sociocultural, legal, and health care policy frameworks for impact on aging and wellness.

NURSING 410 Public Health Nursing 5 sem. hrs. (3:2 per week:3 hrs. theory/6 hrs. clinical)

Goal 4: 2 GEPs; Goal 10: 2 GEPs

Focuses on the use of demography, biostatistics, epidemiology, and population assessment to promote the health of individuals, aggregates, and populations. Participation in aggregate and population-focused activities such as assessment, planning, and implementation is cultivated. Collaboration with others to implement evidenced-based strategies for clinical prevention of illness, injury, disability, and premature death is advanced. Role development will be fostered through independent and interdependent activities with groups and organizations providing care with attention to health disparity, vulnerability, and culturally diverse populations. Prerequisites: NURSING 305 and NURSING 306 for RNs

NURSING 414 Leadership and Management in Nursing 4 sem. hrs. (3:1 per week:3 hrs.)

Focuses on management principles; including leadership theories and concepts, decision-making processes, budgeting guidelines and case management concepts. Content on public policy and health care economics is incorporated. Principles from this course are integrated into concurrent clinical courses to enhance professional role development for pre-licensure students and RN-BSN students. Prerequisites: NURSING 306 and NURSING 305 for RN-BSN

NURSING 451, NURSING 551 Transcultural Health Issues 3 sem. hrs. (3:0 week)

Goal 2: 1 GEP; Goal 4: 2 GEPs

Provide students with a global perspective of transcultural health issues. Students will analyze the cultural, social, educational, economic, political, and environmental forces that contribute to health on an international level. Major cultural and ethnic determinants of health in developed and developing countries will be compared. Approaches used by diverse cultures in various countries in solving their health care problems will be addressed. Research on transcultural health issues will be examined. The role of major international health organizations dealing with cultural and ethical issues in world health will be evaluate

B. University Requirements



General Education Requirements

General Education (GE) is the result of the entire university experience. MyCore assures broad exposure to study beyond the major to foster a deeper understanding of and appreciation for the world, its possibilities, and the individual's part in it. The General Education program, based on acquiring knowledge, skills, ethical behaviors, technological competence, scientific reasoning, and cultural awareness and sensitivity will help develop each student's ability to think critically and communicate effectively.

This is the link to PRP 3612 - <https://www.bloomu.edu/prp-3612-general-education-requirements>

Description of the Program

The MyCore Program is based on achievement of ten goals for GE student learning outcomes (SLOs). Students meet the requirements of the GE program by earning General Education Points (GEPs) through successful completion of approved coursework and Co-curricular Learning Experiences (CLEs). In pursuit of providing a broad, interdisciplinary education, multiple disciplines are required for many of the goals. Students also must successfully complete foundational courses in writing and mathematics.

This is the link to Goals and Outcomes web page - https://intranet.bloomu.edu/documents/mycore/PRP3612-goals-outcomes.pdf?_ga=2.195376556.1432472132.1625756623-172030580.1624761364

Transfer and Program-to-Program (P2P) Transfer Students

Undergraduate students who transfer into the State System of Higher Education with an Associate of Arts or an Associate of Science degree from a postsecondary institution with CHEA-recognized accreditation in a parallel academic program or as part of the P2P Statewide agreements will be awarded full junior standing and shall not be required to satisfactorily complete more than 60 credits to earn a 120-credit baccalaureate degree in a P2P or other parallel program, regardless of the courses they took to earn the Associate degree; they will have the same requirements for admission to a particular academic program and for retention as students who began their education at a State System University. Students transferring into a program with accreditation or licensing/certification standards may be required to take limited additional credits to meet those standards.

For more information on P2P and the Transfer Framework, see

https://www.passhe.edu/inside/policies/BOG_Policies/Policy%201999-01-A.pdf

Military Students

Students who have completed basic training in the Armed forces of the United States and have a DD-214, NGB-22, or similar discharge documents will receive two transfer credits for Exercise Science (EXERSCI) 100 – Military Basic Training and two GEPs for Goal #9 Healthy Living.

Two GEP's for Goal #10 Citizenship are transferred for Military Service (MILSERV) 099 – Honorable Military Service for service in the Armed Forces of the United States based on DD-214, or other similar discharge documents indicating "General" or "Honorable" separation conditions. The verification of credits and/or points under the MILSERV designation resides with the Dean of the College of Liberal Arts.

Students receiving orders for call-up to military duty have two options: 1. The student should consult with the Office of Military and Veterans Resources and contact the Office of the Registrar, who will request a copy of their orders. The office of the Registrar will evaluate these orders and based on the dates of the student's deployment and will recommend the various options available to the student.

SECTION III

**ACADEMIC SUPPORT SERVICES
AND
INSTRUCTIONAL RESOURCES/SERVICES**

- A. Bloomsburg University**
- B. Department of Nursing**



A. ACADEMIC SUPPORT SERVICES

Academic Advisement (389-4271/4003)

The academic advisement office is responsible for working with undeclared students and summer freshmen. <https://intranet.bloomu.edu/advisement> Also this website is helpful for the adult learner returning to school and to learn to navigate the Bloomsburg Campus <https://intranet.bloomu.edu/orientation-adult>

University Disability Services (389-4491)

Bloomsburg University is committed to embracing diversity in the university community and to the individual rights of each member of this community. BU seeks to provide students with disabilities support services and other reasonable and effective accommodations to ensure equal access to university programs. <https://www.bloomu.edu/offices-directory/disability-services>

TRIO Student Support Services (389-3606)

The mission of Bloomsburg University's TRIO Student Support Services is to contribute to the success of students in pursuit of their educational career and life goals. TRIO SSS's mission is to help under-represented students persist in college and earn their degree. The office offers one-on-one holistic support to help students manage their academic and social transitions during their time in college. <https://www.bloomu.edu/offices-directory/trio-student-support-services>

D.A.W.N. Drug, Alcohol and Wellness Network (389-4980)

BU's Drug Alcohol Wellness Network (DAWN) focuses on helping students fully understand how a choice to use alcohol and drugs can affect their health, academic performance, career and legal standing. Through its educational programs DAWN provides students with accurate and up-to-date information on which to make better informed decisions. <https://intranet.bloomu.edu/dawn>

Office of Access and Success (389-4492)

Bloomsburg University's Act 101/Educational Opportunity Program, coordinated through the Department of Academic Enrichment, provides support and opportunities for success to students traditionally under-represented in higher education. <https://intranet.bloomu.edu/act101>

Global and Multicultural Education (389-4199/5304)

The Global and Multicultural Education Department provides an opportunity for international students and scholars to carry out their intellectual objectives within the framework of immigration regulations and American customs. The IEO supports cross-culture activities which provide opportunities for students and scholars to have exposure to American society and values and, in return, to share their own culture with Americans.

B. Instructional Services and Campus Resources

1. Bloomsburg University

The Instructional Services/Resources of the university are clearly described on the Bloomsburg University Website, and the student handbook, and the Pilot. Resources utilized the most by nursing majors include Library Services, University Writing Center, Tutorial Services, and Audio-Visual Resources.

A. University Tutorial Services

University Tutorial Services offers assistance designed to support and enhance the academic progress of university students. Peer tutoring is available upon request in a variety of courses and is provided by students who have distinguished themselves by superior academic performance. Any student requesting tutorial assistance need only complete a brief application in order to apply for this free service. University Tutorial Services is located in the Student Services Center, Room 13. The phone number is 389-2720.

Faculty who wish to consult with this office concerning student referrals or requests are encouraged to call the University Tutorial office.

B. WALES

The Writing and Literacy Engagement Studio (WALES) enjoys easing the writing process for all students of every major. Appointments are highly recommended, but walk-ins are welcome – we look forward to working with you! Located in Room 206, Bakeless Center for the Humanities, the Center is open 30 to 40 hours each week, including some evening hours. Interested students and faculty should contact the Writing Lab for more information at <https://www.bloomu.edu/offices-directory/writing-and-literacy-engagement-studio-wales>

C. Additional Campus Resources

Psychological Issues: Counseling Center, Extension 4255 **Sexual Assault:** Women's Resource Center, Extension 5283 **Health Issues:** Health Center, Extension 4451
Classroom Discipline: Student Standards, Extension 4734

2. Department of Nursing

A. Computer/Technology Lab – SLL McCormick

The Computer/Technology Laboratory, McCormick 3151 houses a computer lab. This site provides opportunities for students to 1) develop/enhance computer and interactive technology skills and 2) work with computer programs as an adjunct to course work. In addition, the Computer/Technology Laboratory provides opportunities for remedial coursework and resources for student's practicum/class projects. **There are no food or beverages allowed in the computer lab.**

SECTION IV

STUDENTS

- A.** Rights, Responsibilities and Requirements
- B.** Academic Guidelines and Policies
- C.** Clinical Policies, Requirements, & Guidelines
- D.** Health Policies
- E.** Student Expenses
- F.** Graduation Requirements
- G.** Membership: Organizations & Departmental Committees
- H.** Honors, Scholarships, and Awards



STUDENT RIGHTS, RESPONSIBILITIES, AND REQUIREMENTS

1. Bloomsburg University

Students rights, responsibilities, and requirements set forth by the university are depicted in the **Bloomsburg University website** www.bloomu.edu and the student handbook <https://www.bloomu.edu/offices-directory/dean-students>

2. Department of Nursing

Orientation to Department Rights, Responsibilities & Requirements

All students are required to review their rights, responsibilities and requirements as set forth in the **Bloomsburg University Undergraduate Handbook** and the **Department of Nursing RN-BSN Student Handbook**. While university publications address the policies, procedures, and requirements of the institution, the departmental handbook contains more substantive information specific to the Department of Nursing. **The departmental Nursing RN-BSN Student Handbook is viewed as an important resource to be retained and used by students throughout their tenure at Bloomsburg University.** Students will be notified of updates as well as on the departmental website <https://www.bloomu.edu/academics/programs/rn-bsn-program>

3. University Grievance Process

Academic Grievances (PRP 3592) -Procedures have been established and are outlined in the Pilot to provide <https://bloomu.edu/student-handbook> students with a system to register complaints of alleged academic injustices relating to grades or other unprofessional conduct in the traditional teacher/pupil relationship. https://intranet.bloomu.edu/policies_procedures/3592

Nonacademic Grievances (PRP 4862) -Procedures also are available and outlined in the Pilot to provide students with a system to register complaints of alleged injustices relating to violation, misinterpretation or discriminatory application of nonacademic policies and procedures, and/or the conduct of professional, nonprofessional, and student employees. https://intranet.bloomu.edu/policies_procedures/4862

In the above cases, the appropriate communication chain of command as outlined in the organizational charts (Section 1) needs to be followed in order for the process to be completed.

Reviewed June 2019

4. University Student Identification Number

To protect the confidentiality of student's Social Security numbers, a unique student identification number will be given as the primary student ID and will supplant the use of social security numbers in all cases except where required. Examples of where a social security number is required are financial aid or payroll.

5. University Academic Integrity Policy (PRP 3512)

Academic integrity refers to the adherence to agreed-upon moral and ethical principles when engaging in academic or scholarly pursuits. The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated. See website for further information. <https://www.bloomu.edu/prp-3512-academic-integrity-policy>

6. Student Disruptive Behavior Policies

The ultimate goal of this policy is to create a safe learning atmosphere of mutual respect and courtesy, conducive to clarity of thought. Instructors and students are expected to treat each other with respect for their scholarly intentions, which are noble and worthwhile pursuits. It is the instructor's right and responsibility to maintain an appropriate environment for learning, with the expectation of support from the university administration. In order to facilitate an environment that allows for optimal student growth and enrichment through instruction and interaction, this policy has been developed to assist with classroom management as it specifically addresses disruptive behavior. See the following website for more information. <https://www.bloomu.edu/prp-3881-student-disruptive-behavior-policy>

B. Academic Guidelines and Requirements



Academic Guidelines and Policies

1. Academic Advisement Policies and Guidelines

a. Academic Advisement

Every student entering the RN-BSN Program is assigned a department faculty advisor who assists the student in planning his/her overall academic program. The advisor also is an important contact with the university and can serve as a general reference for non-academic issues as well. A student has the right to request a change of advisor through the chairperson of the department.

In accord with the Student Handbook, it is the student's responsibility to know and observe the academic policies and regulations of the university. It also is the student's responsibility to cooperate with the academic advisor to gain the maximum benefit from the process. To facilitate this process, students are expected to:

1. Arrange advisement sessions that are convenient to both the student and advisor.
2. Be actively involved in the decisions.
3. Be aware of academic deadlines and academic policy changes.
4. Make effective use of the resources available.
5. Follow through on suggestions and/or recommendations made by the advisor.

b. Class Scheduling Advisement Procedure

Each semester, students meet with their designated advisor to review their overall program plan and discuss class selection for the upcoming semester. At approximately the mid-point of the academic semester, students will:

1. Receive an email informing them of scheduling from the BU Registrar (Enrollment). The details regarding the timetable and process for scheduling are present on the Registrar's homepage.
2. Consult their departmental Student Handbook (RN-BSN Program) to determine their progression based on programmatic requirements. Students will then identify the course requirements for the upcoming semester and consult the Class Schedule to develop a primary and alternate course plan.
3. Schedule an online meeting with their advisor at least two weeks before their designated time to schedule classes for the upcoming semester to verify accuracy of course planning and/or resolve conflicts or difficulties.
4. Schedule courses via the online computer program at the time specified (unless otherwise directed).
5. Consult with their advisor if any difficulties arise in the scheduling process.

2. Clinical Requirements Policy

As required by regulations set forth by the Pennsylvania State Board of Nursing and contractual agreements with cooperating clinical agencies/institutions, all students entering clinical nursing courses must: 1) verify possession of current cardiopulmonary resuscitation (CPR) certification; 2) verify possession of professional liability/malpractice insurance in a minimum of \$1,000,000/3,000,000; 3) verify criminal background and child abuse clearances, 4) FBI fingerprinting, 5) have an annual health examination and 6) have a 10-panel drug screen per agency requirements on file and 7) required child abuse on-line training.

The students who are not in compliance with these requirements are prohibited from attending clinical and must meet with the department chairperson. Therefore, **RN students are responsible for ensuring the completion of the requirements in a timely manner. The following documents are due to the RN-BSN director by the designated date prior to beginning the practicum/clinical rotation:**

- 1. Submission of a completed annual health examination.**
- 2. Verification of BLS CPR certification for the academic year. GMC CPR will only be accepted if you are an employee of GMC.**
- 3. Verification of professional liability/malpractice insurance for the academic year.**
- 4. Verification of appropriate clearances with criminal background, child abuse check, and fingerprinting for the academic year.**
- 5. Verification of appropriate drug screen for agency contracts for the academic year.**
- 6. Required child abuse on-line training certificate.**

1986/Revised June 2018

3. Departmental Admission Policies and Procedures

Departmental Admission Policies and Procedures are outlined clearly on the university's website. For current information, refer to Bloomsburg University's web-site under academics (www.bloomu.edu).

4. College Level Equivalency Program (CLEP)

The University will award credit for CLEP Examinations upon receipt of verification of a score at or above the 50th percentile by the Office of the Registrar. CLEP General Examinations must be taken before matriculating to Bloomsburg University. CLEP Subject examinations may be taken any time prior to graduation. Acceptance of credit for CLEP Examinations is subject to departmental approval. The decision for granting credit resides with the departmental chairperson. For more information contact the Academic Advisement Center at 570-389-4271.

5. Transfer Course Credits

In accord with the University policy on evaluation of transfer credits (refer to PRP 3343), college-level courses completed at a two or four-year college or university accredited by one of the regional accrediting associations in which grades of C or higher (C = 73%) were earned are usually transferred for a degree student. Transference of credits from associate and/or baccalaureate clinical nursing courses is completed on a case by case review. A student applying to transfer courses must fulfill the provisions of Residence Requirements and Graduation Requirements. Students are required to seek assistance from their faculty advisor with the transfer process.

6. Minimal Essential Performance Standards for Admission and Progression

Applicants and students enrolled in the Department of Nursing must possess the necessary intellectual, physical, emotional, social and communication skills to provide nursing care that is safe for the client, themselves and other health care providers. They must be able to provide safe nursing care in a wide variety of settings with diverse clientele. Student must consistently meet these standards to qualify for and remain in the program. Students requesting accommodations under section 504 of the Rehabilitative Act of 1973/or the Americans with Disabilities Act must provide the Office of Accommodative Services for Students with Disabilities (“Office of Accommodative Services”) the required documentation and notify the Department of Nursing. Reasonable accommodations will be provided to those individuals with disabilities, where possible, to enable them to meet these standards and ensure that students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in this program. If the student does not provide the instructor with written documentation from the Office of Accommodative Services, the instructor will refer the request for accommodation to the Office of Accommodative Services. The instructor has no obligation to provide an accommodation to the student without written documentation from the Office of Accommodative Services.

Students who consistently do not meet these standards with reasonable accommodation will be unable to progress in the nursing program and will be dismissed from the nursing program per the Departmental Student Code of Academic and Professional Conduct (Section E. Academic Good Standing Policy). The core Minimal Essential Performance Standards for this program are identified below along with examples of these standards. These examples are not inclusive of all expected abilities and should be used only for simple comparative purposes by applicants to and students currently enrolled in this program.

Issue	Standard	Examples of Nursing Activities (Not all inclusive)
Cognitive	Ongoing capacity to learn new information and skills to provide safe nursing care. This includes the ability to read, comprehend, measure, calculate, analyze, synthesize, and evaluate diverse forms of information in increasingly complex and fast paced environments.	<ul style="list-style-type: none">• Learn new skills and rationales for nursing care in a timely manner• Learn and adopt new methods of providing nursing care to reflect the dynamic nature of health care provision• Manage information from multiple sources• Perform correctly mathematical calculations
Critical thinking	Critical thinking sufficient for sound clinical judgment	<ul style="list-style-type: none">• Competent assessment of clients in a timely manner• Correct interpretation of assessment data• Identify cause and effect relationships in clinical data and situations• Identification of appropriately necessary nursing interventions• Design of appropriate nursing care plans• Problem solve effectively to manage multiple priorities• Evaluation of the effectiveness of interventions• Revision of planned interventions

Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport and relate effectively with clients, their families, and colleagues. • Work effectively with these individuals when they are stressed physically and/or emotionally. • Provide care socially, culturally, and spiritually acceptable to clients. • Negotiate interpersonal conflicts in a professionally appropriate manner.
Communication	Communication abilities sufficient for clear and effective interaction with others in verbal and written form. Comprehension and accurate recall of verbal and written communication	<ul style="list-style-type: none"> • Follow verbal and written instructions • Clearly communicate with other health care providers by appropriately documenting assessment findings, interactions with client/family and other health care professionals, and nursing interventions provided and the client's responses • Document clearly, accurately, efficiently, and legally within regulatory mandates and guidelines. • Provide effective therapeutic communication and client teaching. Consult with other health care providers in a professional manner.
Emotional Stability	Emotional stability sufficient to assume responsibility and accountability for actions. Function effectively under stress.	<ul style="list-style-type: none"> • Establish therapeutic boundaries • Demonstrate flexibility and adaptability to changing environment • Provide client with emotional support • Deal effectively with the unexpected. • Focus attention on task and client • Perform multiple responsibilities and tasks concurrently • Handle effectively strong emotions in self and others, e.g. grief, anger.
Personal Behaviors	Maintains personal behaviors consistent with the American Nurses' Association Code for Nurses. Conduct behaviors in accordance with the standards of good citizenship, honesty, propriety, and with regard for the rights of others. Obey the federal, state, and local laws.	<ul style="list-style-type: none"> • Demonstrate integrity and honesty • Respects clients and their rights • Avoid behavior inconsistent with professional standards, such as: chemical use, abuse, dependency; engaging in or supporting criminal behavior. • Follow all state and federal laws, and university, Department of Nursing, clinical agency policies. • Abide by judicial and disciplinary decisions of court, university, and Department of Nursing.

Adapted from:

Core Performance Standards Required for Nursing, Board of Directors of the Southern Council on College Education for Nursing (SCCEN) 1993. Yocom, C. J. (1996). Validation study: Fundamental abilities essential for nursing practice. National Council of State Boards of Nursing, Inc.

Accepted by Faculty Assembly November 1995 Revised June 2001; Revised October 2002

Revised May 2010; Approved by Faculty Assembly 9/17/10.

7. Progression and Retention Policies and Procedures

a. Academic Good Standing Policy

A student in the RN-BSN nursing program must maintain the following standards for academic good standing to progress in the Department of Nursing.

1. A student must attain a grade of "C" or above in all required ~~NURSING courses and~~ departmental **non-clinical** professional nursing courses:

NURSING 100 – Personal Health

NURSING 230 – Drug Use & Abuse in Society

NURSING 305 – Role Development for the Professional Nurse

NURSING 306 – Introduction to Research and Evidence-Based Practice

NURSING 310 – Family Nursing

NURSING 314 – Nursing Care of Older Adults

NURSING 414 – Nursing Leadership and Management

NURSING 451 – Transcultural Health Issues

A student who does not meet the identified requirements for departmental academic good standing in departmental non-clinical professional nursing courses will be required to eliminate the identified deficiencies through a repetition of the course before progressing in the baccalaureate nursing program.

A student may repeat departmental non-clinical professional nursing courses only once. A student who does not attain a grade of "C" or above in the repeated departmental non-clinical professional nursing course will be dismissed from the nursing program.

2. A student must attain a grade of "C" or above in the classroom theory portion and "Pass" in the Clinical Evaluation in all required NURSING_____, departmental professional nursing courses **with a clinical component**:

NURSING 410 – Public Health Nursing

A student who does not attain a "C" or above in the classroom theory portion in an nursing departmental professional nursing course with a clinical component and attains a "Pass" in the Clinical Evaluation will receive the letter grade earned through the Class Grading evaluation procedures stated in the course syllabus. The clinical portion of the course is evaluated as "Pass" or "Fail" using the Clinical Evaluation. A student who attains "Fail" in the Clinical Evaluation in a NURSING_____ departmental professional nursing course with a clinical component will receive the grade of "F" for the course.

A student who does not meet the identified requirements for departmental academic good standing in professional nursing courses with a clinical component will be required to eliminate the identified deficiencies through a repetition of the course before progressing in the baccalaureate nursing program. A student may repeat a departmental professional nursing course with a clinical component only once. A student who does not attain a grade of "C" or above in the classroom theory portion and "Pass" in the Clinical Evaluation in the repeated course will be dismissed from the nursing program.

A student may repeat only one departmental professional nursing course with a clinical component. If a student does not attain a grade of “C” or above and “Pass” in the Clinical Evaluation in a second departmental professional nursing course with a clinical component the student will be dismissed from the nursing program.

The department reserves the right and the responsibility to develop procedural guidelines for the implementation of this academic good standing policy. Recommendations concerning academic progression and retention are made to the Department of Nursing Chairperson by the departmental Student Admission, Progression, and Retention Committee. Based upon the recommendations, sophomore, junior and senior students who do not meet the requirements for academic good standing are placed on departmental probation, required to take a departmental leave of absence, or dismissed from the program.

b. Departmental Academic Probation

1. A RN-BSN student who does not meet the identified requirements for departmental good standing will be evaluated by the departmental committee on Student Admission, Progression, and Retention (SAPR) and will be immediately placed on departmental academic probation.
2. The student will be notified of this decision by the Chairperson of the Department of Nursing.

c. Departmental Academic Leave of Absence

1. A RN-BSN student who does not attain departmental academic good standing after one academic period on probation will be required to take a departmental leave of absence.
2. The student will be notified of such actions by the Chairperson of the Department of Nursing.
3. A student on a departmental academic leave of absence is ineligible to enroll in any required course offered by the Department of Nursing. **When on departmental academic leave, a student's position will be guaranteed for no more than one calendar year.** If at the end of one calendar year the student is not ready to return from departmental academic leave of absence, that student will be dismissed from the program.

January 20, 1984 Incorporated into BU Policies, Rules, and Procedures Manual as #3540 effective November 28, 1984.
Revised by Faculty May 1996/April 1999/October 2007; Approved by BUCC 2/6/08

d. Statute of Time Limitation

Once a student has begun the first required NURSING_departmental course, all required NURSING departmental courses must be completed within five calendar years.

8. Departmental Code of Academic and Professional Conduct

Nursing students are required to make a commitment to professionalism and acknowledge this requirement by signing the Departmental Code of Academic and Professional Conduct Agreement. Professional nurses assume responsibility for the life and welfare of other human beings; therefore, every nursing student is expected to demonstrate competence and patterns of behavior that are consistent with level of educational preparation, professional responsibilities, and the public's trust. All students are expected to uphold the highest standards of honesty and integrity and to know and comply with the guidelines provided in this Departmental Code of Academic and Professional Conduct (“Code”). Students (and faculty) are expected to report to the faculty member of the course or to the Department of Nursing chairperson any unethical or proscribed conduct that violates this Code.

Because of the nature of nursing, the nursing faculty reserves the right to counsel, discipline, suspend, or dismiss those students who, in their judgment, do not satisfy the requirements of scholarship, health, and personal conduct for nursing and national licensure. A student may be removed from classroom or clinical experiences at any time for unsafe or unprofessional behavior which violates the Departmental Code of Academic and Professional Conduct. Students unable to continue in the program are those who do not meet the standards defined in the Department of Nursing's Performance Standards for Admission and Progression (PSAP); or do not satisfy the Department's academic requirements as outlined in the Academic Good Standing Policy (BU Policy #3540); or violate the standards of this Departmental Code of Academic and Professional Conduct

Academic unsuitability will be handled according to the Academic Good Standing Policy (BU policy #3540). Academic dismissal from the Department of Nursing does not necessarily mean dismissal from the university.

The Departmental Code of Academic and Professional Conduct identifies that the education of nursing students is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is parallel to the concept that the professional nurse must be accountable for professional standards in the practice of nursing (published in the American Nurses Association Code of Ethics for Nurses, 2001; Nursing's Social Policy Statement, 2003; Nursing Scope and Standards of Practice, 2004). Misconduct of any type will not be tolerated as it lowers the standards of Professional Nursing Practice, and ultimately jeopardizes the safety and well-being of the public.

The provisions of the Departmental Code of Academic and Professional Conduct apply to all student activities on University owned property, any location affiliated with Bloomsburg University, or in the community at large. The Code will be applied without regard to age, ethnicity, gender, race, disability, religion, political affiliation, sexual orientation, or any other basis protected by state, local, or federal law. Nursing students have a responsibility to uphold the local, state, and federal laws associated with citizenry of the United States of America. The Departmental Code of Academic and Professional Conduct is in addition to, and does not relieve the requirements of the University Code of Conduct (PRP #4802) or the requirements of civil or criminal law.

Conduct Prohibited

1. Academic Integrity Policy – any violation of the University Academic Integrity Policy (PRP 3512).

Academic Dishonesty

- *Plagiarism* - Taking credit for someone else's work or ideas regardless of the media, stealing others' results or methods, copying the writing of others without acknowledgment, or otherwise taking credit falsely.
- *Cheating* - Using unauthorized notes, study aids, and/or information from another person on an examination, report, paper, or other evaluative document; unauthorized altering of a graded work after it has been returned, then submitting the work for re- grading; and allowing another person to do all or part of one's work and to submit the work under one's own name; performing academic assignments (including assignments such as: tests, care plans, and papers) for other persons; buying or selling course assignments, papers, or examinations.
- *Assignments* – Submitting work that is not the student's independent, original work. Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing assignments and laboratory work. When any material is to be turned in for inspection, grading or evaluation, it is the responsibility of the student to ascertain what cooperation, if any, between or among students, is permitted by the instructor.
- *Falsification of Data* - Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

2. Falsification of Academic Records and Official Documents

Without proper authorization, altering documents affecting academic records, forging signatures of authorization, or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other official University document.

3. Aiding and Abetting Dishonesty

Providing material, information or assistance to another person with the knowledge or reasonable expectation that the material, information or assistance will be used to commit an act that would be prohibited by this Code, University policy, or that is prohibited by law or another applicable agency policy.

4. Use of Computers, equipment, materials, or property

Violating the University's Information Technology Policies and Guidelines, which define proper and ethical use of computers. Violation of nursing course and SLL policies for use of computers, software, other electronic learning materials, and any lab equipment or property. Likewise, students must not violate any affiliating agency policies related to equipment, materials, food, medication, or patient property.

5. Professional Nurse Conduct

Exhibiting behavior unacceptable to the profession of nursing.

Students must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care.

A. Unacceptable behavior includes, but is not limited to, the following:

- Providing nursing care in a predictably unsafe or harmful manner
- Failing to meet the standards of the Performance Standards for Admission and Progression (section four Academic Guidelines and Policies Section, Nursing Student Handbook).
- Failing to meet the Minimal Essential Performance Standards for Admission and Progression (section Academic Guidelines and Policies, 4. Performance Standards for Admission and Progression, Nursing Student Handbook).
- Failing to meet the Standards of Nursing Conduct as specific in Pennsylvania Code, Title 49. Professional and Vocational Standards; Chapter 21. State Board of Nursing.
- Carrying out a procedure without competence or without the guidance of a qualified person
- Willfully or intentionally doing physical and/or mental harm to a client
- Exhibiting careless or negligent behavior in connection with the care of a client
- Refusing to assume the assigned and necessary care of a client and failing to inform the instructor with immediacy so that an alternative measure for that care can be found
- Committing boundary violations. Professional boundaries must be maintained between student and patient, instructor, and agency personnel (Pennsylvania Code, Title 49. Professional and Vocational Standards; Chapter 21. State Board of Nursing).
- Refusing to comply with Student Health Policies and Guidelines outlined in Nursing Student Handbook and/or required by affiliating agencies.

B. Violating confidentiality, privacy, or security standards as presented in the Health Insurance Portability and Accountability Act (HIPAA).

- Using the full name or personal identifiers of a client in any assignment.
- Removing any Medical Record forms by any method (electronic, paper, picture, etc.) from the clinical area.
- Discussing confidential information in inappropriate areas, such as elevators, hallways, lunchroom, social media
- Discussing confidential information about a client with third parties who do not have a clear and legitimate need to know.

C. Falsifying client records or fabricating client experiences

D. Failing to report omission of or error in treatment or medications

E. Using profanities or inappropriate gestures, treating others in disrespectful ways, thus, not understanding that society, which sanctions nursing as a profession, is globally diverse and must be respected.

6. Commission of a Crime

Engaging in illegal activity that would impact the student's ability to obtain or maintain a professional license or employment in the nursing profession. The results of criminal proceedings will not be determinative of proceedings under this Code.

7. Committing Behavior Making One Ineligible for Licensure

The State Board of Nursing may refuse, suspend, or revoke any license in any case where the Board shall find that the applicant:

- Has been convicted or has pleaded guilty or entered a plea of nolo contendere or has been found guilty by a judge or jury of a felony or a crime of moral turpitude, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, in the courts of this Commonwealth, the United States, or any other state, territory or country;
- Has committed fraud or deceit in securing his or her admission to the practice of nursing or to nursing school;
- Is unable to practice professional nursing with reasonable skill and safety to patients by reason of mental or physical illness or condition or physiological or psychological dependence upon alcohol, hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue. Students ineligible for licensure by the Pennsylvania State Board of Nursing will be dismissed immediately from the program. [Refer to section 14 of the Professional Nursing Law, (63 P.S.&224) and the Standards of Nursing Conduct (Pennsylvania Code, Title 49, 21.18) for licensure eligibility criteria.]

8. Drugs and Alcohol

Using, possessing, selling or distributing illicit drugs; Illegally using, selling, possessing, or distributing any drugs or alcohol at any time in any situation; Using prescribed, over the counter or illicit substances in such a manner as to impair one's judgment or performance as a nursing student.

Alcohol and Substance Abuse Policy

The Department of Nursing expects that all students within the department will fully comply with the university's policies related to alcoholic beverages and drugs. These policies are found in the University Student Handbook. The student is fully responsible for knowledge of stated policies.

Students will comply with the drug and alcohol policies and drug testing procedures as required by agencies affiliated with the Department of Nursing.

Additionally, the Department of Nursing acknowledges that individuals seeking nursing licensure within the Commonwealth of Pennsylvania and other jurisdictions must document that they have not been found guilty of any misdemeanors or felonies, including those associated with alcohol or other drugs. As noted previously, the State Board of Nursing must deny opportunity to attempt licensure to any individual who has been

found guilty of violating “The Controlled Substance, Drug, Device and Cosmetic Act” (P.L. 233, No. 64).

The review process will be initiated for a student in the nursing program who has a suspected violation of university, department, clinical agency alcohol/substance use and abuse policies, or any Commonwealth or other jurisdiction’s laws regarding the use, sale, exchange, consumption or possession of alcoholic beverages, including the motor vehicle code, as exemplified by driving under the influence. Departmental sanctions may be rendered as a result of the review process.

Departmental sanctions will be rendered for a student in the nursing program who

- (1) demonstrates chemical impairment in the classroom or clinical setting
- (2) refuses to comply with affiliated agencies drug and alcohol policies and drug screening policies and procedures, or
- (3) has been found guilty of violating the university’s drug policy, or
- (4) has been convicted of, pleaded guilty to or entered a plea of nolo contendere to a felonious act prohibited by “The Controlled Substance, Drug, Device and Cosmetic Act,” or the conviction of a felonious act related to a controlled substance in a court of law of the United States or any other state, territory or country, or
- (5) has been found guilty of violating the university’s alcohol beverage policy, or any Commonwealth or other jurisdiction’s laws regarding the use, sale, exchange, consumption or possession of alcoholic beverages, including the motor vehicle code, as exemplified by driving under the influence.

9. Other Unprofessional Conduct

- Failing to cooperate with review procedures related to a violation of the Departmental Code of Academic and Professional Conduct.
- Possessing or using firearms, explosives, dangerous chemicals, or other dangerous instruments in contravention of the law, University, or affiliating agency policies
- Violating classroom and clinical policies including but not limited to: Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other institutional activities, or disruptive behavior in the community; not attending class or clinical; fabricating reasons for lack of attendance
- Violating University Policy PRP 4802 **Student Code of Conduct**
- **Violating University Policy PRP 3881 Student Disruptive Behavior Policy**

**Evaluation of other behaviors will occur as needed based on the violation.

b. Reporting, Review, and Resolution Procedure

The following procedure will be followed when a student is considered for review as a result of charges of violation of the Departmental Code of Academic and Professional Conduct.

I. Reporting Suspected Violations

Students, faculty, and staff are expected to report any suspected violations of the Code as soon as possible after the event takes place. The Department faculty or chairperson may be notified by an official from the university, any police department, or any other information

source of student actions that violate the Code. These incidents are reviewed through this procedural process as well.

- A. *Reporting by Students/Staff:* Suspected infractions of the Departmental Code of Academic and Professional Conduct must be reported by students/staff to the course faculty and/or Department Chairperson, as appropriate, depending on the circumstances. If the student elects to first contact the faculty, that faculty member will inform the Department Chairperson. The *Statement of Violation of the Departmental Code of Academic and Professional Conduct* form will be completed.
- B. *Reporting by faculty or Department Chairperson:* The faculty(s)/chairperson initiating this action must notify, in writing, the student, Department Chairperson, and the chairperson of the Student Admission, Progression and Retention Committee (SAPR) of the intention to formally report the violation of the Code. The *Statement of Violation of the Departmental Code of Academic and Professional Conduct* (SV) will be completed. The student charged with violating the Code will be provided with a copy of the SV.

The faculty(s) is/are responsible for gathering data and written anecdotal information documenting the student's performance, skills, behaviors, legal documentation, etc. which substantiate violation of the Code. This documentation must be submitted to the Department Chairperson and the SAPR committee chairperson.

Depending on the nature of the violation and the recommendation of the SAPR Committee, the student may or may not attend class or clinical. The determination will be made by the Department Chairperson in consultation with the SAPR Committee and involved course faculty.

II. Review Process

- A. The Chairperson of Department of Nursing will meet with the student and investigate the *Statement of Violation of the Departmental Code of Academic and Professional Conduct* complaint to determine if there are reasonable grounds to believe the student has engaged in conduct proscribed by this code. If reasonable grounds are not found, the Department of Nursing Chairperson will dismiss the charges.
- B. If reasonable grounds are found or if the student accepts responsibility for the conduct, the decision made by the Department of Nursing Chairperson will be communicated to the student.
- C. The involved student may submit documentation to the Department Chairperson and SAPR Chairperson to refute or explain the incident(s) related to the violation of the Code prior to the student and Department Chairperson meeting.

III. Resolution

The Department Chairperson and the SAPR committee will collectively review the case following the Department Chairperson's meeting with the student. In collaboration, the Chairperson of the Department and the SAPR committee will make a decision regarding resolution of the charges and outcomes rendered.

c. Disciplinary Sanctions

1. Students whose behavior has been found to violate the Departmental Code of Academic and Professional Conduct are subject to one or more of the following disciplinary sanctions:
 - a. Restitution: In cases involving damaged, stolen, or misappropriated property, a student may be required to reimburse by dollar amount, by transfer of property, or by the provision of services to the University or a member of the University community in accordance with the nature of the violation and in an amount not to exceed the actual expenses, damages, or losses incurred.
 - b. Community Service: A student may be required to render a designated number of hours of specified service to the University or the community.
 - c. Reprimand: A student may receive written notice that the conduct in which the student(s) engaged is inconsistent with the Code. Such notice will indicate that future violations of the Code may result in the imposition of more serious sanctions.
 - d. Disciplinary Probation: A student may be placed on probation during which there is observation and review of behavior, and the student must demonstrate compliance with the student conduct regulations. A student on probation is not in "good standing" with the Department of Nursing. Terms of the probation will be determined at the time the probation is imposed and may include loss of privileges, restitution, required educational/service activities, additional course and/or clinical work, health condition/disease treatment, and/or professional mental health counseling.
 - e. Loss of Privileges: A student may be denied specific privileges normally associated with student status, such as participation in recognized activities or use of University facilities or services.
 - f. Grade: A student may receive a grade of "F" on the assignment or in the course.
 - g. Dismissal: A student may be permanently terminated from the Department of Nursing and ineligible for readmission.
 - h. Dismissal due to ineligibility for licensure by the Pennsylvania State Board of Nursing or any other State Board of Nursing [Refer to section 14 of the Professional Nursing Law, (63 P.S. §224) and the Standards of Nursing Conduct (Pennsylvania Code, Title 49, 21.18) for licensure eligibility criteria.]
Re-entry will be in compliance with evaluation of previous nursing credits and the Nurse Practice Act which states:
 - a. *at least ten (10) years have elapsed from the date of conviction;*
 - b. *the applicant satisfactorily demonstrates to the board that he/she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create substantial risk of harm to the health and safety of patients or the public or a substantial risk of further criminal violation; and*
 - c. *the applicant otherwise satisfies the qualifications contained in or authorized by this act. (1985, December 20, P.L. 423, No. 110)*

i. Other Sanctions:

1. Alcohol Offense Probation: in addition to any sanctions by the University or the judicial system, a student may be placed on alcohol offense probation.
 - A. The student must complete the following:
 - Enroll in the course *Alcohol: Use and Abuse*, or submission of a paper, project, etc. related to an alcohol/drug related topic for a course assignment or a community service activity related to the offense. The student will arrange the appropriate activity with the Department Chairperson.
 - Participation in Bloomsburg University's Drug, Alcohol, and Wellness Network (D.A.W.N.) as arranged.
 - B. Depending on the nature of the offense the student may be required to have an evaluation completed by a certified alcohol counselor and comply with any recommendations based on that evaluation.*
 - C. Failure to comply with the provisions of the probation will lead to dismissal from the Department. A repeat offense will automatically result in dismissal from the Department of Nursing.*

Re-entry: Re-entry to the Department of Nursing will occur only after evidence is presented containing the following protocol:

- Individual commitment to discontinue substance use and institutional commitment to facilitate re-entry, if the individual meets the terms of the agreement.
- Submission of plan for follow-up treatment for a period recommended by treatment provider to chairperson of department.
- Regular reports of progress from treatment provider to chairperson.
- Authorization for release of information regarding progress to the chairperson.
- Agreement to submit to random drug screens.
- Documentation of attendance at counseling and self-help meetings

*Confidentiality of records will be maintained by the Department of Nursing.

****All expenses will be the responsibility of the student.**

2. Second offenses: A student designated as a repeat offender of the Bloomsburg University Academic Integrity Policy, the University's Student Code of Conduct validated by official documentation of university, local, state, or federal agencies, the Departmental Code of Academic and Professional Conduct will be dismissed from the program. In all cases, students are unable to meet the Personal Behaviors standard of the PSAP and the professional integrity requirements for licensure by the Pennsylvania State Board of Nursing.
3. Academic record: All disciplinary sanctions shall be included in the student's permanent academic record.
4. Notification

- A. The Department of Nursing Chairperson will notify the student in writing of the outcome of the review and rationale for the decision.
- B. Student may appeal the decision by following the appropriate processes currently in place at the University (see PRP 3592: Academic Grievance Procedure).

Approved Faculty Assembly, May 10, 2010

Implementation Date: August, 2010

Revised and Approved: Faculty Assembly May 13, 2019

Implementation Date: August 2019

9. Appeals Process

A student who is placed on a departmental leave of absence and/or dismissed may use the procedures in place at the University to request an appeal (Refer to PRP 3557).

A student who wants to grieve complaints of alleged academic injustice(s) related to grades and/or professional responsibilities associated with departmental or university academic policies and procedures may do so (refer to PRP 3592). Likewise, a student who wants to “grieve complaints of alleged injustices relating to violation, misinterpretation or discriminatory application of non-academic policies and procedures, and/or the conduct of professional, non-professional and student employees” may do so (refer to RPR 4862). In these cases, the appropriate communication chain of command as outlined in the organizational charts in Section one of this handbook need to be followed in order for the process to be completed.



STUDENT ACADEMIC INTEGRITY POLICY VIOLATION REPORT FORM

SECTION ONE- General Information

Student Name: _____ Student ID#: _____ Date of Violation: _____

Faculty Name: _____ Course: _____ Course #: _____

SECTION TWO- Violation Information

CHECK ONE:

<input type="checkbox"/>	Option I	Informal Confidential Resolution (faculty completes form, provides a copy to student, & retains form)
<input type="checkbox"/>	Option II	Informal Resolution With A Filed Report at The Dean of Students Office
<input type="checkbox"/>	Option III	Formal Resolution By The Academic Grievance Board

Alleged Violation:

<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Falsification of Records and Official Documents
<input type="checkbox"/> Fabrication	<input type="checkbox"/> Impersonation	<input type="checkbox"/> Aiding and Abetting Academic Dishonesty
<input type="checkbox"/> Misrepresenting Circumstances	<input type="checkbox"/> Unauthorized Access to Computerized Academic or Administrative Records or Systems	
<input type="checkbox"/> Obtaining an Unfair Advantage	<input type="checkbox"/> Other: _____	

Please provide a description of the alleged violation:

Sanction(s):

SECTION THREE- Signature

<input type="checkbox"/>	Option I: I acknowledge the charge against me, agree to the sanction(s) assigned, and understand the violation will be adjudicated informally with the faculty.
<input type="checkbox"/>	Option II: I acknowledge the charge against me, agree to the sanction(s) assigned, and understand that this form will be forwarded to the Dean of Students Office. If I have previously been found in violation of the Student Academic Integrity Policy, any informal resolution sanctions will not apply; and sanctions will be determined by the Provost in consultation with the Dean of Students.
<input type="checkbox"/>	Option III: The violation cannot be adjudicated informally, and I understand that the violation will need to be formally adjudicated through the Dean of Students Office.

Student Signature

Date

I agree to the above terms:

Faculty Signature

Date

Submit Form to the Dean of Students Office, KUB 101

(updated Fall 2014)

10. Social Media Statement

Supported by the Code of Conduct and Department Code of Professional Conduct

Purpose: To educate students on the impact and implications of social media use on their current and future career as a professional nurse.

Use of social media including but not limited to Facebook, Twitter, Instagram, group texts, Google Docs and the internet, in general, is very clearly an opportunity to communicate with family and friends in your personal life. However, as part of Bloomsburg University, the Department of Nursing and in preparing for a professional, licensed role of a registered nurse it is necessary to be mindful of what you share publicly. The need to be respectful regarding the department, university, affiliated clinical sites and potential future employers is required.

As a student seeking licensure, the nursing student is held to a higher standard as a professional healthcare provider who will protect and care for the public. Just as nursing students are held to the standards of the Health Information Portability and Accountability Act (HIPAA), so too, the laws of illegal substance, underage drinking and public defamation* apply to the nursing student. This is not intended, in any way, to punish the nursing student but rather prepare students for the professional role that they will assume upon graduation. Should any healthcare organization conduct a review of any candidate they seek to employ and find unfavorable postings in social media, the student may compromise his/her potential employment directly following graduation or in the distant future. Nurses, as well as nursing students, should understand that patients, colleagues, organizations and employers may view postings: recent or from the past. Therefore, as recommended by the American Nurse Association (ANA): do not make disparaging remarks in any social media format, about patients, employers or co-workers, even if they are not specifically identified.

Therefore, as a student of the nursing department at Bloomsburg University, inappropriate use of social media may result in disciplinary action and/or dismissal from the program or university. Internet communication allows for embellishment and magnification to “go viral” and personal intentions become irrelevant. Therefore, it is necessary for education in this area and the prevention of said activity.

*Defamation is defined as an act of communication that causes someone to be shamed, ridiculed, held in contempt or lowered in the estimation of the community: it refers to the damage done to a person’s reputation. (Glasgow, Dreher and Oxholm, 2012).

Resources:

- American Nurses Association (2019). <https://www.nursingworld.org/social>
- Glasgow, M., Dreher, H. M., Oxholm, C. (2012). Legal issues confronting today’s nursing faculty. FA. Davis: Philadelphia, PA.
- Yoder v. University of Louisville, No. 32009cv00205 (W.D. Ky. 2009)
- Byrnes V. University Johnson County Community College, (D. Kan. 2010)
- McGuire, Tom, Director, Media Relations, Bloomsburg University; personal communication, October 2018 and February 2019.

11. Departmental Grading Policy

a. All nursing courses have the following grading scale.

A	= 4.0	93-100	C+	= 2.33	77-79
A-	= 3.67	90-92	C	= 2.0	73-76*
B+	= 3.33	87-89	C-	= 1.67	70-72
B	= 3.0	83-86	D+	= 1.33	67-69
B-	= 2.67	80-82	D	= 1.0	60-66
			F	= 0.0	≤ 59

*Note: C is equal to a 2.0 or a percent of 73 or better.

b. In all NURSING, _____ departmental clinical courses, a student must maintain a minimum grade of “C” in the theory component as a passing grade and in the clinical component to successfully complete the course as a passing performance grade. If a student receives a grade less than a “C” in the theory portion of the course and/or a failing grade in the clinical component, the student has failed the course. A failing grade in the clinical component automatically will earn a grade of “F” for the course.

Adopted February 1996/Effective August 1996; Reviewed June 2005; Revised December 2005;
Revised June 2011

12. Military Deployment

Students receiving orders for call-up to military duty have two options:

- a. The student should contact the Office of the Registrar and speak to the VA representative, bring along a copy of their orders. The Office of the Registrar will evaluate the orders and based on the dates of the student’s deployment will make recommendations for various options for the student.
- b. INCOMPLETE GRADES – I – Incomplete. This is a temporary grade to be given only when the instructor believes that the student has been unable to complete the course requirements due to circumstances beyond his/her control. It will be granted only upon approval of the instructor and the Dean of the appropriate College. (Refer to PRP 3522, Academic Policies, University website). June 2019

C. Clinical Policies, Requirements and Guidelines



CLINICAL POLICIES, REQUIREMENTS, & GUIDELINES

1. Student Responsibilities in the Clinical Laboratory Experience

As a student, you are responsible for:

- **Participating in a clinical evaluation of your performance in each clinical course.** You will receive an evaluation form at the beginning of the course. At mid-term, you will schedule a meeting with your clinical professor. Together you will discuss your progress and direction for future growth. At the end of the course, you will again schedule a meeting with your clinical professor. Together you will evaluate your progress in meeting the course objectives. Failure to satisfactorily meet the course objectives will result in a clinical failure. **Please note that students must obtain a "C" or above in classroom theory and satisfactorily complete the clinical requirements to pass clinical courses.**

A. Clinical Laboratory Dress Code

The Bloomsburg University Department of Nursing students in the clinical laboratory are to be dressed in a manner that is professional in appearance and is safe for both the practitioner and client. To this end, students are required to follow the guidelines presented below:

- Hair must be off the face and well secured in a neat style. Students with long hair must use a hairstyle that keeps their hair secured so as not to come in contact with patients or interfere with nursing care. Hair, mustaches, and beards must be neatly trimmed, clean, and styled.
- Makeup and hairstyles must be conservative and professional. Attendance to personal hygiene is required.
- Fingernails must be short and well groomed. Only clear nail polish may be used. False nails are not allowed.
- The only pieces of jewelry allowed are one simple band style ring, a watch with a sweep second-hand, and a single small-post earring in each ear lobe. Jewelry may not be worn in any visible body piercings including, but not limited to, piercings in the tongue, nose, lips, and eyebrows. Jewelry worn in non-visible piercings which may pose a safety risk because of equipment or procedures in the clinical area will not be permitted.
- Tattoos cannot be visible at any time.
- Students' uniforms must be clean and pressed. The approved gray or white uniform pant may be worn in the clinical setting with the maroon scrub top. A white, long-sleeved or short-sleeved T-shirt (free of any design, logo or wording) is optional and may be worn under the scrub top. Only lab jackets can be worn over the uniform. The lab jacket is worn only over appropriate business attire when students are in clinical areas, but not in uniform. Appropriate business attire include tailored pants and tops with closed-toed shoes.
- When the uniform of beige trousers and polo shirt is required by the course faculty, a white, long-sleeved or short-sleeved T-shirt (free of any design, logo or wording) is optional and may be worn under the polo shirt. The

student may wear the maroon colored sweater only when in the beige trousers and polo shirt attire, in lieu of the lab jacket. Other dress code requirements for specialty clinical areas will be defined by individual course faculty.

- Appropriate undergarments should be worn at all times. Undergarments may not be visible.
- Only closed toe and closed heel white nurses' shoes or athletic shoes are worn with uniforms. Athletic shoes must have white leather or vinyl uppers and be devoid of colored decorations or logos. Either white over-the ankle socks or hose are worn with trousers. White socks must be worn with the white uniform pants.
- Name pins must include the first and last names of the student, and Bloomsburg University. The pin is to be worn on the upper left front of the shirt, or lab jacket.
- Due to the potential allergic reactions of patients, minimal use of scented lotions or perfumes is advised.
- Smoking while in uniform is not allowed. Gum chewing is not allowed in clinical areas.
- Students are expected to wear the lab jacket for all return demonstrations and practice in the SLL.
- Students are prohibited to wear or use smartwatches or exercise bands (i.e. Fitbit) in clinical, in clinical lab, or in the clinical computer lab either as a watch or with any other functionality.

Individual course faculty will specify exceptions to the dress code for the specialty areas of clinical practice. Students not complying with this Laboratory Dress Code will not be allowed in clinical. Professional appearance is mandatory at all times.

Date approved and Implemented: Faculty Assembly April 17, 1998; Reviewed: June 2008; Revised and approved in Faculty Assembly April 17, 2009; Revised May 2017; Revised December 2018 (SAPR); Approved by Faculty Assembly December 7, 2018; Revised February 8, 2019 (SAPR); Approved March 8, 2019.

B. Cardiopulmonary Resuscitation (CPR) Certification

1. In accord with contractual agreements with cooperating clinical agencies/institutions, all students enrolling in nursing courses must verify that they are certified in CPR.
2. Procedure: Listed below are the approved CPR courses

CPR Provider	Course Name
American Heart Association	BLS for Healthcare Providers – go to American Heart Association website: http://www.heart.org/HEARTORG/ click CPR, What type of training do you need; Health Professional Courses
American Red Cross	Basic Life Support for Healthcare Providers http://www.redcross.org/ click Training and Certification, Healthcare BLS, find a location at the top right screen

A photocopy of the CPR card (front and back) must be submitted to the RN-BSN Program Director by the designated date.

C. Liability/Malpractice Insurance

1. In accord with contractual agreements with cooperating clinical agencies/institutions, all students enrolling in clinical nursing courses must verify possession of a minimum of \$1,000,000/3,000,000 liability malpractice insurance coverage.
2. Procedure:
 - i. **All students who will be enrolled in clinical courses MUST, submit a photocopy of the MEMORANDUM OF INSURANCE verifying their new or renewed liability/malpractice insurance coverage.**

D. Criminal Background Checks

1. The Commonwealth of Pennsylvania has enacted legislation to ensure that educational and health care systems provide a safe environment for children and provision of services safeguarding the rights of older adults while protecting them from abuse.
2. Procedure:
 - i. In accord with the agency contracts:
 1. A student may not be permitted to continue in his/her field of study which requires Act 34 Criminal History or Act 151 Pennsylvania Child Abuse History Clearances if the report comes back with any incidents.
 2. If additional similar clearances are required in the future for licensure or certification in Pennsylvania, any documentation of incidents on such clearances may stop the student from progressing in the major.
 3. Prior to beginning the clinical nursing coursework, **all students must** provide evidence of criminal background clearances. The clearances required are:

- a. Pennsylvania State Police Request for Criminal Record Check (Form SP4- 164)
- b. Pennsylvania Child Abuse History Clearance - Cost \$10
- c. FBI Federal Criminal History Records Clearance

4. Submit the **original** letters obtained from the Child Line and Child Abuse Registry, Pennsylvania State Police Repository, and the FBI clearance to the RN-BSN Program Director by the designated date. These reports will be kept in the student's file in the Department of Nursing.

****A student will not be allowed into the clinical agency if this requirement is not met.**

3. Pennsylvania State Police Request for Criminal Record Check (Form SP4-164)

i. This form is used for:

1. Act 24 Clearance - (Child Protective Services Law of 1990)
2. Act 169; 35 P.S. Clearance (Older Adults Protective Services Act)

ii. The applicable offenses under **Act 24** are as follows:

1. Title 18 of the Pennsylvania Consolidated Statutes (Crimes Code)

Chapter 25	Criminal Homicide
Section 2702	Aggravated Assault
Section 2709	Harassment and Stalking
Section 2901	Kidnapping
Section 2902	Unlawful restraint
Section 3121	Rape
Section 3122.1	Statutory Sexual Assault
Section 3123	Involuntary Deviate Sexual Intercourse
Section 3124.1	Sexual Assault
Section 3125	Aggravated Indecent Assault
Section 3126	Indecent Assault
Section 3127	Indecent Exposure
Section 4302	Incest
Section 4303	Concealing Death of Child Section
4304	Endangering Welfare of Children
Section 4305	Dealing in Infant Children
Section 5902(b)	Prostitution and Other related Offenses
Section 5903 (c), (d)	Obscene & Other sexual Materials and Performances
Section 6301	Corruption of Minors
Section 6312	Sexual Abuse of Children

2. A felony under The Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. 780-101 et. seq.

3. An out-of-state or Federal offense similar to those listed in (1) and (2) above.

iii. The prohibitive offenses contained in **Act 169** are as follows:

CC 2500	Criminal Homicide	CC 4302	Incest
CC 2502A	Murder I	CC 4303	Concealing Death of Child
CC2502B	Murder II	CC 4304	Endangering Welfare of Children

CC 2502C	Murder III	CC 4305	Dealing in Infant Children
CC 2503	Voluntary Manslaughter	CC 4952	Intimidation of Witnesses or Victims
CC 2504	Involuntary Manslaughter	CC 4953	Retaliation Against Witness or Victim
CC 2505	Causing or Aiding Suicide	CC 5902 (b)	Prostitution and Other Related Offenses
CC 2506	Drug Delivery Resulting in Death	CC 5903 (c), (d)	Obscene & Other sexual Materials and Performances
CC 2702	Aggravated Assault	CC 6301	Corruption of Minors
CC 2901	Kidnapping	CC 6312	Sexual Abuse of Children
CC 3121	Unlawful restraint	CC 13A12	Acquisition of Controlled Substance by Fraud
CC 3122.1	Statutory Sexual Assault	CC 13A14	Delivery of Practitioner
CC 3123	Involuntary Deviate Sexual Intercourse	CC 13A30	Possession with Intent to Deliver
CC 3124.1	Sexual Assault	CC 13A36	Illegal Sale of Non-Controlled Substance
CC 3125	Aggravated Indecent Assault	CS13A37	Designer Drugs
CC 3126	Indecent Assault	CC 3929	Retail Theft
CC3127	Indecent Exposure	CC 3929.1	Library Theft
CC 3301	Arson and Related Offenses	CC 3930	Theft of Trade Secrets
CC 3502	Burglary	CC 3931	Theft of Unpublished Dramas or Musicals
CC 3701	Robbery	CC3932	Theft of Leased Properties
CC 3901	Theft	CC 3933	Unlawful use of a Computer
CC 3921	Theft by Unlawful Taking	CC 4101	Forgery
CC 3922	Theft by Deception	CC 4114	Securing Documents by Deception
CC 3923	Theft by Extortion		
CC 3924	Theft by Property Loss		
CC 3925	Receiving Stolen Property		
CC 3926	Theft of Services		
CC 3927	Theft by Failure to Deposit		
CC 3928	Unauthorized Use of a Motor Vehicle		

4. Pennsylvania Child Abuse History Clearance

- i. This form is used for: Act 151 Clearance (Child Protective Services Law of 1990).

E. FBI Federal Criminal History Records Clearance Procedure

- i. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location.
- ii. The applicant will pay the fee package for the fingerprint service and to secure the Criminal History Record.
- iii. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.

- iv. At the fingerprint site, Operators manage the fingerprint collection process.
- v. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than five to 10 minutes.
- vi. The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.
- vii. Department of Human Services (DHS) will receive the Federal Criminal History Record from the FBI. DHS's Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to the applicant. The Record will be printed on standard letter sized paper that when copied will reveal Void if Copied. This does not prohibit an employer from copying the applicant results letter, it is solely a means to verify that it is an official record.
- viii. Complete processing of the results should take no longer than 4 to 6 weeks.
- ix. The applicant will then provide/upload the Federal Criminal History Record to the RN-BSN Program Director.

F. Drug and Alcohol Testing Policy

1. In accord with contractual agreements with cooperating clinical agencies/institutions, all students enrolling in nursing courses must comply with the drug and/or alcohol testing policies and procedures of the agency/institution. Students may be responsible for costs associated with testing in the clinical agency or institution. Refusal to comply with the policies and procedures of the agency/institution will prevent progression in the nursing program and will result in dismissal from the program. Failure of the drug test as determined by the agency/institution will result in immediate dismissal from the nursing program.
2. The following 10-panel drug test is required to be completed. Students will pay for the drug testing package and will receive a receipt/letter that will be presented to the lab or testing agency.
Amphetamines; Benzodiazepines; Opioids; Marijuana; Methaqualone; Barbiturates; Cocaine; Phencyclidine; Methadone; Propoxyphene

The applicant will then provide/upload the 10-panel drug test to the RN-BSN Program Director. The following statement will be presented to the student on receipt of the Handbook, to be signed, and returned to the Chairperson.

Drug Testing Attestation Statement Date: _____
 I, _____ understand that in order to gain entry into mandatory clinical sites I will be required to comply with drug screening tests per the policy and procedure of each agency. I understand that if my results are positive for any of the screened substances, the agency will provide the results of the test to the Chairperson of the Department of Nursing. I understand that if the test result is positive, I will be dismissed immediately from the nursing program.

Students Printed Name _____ Student Signature _____

G. Required Child Abuse Online Training

For students entering a clinical course and as a Registered Nurse, you are required to submit to the RN-BSN Program Director a copy of your current Child Abuse Online Training certificate.

D. Health Policies



1. Student Health Policies and Guidelines

Students admitted to the RN-BSN Program must adhere to the health policies established by Bloomsburg University, as well as, meet the requirements set forth by the contractual agreements with cooperating clinical agencies/institution. All nursing students must possess health insurance throughout the course of study at Bloomsburg University.

A. Pre-entrance Health Examination

1. All students, upon notification of admission to Bloomsburg University as nursing majors, must complete the Health History and Immunization Record **submit these materials to the University Health Center in the year of their acceptance.**

B. Annual Health Examinations

Students who will be enrolled in clinical nursing courses within the academic year, must complete an annual health examination and **submit their materials to the RN- BSN Program Director**

This form includes the following:

- a. Complete physical exam
- b. Immunizations
 1. Tdap – one time dose with Td booster every 10 years
 2. MMR I & II
 3. Varicella (Two properly spaced doses of varicella vaccine, laboratory evidence of immunity, or reliable history of varicella.)
 4. Hepatitis B (Begun or have completed the hepatitis B vaccine series, 3 doses)
 5. Tuberculin Skin Test
- c. Verification of Health Insurance

Clinical agency requirements include an influenza vaccination with documentation or the option of wearing a mask for all patient contacts.

d. **Procedure:**

The Director distributes the Annual Health Examination form to all students who will be enrolled in clinical nursing courses within the academic year and places critical emphasis on the fact that the **completed forms are to be returned to the RN-BSN Program Director on the designated date preceding the designated academic year. If health forms are not completed by the designated date, clinical requirements policy is in effect.**

C. Medical Clearance to Return to Class and Clinical

Following hospitalization, surgery, or an illness of 3 or more days, all students **who are enrolled in clinical nursing courses within the academic year**, must have medical clearance including any restrictions/limitations from their treating health care providers in order to return to clinical. Evidence of medical clearance must be submitted to the chairperson of the department prior to returning to class or clinical.

1986; Revised May 1996; Reviewed June 2002; Revised June 2018

D. Exposure to Blood Borne Pathogens Process– Student Nurses

Student nurses exposed to Blood Borne Pathogens:

- Complete first aid measures based on injury –send student to employee health.
- Student insurance will get billed for student testing, however Geisinger will cover costs for the patient, the employee health nurse, and the provider visits.
- Geisinger nursing staff –
 - Please fill out a “non-patient form”;
 - non-patient ID –student nurse exposure;
 - in generic form: event type: complication, drop down box pick “other”;
 - next “type of event” - pick complication of procedure, test or treatment.
 - Please include information about patient included in incident: Patient name and medical record number.
 - Even if involved with medication administration, please put it in this way.
(According to Risk Management).
- Faculty responsible for student must be notified promptly
- Faculty will accompany student to employee health as appropriate.
- At GMC during the hours of 7am-4pm, students should go to Employee Health after an exposure. If at a site there is not an Employee Health office, go to the on-site ED. If neither is available, call Employee Health at 570-214-9424. Employee Health will follow the student for the first month, if necessary.

Updated August 27, 2012; September 2020; 2021

Students are responsible for Employee Health visit and other associated costs which may not be covered by insurance

E. Student Expenses



1. Uniforms and Clinical Supplies

RN-BSN students in clinical nursing courses will be required to wear a lab coat and name pin to clinical. The name badge can be gotten at this link <https://bloomu.lonestarbadge.com/>

2. Transportation

Students assume all responsibility for their own travel to both inpatient and outpatient clinical agencies or institutions. Travel may range from one mile to approximately fifty miles or more depending upon the nature of the clinical experience and may be up to 600 miles per person over a semester.

3. Graduation Pins

The graduate of the baccalaureate nursing program at Bloomsburg University, upon successful program completion, is entitled to wear the school pin.

Procedure

- a. An announcement is made in February regarding the date and time when the Josten Company Representative will be on campus to take orders for graduation pins.
- b. In late February - early March a meeting with a Josten's representative will be arranged to purchase a standard graduation pin. Costs will be the responsibility of the graduates.

Note: Students graduating in August or December must order their pins in the spring to be eligible for the discount. The pins are held in the Department of Nursing until graduation.

4. Pinning Ceremony

A pinning ceremony is held in May prior to graduation. This ceremony is planned and conducted by the Student Nurses Association (SNA) under the direction of the elected faculty advisors to SNA, the Chairperson, and Assistant Chairperson of the Department of Nursing.

5. Composite Picture of Graduating Class

The Student Nurses Association (SNA) coordinates the announcement, scheduling of appointments, etc. for photographs to be used in the composite class picture which is framed and hung in the Department of Nursing. These composites have become a tradition in the Department of Nursing at Bloomsburg University. It is expected that all students will participate in the composite picture for the department. Approximate costs can be obtained from SNA.

6. Estimate of Student Expenses

An estimate of the expenses unique to the nursing program are listed below. Please keep in mind that costs change constantly and these figures are estimated.

Clinical and Class Expenses (Estimated)

<u>Initial</u> Pre-entrance Comprehensive Health Examination (includes lab tests, immunizations)	\$ 250.00
<u>Annual</u> Health Exam	\$ 100.00
<u>Liability/Malpractice Insurance</u> (3 years).....	\$ 100.00
<u>CPR certification</u> (annually).....	\$ 110.00
<u>Textbooks</u> per academic year	\$ 700.00- \$900.00
<u>Student Nurses Association (SNA) annual dues</u> (optional).....	\$ 6.00
<u>Criminal Background, Child Abuse Clearances, FBI Fingerprinting</u>	\$ 75.00

Uniforms and Supplies

1 Lab Coat (one required).....	\$ 50.00
2. Name pin	\$ 10.00

Senior Year Expenses (For explanations, see "Graduation Requirements and Guidelines" of this Handbook)

1. Graduate pin (Subject to price of gold).....	\$25.00-100.00
2 Composite photograph/etc.	\$ 25.00
3. Graduate cap and gown (from BU Store)	\$ 35.00

F. Graduation Requirements



Graduation Requirements

Students in the RN-BSN program must meet the graduation requirements of the university and the Department of Nursing. The university's graduation policy and fees are outlined on the University's website. Graduation requirements specific to the nursing program are set forth by the nursing faculty. Explanations follow.

1. Exit Interview and Resume

In accord with criteria established by the Pennsylvania State Board of Nursing (SBON) and national accreditation agencies, students play an active role in evaluation processes across their program of study. In addition to the ongoing student feedback provided through course evaluations, graduates **are required to participate** in an exit interview to evaluate the attainment of program outcomes and submit a final resume.

G. Membership: Organizations and Departmental Committees



1. Student Nurses Association (SNA)

The purpose of the Student Nurses Association (SNA) is to facilitate the involvement of students in the professional responsibilities of nursing. This goal is accomplished by providing unity through planned social, educational, and service activities coordinated between the classes; enhancing communication between students, faculty, and administration; promoting the nursing profession; and enhancing personal and professional growth. All enrolled, full-time baccalaureate nursing student are members of SNA. However, only through active involvement in the association can the stated purpose be achieved.

It is through SNA that you can become involved in the faculty department committees such as curriculum; student admission, progression and retention; faculty search; and educational resources committees. This involvement is an excellent way to ensure that the department and students are working toward the same goals. The association also has social functions such as banquets and picnics. The faculty are welcome to attend so it is an excellent way to get to know them outside the classroom.

SNA meets monthly. On the third floor of MHSC outside the SLL, the SNA has a bulletin board with information as to events, meeting times, and current affairs. The SNA mailbox is located in the Department of Nursing Office, Room 3109, MHSC.

2. Student Membership on Departmental Committees

The faculty of the Department of Nursing recognize the value of student input and involvement in evaluation of the nursing program as a consumer of the services rendered. Therefore, students have the opportunity to contribute to the nursing program through membership on the following departmental committees:

- Curriculum Committee

- Faculty Search Committee (for the purpose of interviewing prospective faculty only)

- Student Admission, Progression and Retention Committee (for policy matters only)

Students are selected by the Student Nurses Association to serve on these committees. If you are interested in serving, contact an officer of SNA and indicate your area of interest. Such activities assist you to grow professionally and help you to develop leadership abilities.

1986/Reviewed June 2011

H. Honors, Scholarships and Awards



1. PROFESSIONAL HONORARY ORGANIZATIONS

a. Bloomsburg University Theta Zeta Chapter of Sigma Theta Tau

The Nursing Department at Bloomsburg University has a chapter of the International Honor Society of Nursing, Theta Zeta chapter of Sigma Theta Tau.

Criteria for Membership in Sigma Theta Tau

Registered Nurse Students must:

- have completed 12 credit hours at their current school.
- have completed half of the nursing curriculum.
- achieve academic excellence
 - o For universities/institutions of higher education that use a 4.0 grade point average system to measure academic achievement, baccalaureate students must have a cumulative grade point average (GPA) of at least 3.0. GPAs should be computed according to the policies of the university.
- rank in the top 35% of the graduating class.
- meet the expectation of academic integrity.

2. SCHOLARSHIPS AND AWARDS

a. Susan B. Fetterman Nursing Scholarship

This scholarship is awarded to a nursing student demonstrating financial need as determined by the University. Preference is given to non-traditional students.

b. Other Awards

From time to time, other awards, information from health agencies, community service agencies, etc. are received in the Department of Nursing. This information is posted on the bulletin boards outside the Simulated Learning Laboratory in McCormick and on BOLT. Increasingly, hospitals are granting scholarships and loans to students in BSN programs. Students who are interested in such tuition assistance should contact their local hospitals to inquire individually.

For additional information concerning availability of financial aid contact the University Financial Aid Office at 389-4279.

c. Scholarship and Financial Aid Information for Undergraduate Nursing Students

AACN Resources

After College/AACN Scholarship Fund is available to support students who are seeking baccalaureate, master's, or doctoral degrees in nursing:
<http://go.aftercollege.com/events/AACN/2006/index.cfm>

Resources for Undergraduate Nursing Students

- **Active Duty Health Professions Loan Repayment Program** provides up to \$50,000 to repay qualified educational loans in exchange for active duty service in the U.S. Army. http://www.goarmy.com/amedd/nurse/corps_benefits.jsp
- **ExceptionalNurse.com** awards \$500 scholarships to a qualified students with a disability <http://www.exceptionalnurse.com/scholarship.php>
- **The Oncology Nursing Society Foundation** awards academic scholarships specifically for students pursuing bachelor's degrees <http://www.ons.org>

General Resources

- **FastWeb** is an online scholarship search <http://www.fastweb.com/>
- **Johnson & Johnson's *Discover Nursing* Web Site** has an extensive nursing scholarships search feature <http://www.DiscoverNursing.com>
- **MinorityNurse.com** maintains a listing of scholarship and fellowship money for students pursuing undergraduate or graduate work in nursing www.minoritynurse.com/scholarships
- **Sigma Theta Tau International** offers a list of scholarships available through organizations and specific nursing schools: www.nursingsociety.org
- **U.S. Department of Education** is a potential source of financial aid. <http://studentaid.ed.gov>

For a complete listing of scholarship and financial aid opportunities, AACN's Financial Aid Resource found online at <http://www.aacn.nche.edu>.

Revised June 2017; July 2018

SECTION V

TIPS FOR SUCCESS AND PROGRAM ASSIGNMENTS



TIPS FOR SUCCESS

1. Scheduling Classes

a. Scheduling Classes and Registration

Students enroll by scheduling classes, paying fees, and registering prior to the beginning of the next semester or summer session. The scheduling of classes is usually completed during the prior semester. The dates for scheduling and advisement are announced by the registrar. To schedule, students review the class schedule on the Registrar's home page, meet with their advisors, and enter their schedule directly into the schedule program.

- Students must register by the first day of each semester or summer session according to the instructions for registration issued by the registrar. Special provisions for registrations are available for non-degree students and part-time degree students. Students who do not register will have their class schedules dropped at the end of the first day of registration.
- Students with unpaid fees, overdue library materials, and other obligations due the university will be denied scheduling and registration privileges.
- Students with disabilities should contact their advisor to make special arrangements for scheduling of classes and registration.
- Students are encouraged to follow the appropriate course planning sheets for assistance in program and course completion.

b. Computer Course Scheduling

Students can register courses from any computer on and off campus. A student login is required to enter the system.

c. Reserved Class Seating

Classes with reserved seats for nursing majors are scheduled either through the Department of Nursing and/or related Departments.

d. Transfer Credit Procedure

Students are required to complete a "Prior to Transfer of Credits Approval Form" with their academic advisor. Please see the section in this Handbook for Evaluation of Transfer Credits.

e. Summer and Winter Session

Undergraduate and graduate courses are offered during the summer and winter sessions on campus and online. Students may schedule as many semester hours in a session as the number of weeks in that sessions. An overload requires the approval of the appropriate college dean.

2. Global and Multicultural Education

Global education is central to the mission of Bloomsburg University, which states the university “prepares students for personal and professional success in an increasingly complex global environment.”

Multicultural and global competencies, including foreign language acquisition, have gained enormous value in an increasingly interconnected world. Study abroad fosters the development of culturally perceptive citizens who engage effectively with local and global communities. BU's Office of Global and Multicultural Education helps all students take advantage of the opportunity to live and explore a new and different culture in a safe and affordable manner.

For additional information, contact your academic advisor or the Office of Global and Multicultural Education is located in Student Services Center.

3. Classroom/Clinical Assignments

a. Scholarly Papers and/or Writing Assignments

Writing across the nursing curriculum is emphasized. Each nursing course has either a formal scholarly paper or writing assignment.

Students may request a second reading of their scholarly paper if they receive a grade of D or below. The request must be made within one week of receiving the grade. The student must first meet with the professor grading the paper to discuss areas of the paper in question. The student is expected to provide supportive rationale/documentation for this discussion. If after meeting with the grading professor the issue has not been resolved, the student may request a second reading of the paper by another faculty member of the professor's choice. In order to have a second reading the student must submit written rationale, with supporting references, to the second reader within one week of the meeting with the grading professor. Faculty retains the academic right as to whether or not a grade change is necessary even after a second read.

Approved May 1995/Revised Fac. Assembly May 2006

b. Oral Presentations

As a major program outcome, communication is evaluated by several means. Oral presentations are expected throughout this program. Specific course requirements are given at the beginning of each semester.

SECTION VI RN-BSN-MSN PROGRAM

A. Requirements

B. All RN-BSN-MSN Program Planning Sheets and Sequence Sheets



A. Requirements

All applicants will apply to the RN-BSN program with provisional admission to the MSN Program of their choice. Once the required undergraduate credits, the application process below, and acceptance into the MSN program of their choice is completed the student can then begin the graduate work towards their specialty.

The following application materials should be submitted directly to the Office of Admissions upon application to the RN-BSN program.

1. Proof of an Associate Degree in Nursing from an accredited college (via transcript).
2. Any other official secondary school transcripts and/or official college transcript from each school attended, regardless of whether credit was earned at the other institution(s).
3. A license to practice professional nursing in the state of Pennsylvania.
4. An application to the RN-BSN Program.

The following criteria will be submitted and evaluated after completion of ALL BSN coursework and prior to starting Graduate coursework:

1. A minimum of one year of direct care clinical practice within the past two years in the selected clinical specialty area (for the adult nurse practitioner option, the direct care experience must be in adult health).
2. An undergraduate quality point average (GPA) of 3.0 or higher on a 4.0 scale upon completion of the BSN from Bloomsburg University.
3. Three current letters of professional and/or academic recommendation.
4. A resume which includes description of professional nursing or clinical experience.
5. A narrative describing personal and professional goals for graduate education (rationale and goals for the selected area of advanced practice must be included).
6. Interview following submission and screening of admission materials with program director for the NP option(s) with members of the graduate council.
7. Applications are due August 1 or January 1 for the NP options and are on a rolling basis for the Nursing Administration and Community Health Nurse Options. The nurse Anesthesia program is not an option in the RN-BSN-MSN program.

November 2018; May 2019 updated

B. All RN-BSN-MSN Program Planning and Sequence Sheets

Link to view all RN-BSN-MSN Program Planning Sheets and Sequence Sheets – Family Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, Public Health Nursing, and Nursing Administration:

<https://www.bloomu.edu/academics/programs/rn-bsn-msn>