BACHELOR OF SCIENCE IN NURSING PROGRAM

Student

Handbook

2021-2022

Nursing Honor Code Pledge

I join my fellow students today to pledge my commitment to the highest ideals and academic standards of my professional nursing education at Caldwell University. I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility comes accountability for my actions. Therefore, as a representative of the School of Nursing and Public Health, I pledge to adhere to the highest standard of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty. I pledge to work together with my peers to support one another in the pursuit of excellence in our nursing education and to report unethical behavior. I will work to safeguard the health and welfare of patients who have placed their trust in me and will advocate for their best interest. I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

Adapted from University of Louisville Pledge

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ACKNOWLEDGMENT STATEMENT

The Caldwell University Nursing Program Student Handbook contains information about our program policies and expectations.

You are required to review this handbook and sign a copy of the acknowledgment statement by the second week of class.

Your signature indicates that you have reviewed the handbook and understand that it can be accessed on the Caldwell University Nursing Program portal. You also understand that the handbook may be updated with binding policies at any time as necessary at the discretion of the administration and faculty.

Your signature also indicates that you have taken the Nursing Honor Code Pledge and commit yourself to adhere to it throughout your participation in the nursing program and beyond.

Student Signature _____

Print Name _____

Date _____

Return the signed form to the School of Nursing & Public Health - September 7, 2021

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CALDWELL UNIVERSITY

BACHELOR OF SCIENCE IN NURSING PROGRAM

Welcome to the Nursing Program. This handbook has been prepared for use as a guide to the Undergraduate Nursing Program at Caldwell University. The Caldwell University Undergraduate Catalog; Core Curriculum Booklet; Caldwell University Policy Manual Volume 2-General Institutional Policies; Volume 6-Student Life and Development Policies; the C-Book; and Residence Handbook are additional sources of information that address aspects of academics and students life at Caldwell University. These resources are available to students and are also accessible in the Caldwell University Portal.

You are responsible for reading and adhering to the policies of the nursing program and the university as described in each of the above publications. If you have any questions about the content of these resources, please speak to your faculty advisor or School of Nursing and Public Health-staff at Caldwell University.

The Caldwell University Bachelor of Science in Nursing (BSN) faculty recognizes the impact of advances in medical science and technology on the delivery of healthcare and education of healthcare practitioners. The Baccalaureate curriculum is designed to prepare graduates for a variety of emerging nursing roles to meet patient health needs in a rapidly changing health care environment. The School of Nursing and Public Health offers four entrance tracks leading to the Bachelor of Science in Nursing degree.

As you begin the Nursing Program, keep in mind the commitment required in order to achieve academic success. The program is challenging and requires full-time attendance and study. The

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use of good study habits, regular class attendance, participation in study groups, completion of reading assignments, and meeting with your faculty advisor/mentor will help promote success in the program.

ACCREDITATION

Caldwell University is accredited by the Middle States Commission on Higher Education (MSCHE).

The affiliated Clinical Agencies of the School of Nursing and Public Health are accredited by nationally recognized accrediting bodies. The Caldwell University Baccalaureate Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE) and fully accredited by the New Jersey Board of Nursing. Complains regarding the program may be sent to the New Jersey Board of Nursing or Commission on Collegiate Nursing Education. Contact information for the nursing accreditation bodies are as follows:

Joanne Leone, Acting Chair

New Jersey Board of Nursing

PO BOX 45010

Newark, NJ 07101

The Commission on Collegiate Nursing Education

One Dupont Circle,

NW Suite 530

Washington, DC 20036-120

(202) 887-6791

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PLEASE NOTE:

Students are advised that the information contained in this handbook is subject to change at any time at the discretion of the University Administration and Faculty, Professional, state and/or federal regulations may mandate change in this document.

ABOUT THE PROGRAM

Caldwell University Mission Statement

Founded in 1939 by the Sisters of Saint Dominic, Caldwell University promotes intellectual, spiritual, and aesthetic growth to a diverse population and welcomes all cultures and faith traditions. Inspired by St. Dominic de Guzman and our Catholic heritage, we make a difference in the lives of our students and prepare them through the liberal arts and professional studies to think critically, pursue truth, and contribute to a just society.

Mission of the Nursing Program

The Nursing program educates a diverse population to become professional nurses that meet the health care needs of society through health promotion, illness prevention, and management of health-related conditions. Upon successful completion of the program, eligible candidates may take the National Council Licensure Examination (NCLEX-RN)

Philosophy of the Nursing Program

The Faculty seeks to promote the development of the whole person as a professional nurse in the service of people in local, national, and global communities. The faculty is committed to the rich tradition of Caldwell University to provide "and excellent liberal arts education which promotes spiritual, intellectual and aesthetic growth" This tradition provides a foundation for graduate education and lifelong learning. The philosophy of the nursing program is based on the metaparadigm of nursing: human beings, environment, health, nursing, and teaching learning.

Human Beings

The faculty believes that human beings are bio-psychosocial, spiritual individuals who function as an integrated whole within the context of self, family, society, and the global

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community. We recognize the dignity and worth of individuals and their capacity to make decisions relative to their health and well-being. Further, the faculty believes that individual growth and development occur in the context of family and community.

Environment

The faculty believes that the environment is an open system composed of human beings in relation to their surroundings. The surroundings (external component) are comprised of variables such as personal relationships, culture, physical space, and social economic, community, and global factors. The internal component of the individual includes bio-psycho-social, and spiritual variables. The quality of the interaction between the individual and the external environment affects health. The faculty believes that nurses can promote health through assessing, and managing, both external and internal environmental factors.

Health

The faculty believes that health is dynamic in nature and individually defined. It is the individual definition of health that ultimately directs behaviors related to health promotion, illness prevention, and treatment. The faculty believes that healthcare decisions are influenced by multiple factors and the outcome of decisions made by individuals, families and/or communities, or global entities can affect health in a positive or negative way.

Nursing

Professional Nursing is a service profession which is grounded in knowledge emanating from arts, sciences, nursing science, and general education, combined with sound moral and ethical imperatives. The American Nurses Association defines nursing as the diagnosis and treatment of human responses to actual or potential health problems (American Nursing Association, 2004). The faculty believes that nursing is a caring profession that assists diverse individuals, families, populations, and/or communities to prevent disease, maintain, restore, and/or promote health, and provide comfort to the dying across the lifespan. Central to nursing is the dynamic interaction or partnership between the nurse and patient. Professional nurses practice within a legal, ethical, and moral framework and are guided by professional standards and guidelines.

Teaching/learning

The faculty believes that learning is a continuous interactive process between educator and student that results in the acquisition of desired behavioral changes. Learning is enhanced when the learner is motivated, goal oriented, and an active participant. Learning is a

self-directed, lifelong process. Nursing Education provides the student with the opportunity to acquire knowledge, values and essential skills for the beginning nurse. As she proceeds throughout the program the learner becomes increasingly independent in the acquisition of knowledge, critical thinking skills, and the development of professional judgement and behavior. The faculty guides and facilitates student learning through curriculum development implementation, and evaluating processes. Faculty has the responsibility to design learning experiences which stimulate critical thinking using a variety of methods and settings. The faculty prepares students for a variety of nursing roles to meet contemporary and future healthcare needs in a rapidly changing complex environment. The faculty serves as a resource and role model, and in collaboration with students, creates the environment in which learning takes place.

Organizing Framework

Faculty believes about human beings, health environment, nursing and teaching/learning provide the basic structure for the organizing framework. The curriculum is organized to facilitate student learning and to attain program outcomes. The courses in liberal arts education assist students to use a well-delineated and broad knowledge base for nursing practice. The beginning courses provide the foundation for the curriculum. Course content and learning experiences generally progress from simple to complex and from the care of individuals to the care of groups/ families and communities. Learning experiences are designed to facilitate the development of knowledge, values, and essential skills required to provide nursing care to diverse clients across the lifespan. Faculty use teaching strategies that promote critical thinking, stimulate exploration and inquiry, encourage reflection and facilitate learning in order to achieve student learning outcomes. Beliefs about critical thinking, evidence-based practice, nursing process, holistic nursing care, communication, professionalism, ethics, and advocacy are used to design, implement and evaluate the curriculum.

Critical thinking is the ability to combine information in novel ways to draw conclusions. Critical thinking underlies independent and interdependent decision making. A multiplicity of variables that affect human beings require nurses to use critical thinking to provide effective and meaningful care to solve patient problems and make informed health related decisions. Students acquire increasing critical thinking skills through guided learning and clinical experiences.

Evidence-based Practice is care that integrates the best research with clinical expertise and patient values for optimum care (Institute of Medicine, 2003). Evidence-based practice includes selection, analysis, and use of appropriate and current best practices information.

Communication is the process used to exchange information, ideas, beliefs, and feelings. Communication may be verbal or nonverbal and includes the use of technology to share

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information with the interdisciplinary health team. Communication is utilized in a therapeutic helping relationship that is patient-centered and goal-directed.

Nursing Process is a thoughtful and systematic method of organizing and providing nursing care. It has distinctive characteristics that enable the nurse to respond to the changing health status of the patient. These characteristics include its cyclic and dynamic nature, patient-centered-ness, focus on problem solving and decision making, interpersonal and collaborative style, universal applicability, and use of critical thinking.

Holistic Care is nursing care that considers the whole person as greater than the sum of his/her parts. The goal of nursing practice is to care for the whole person. Nursing activities can include the promotion of health, prevention of illness, and the care of ill, disabled and dying. Human responses to alterations in health differ and are multidimensional. Nurses individualize care to address the unique needs of the individual family, group, community, or population.

Ethics is defined as knowledge that focuses on matters of obligation or what ought to be done. Ethical conduct is embedded in professional nursing practice. Nursing has a formal statement of the group's ideals and values as noted in the *ANA Code of Ethics for Nurses with interpretive Statements (2004).*

Advocacy is inherent in the professional role of nursing. An advocate is one who expresses and defends the cause of another. Nurses serve as a voice for patients who are unable to speak for themselves or lack of information. Nurses support patients' unique decisions.

Professionalism is an essential trait of every nurse. Values essential for competent and safe nursing practice include integrity, respect for human dignity, social justice, caring and advocacy. Professionalism in nursing requires a body of knowledge, service to others, autonomy, self-regulation adherence to our code of ethics, and participation in professional organizations.

Program Goals

The goals of the Caldwell University Nursing Program are:

1. To provide graduates the essential body of scientific knowledge, clinical competencies, and the qualities of professional preparation and integrity to begin the practice of nursing at the generalist level and
2. To provide a curriculum inclusive of liberal arts, science, and nursing education courses which will provide a foundation for evidenced-based practice, continuing education and graduate education in nursing.

Student learning outcomes

The Caldwell University of Nursing Program prepares students to:

1. Integrate knowledge from liberal arts and nursing science to provide nursing care.

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2. Provide evidence-based nursing care to diverse clients across the lifespan.
3. Evaluate the effectiveness of nursing care using the nursing process.
4. Collaborate with clients and other healthcare professionals to provide comprehensive care.
5. Use information and technological resources to optimize client outcomes.
6. Demonstrate accountability to the profession, self, clients, and the interdisciplinary team.
7. Apply legal, ethical and moral principles to professional nursing practice.
8. Function as an advocate for clients in various settings.
9. Explore the impact of social and healthcare policy and economic and political factors which influence healthcare delivery and practice.

Program Outcomes (Aggregate Student Outcomes)

The Caldwell University Nursing Program prepares graduates that will:

1. Engage in activities that promote professional development and lifelong learning.
2. Rank at or above the national mean for similar institutions for NCLEX-RN pass rates.
3. Meet or exceed the average reported by national accrediting agencies for graduation rates*
4. Obtain a position within six to nine months of graduation at or above the average reported by national accrediting agencies for the graduates seeking employment.
5. Rate program satisfaction at or above the 90th percentile after six months and one year following graduation.
6. Receive performance ratings by employers of 3 or above on a 1-5 point Likert scale.

*The number of students completing the nursing program in 150% of the program length.

NURSING MAJOR: SUGGESTED FOUR YEAR CURRICULUM PLAN

FIRST YEAR					
FALL SEMESTER	**CR**	**✓**	**SPRING SEMESTER**	**CR**	**✓**
CH110: Principles of Chemistry*	3		BI 203: Human Anatomy & Physiology 1*	3	
CH 110L: Principles of Chemistry Lab*	1		BI 203L: Human Anatomy & Physiology 1Lab*	1	
Core: FS 189 - Freshman Seminar (Freshmen only)	1		Core: CO 230 - Communication Skills (or DR 102, 103, 104)	3	
Core: EN 111 - College Writing*(or EN 320 or EN 119&120 by placement)	3		MA 207**or** PS 208: Statistics	3	
Core: MA 118 – Analytical Mathematics for Nursing	3		Core: TH 102 - Intro. to Catholic Theology	3	
Core: Social Science - PS 150: General Psychology I	3		Enriched Core Cluster - (Ethical Inquiry /Global Awareness/Catholic & Dominican)	3	
Core: Modern Language - SP/FR/AS/IT	3				
Total:	**17**		**Total:**	**16**	
Second Year					
FALL SEMESTER	**CR**	**✓**	**SPRING SEMESTER**	**CR**	**✓**
BI 204: Human Anatomy & Physiology 2*	3		BI 315N: Microbiology	3	
BI 204L: Human Anatomy & Physiology 2 Lab*	1		BI 315X: Microbiology Lab	1	
Core: PH 102 - Intro. to Philosophy	3		Core: Literature – EN XXX	3	
Core: HI 101 – Roots of the West **or** HI 102 – The Shaping of the West	3		NU303: Health & Cultural Assessment Across Lifespan	5	
Core: Social Science - SO 101: Introduction to Sociology	3		NU 219: The Professional Nurse: An Introduction to Practice	2	
Enriched Core Cluster - (Ethical Inquiry /Global Awareness/Catholic & Dominican)	3				
Total:	**16**		**Total:**	**14**	
Third Year					
FALL SEMESTER	**CR**	**✓**	**SPRING SEMESTER**	**CR**	**✓**
NU 301: Fundamentals of Nursing	6		NU 306: Adult Nursing I	8	
Enriched Core Cluster- (Ethical Inquiry/Global Awareness/Catholic & Dominican)	3		NU 308: Nursing Research & Evidence-Based Practice	3	
NU 305: Pathophysiology	4		NU 310: Pharmacology	3	
Core: Fine Artes -Art or Music	3				
Total:	**16**		**Total:**	**14**	
***Both traditional and Accelerated Second Degree Nursing Students will adhere to the above Third Year curriculum. Then the ASD students will go through the summer and complete their curriculum in the Fall semester.**					
Fourth Year					
FALL SEMESTER Traditional (SUMMER Second Degree Students)	**CR**	**✓**	**SPRING SEMESTER (Fall Second Degree Students)**	**CR**	**✓**
NU409 Maternal-Child Nursing	4		NU 416: Adult Nursing II	8	

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NU410 Pediatric Nursing	4		NU418: Transition to Professional Nursing	3	
NU 412: Psychiatric-Mental Health Nursing	4		NU 420: Community and Public Health	5	
NU 415: Leadership, Finance, and Healthcare Policy in Nursing	3				
Total:	15		**Total:**	16	

ADMISSION AND PROGRESSION

Admission to Nursing (NU) Course Sequence:

All University and Nursing Admission and progression criteria must be met prior to beginning the nursing course sequence for the appropriate Nursing Track. See the Caldwell University Undergraduate Catalog for the specific admission and progression requirements.

Progression in the Nursing Course Sequence

In order to progress in the Nursing Courses (NU), students are required to:

- Meet all prerequisites as per the curriculum plan.
- Maintain a cumulative GPA of 2.75
- Maintain a grade of "C+" (2.5) or above in all Nursing major courses. Refer to the probation and dismissal section for more information.
- Pass all components of the course theory, lab and clinical as applicable.
- Complete all nursing (NU) courses at Caldwell University. RN students must complete 30 credits at Caldwell University to graduate.

Students must achieve a minimum cumulative course average of C+ (77%) to pass and progress in nursing courses. Students must successfully pass the didactic, lab and clinical components of each course, as applicable, in order to obtain a passing grade for the course. Students who fail the laboratory or clinical component or any nursing course will receive a grade of "F" for the course irrespective of the didactic grade.

PROBATION AND DISMISSAL

All students in the nursing major must maintain a cumulative GPA of 2.75 or higher. A student will be placed on probation if his/her cumulative GPA falls below 2.75. A student will be dismissed if his/her cumulative GPA falls below 2.75 for two consecutive semesters.

In addition nursing students will be placed on probation if they receive a grade of "C" or lower in one nursing course (the course must be repeated and a passing grade received to progress in the nursing course sequence) with the exception of NU219, and NU303, All students must receive a "C+" or higher in NU219, NU 301, NU 303, and NU 305. Students who fail NU219 (The

Professional Nurse: An Introduction to Practice), or NU 303 (Health and Cultural Assessment), will be dismissed from the Nursing Program.

Students taking nursing (NU) courses will be dismissed from the program for the following circumstances:

- An earned grade of less than "C+" (2.5) or W in NU 219, and / or NU 303,
- Two NU course grades of less than "C+" (2.5). Excludes NU 219 and/or NU303 as cited above.
- More than one withdrawal from NU courses.
- Unsafe clinical practice as evaluated by a faculty member.
- Violation of Nursing and/or University policies.
- A cumulative GPA of less than 2.75 for two consecutive semesters.

Any student who withdraws from a Nursing course will be required to meet with faculty advisor and will be evaluated by a faculty committee to determine eligibility to remain in the program.

Once dismissed from the Nursing Major, a student cannot apply for and will not be reinstated into the program under any circumstances.

Student nurses are expected to think and act professionally at all times to maintain a culture of dignity and safety for peers, faculty, and facility staff, and patients in all venues, including classroom, conference, and clinical settings. The faculty reserves the right to dismiss any student from the nursing major who demonstrates unsafe and/or inappropriate professional judgement or behavior. This includes but is not limited to conduct that is disruptive, aggressive, confrontational, abusive, attacking or belittling, socially or medically unacceptable or unethical in online or written messaging, in the classroom, laboratory, faculty office, and or clinical settings with peers, faculty, facility staff, and/or patients and their families. Such conduct is further identified in the New Jersey Nurse Practice Act, the ANA Code of Ethics, Caldwell University Policies described in the Undergraduate Catalog and C-Book, clinical agency policy, and the Joint Commission Sentinel Event Alert # 40 description.

APPEAL PROCESS

The Nursing Program adheres to the policies of Caldwell University for final grade appeals. Students have the right to appeal any action taken by faculty regarding grades, warnings, or dismissal from the program and should direct all appeals to the Associate Dean and Program Director, Appeals may also be taken to the University Vice President for Academic Affairs.

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ACADEMIC ADVISING

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Nursing Advisors

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Program advisement includes an advisor and advisee relationship whereby the advisor serves as guide in achieving academic, career and personal goals through the use of the full range or institutional and community resources. Activities include but are not limited to advisement regarding course selection/registration semester scheduling, course/program withdrawal(s), leave of absence(s), initiation of formal appeal(s), monitoring academic progress of junior and senior baccalaureate nursing students and other student success oriented support services. Program advisement processes are also utilized to assist students in interpretation of departmental policies and the utilization of institutional and community resources as appropriate.

Students are advised on a periodic basis during the semester regarding their progress in the academic and clinical areas. Classroom faculty and faculty advisors are available to address student questions and provide academic guidance. Including analysis of standardized diagnostic test scores. A student whose performance is less than satisfactory is notified verbally, electronically, and subsequently in writing at any time of unsatisfactory academic and/or clinical performance. Faculty will meet with the student to review identified problem(s). When appropriate, the student will develop a written performance improvement plan which will be filed in the student's academic file. Failure to respond to faculty's request for a conference will be documented with appropriate remediative consequences. Students are referred to and encouraged to utilize the Academic Support Services of Caldwell University.

1. Baccalaureate nursing students will be assigned to a nursing program advisor during the spring/summer semester of their sophomore year. Students entering the program in the Junior year will be assigned to a nursing program advisor upon admission.
2. Students entering the nursing course sequence are to meet with their nursing program advisor within the first 2 weeks of the semester (within the add/drop period) to review/complete their "Curriculum Advisement-Graduation Check-List".
3. Faculty office hours are posted on their office doors.
4. Students are encouraged to meet with their assigned nursing program advisor on an as-necessary basis. It is the student's responsibility to seek out guidance as appropriate.
5. Students who wish to change their assigned advisor should contact the Assistant Director of Nursing.

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NCLEX-RN PREP AND POLICY

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Preparation for NCLEX-RN is an integral part of the entire nursing program through the utilization of standardized testing and content remediation. The HESI (Health Education Systems, Inc.) assessment and testing package is used as a tool to provide diagnostic, feedback regarding student learning needs and nursing competency. The HESI package includes reliable and valid nationally standardized exams which help to prepare the student for NCLEX-RN. The exams are computerized, timed and proctored thus mimicking the NCLEX-RN examination environment. All students enrolled in the nursing course sequence

are required to participate in the HESI assessment and review process. The cost for this service is included in the student fees assessed each semester.

HESI testing is designed to assess and reinforce knowledge gained during the semester by providing feedback regarding specific essential nursing content. In addition, the HESI materials/exams are utilized as diagnostic tools in preparation for the NCLEX-RN exam. Course syllabi clearly identify HESI examination requirements as applicable. Students must complete requirements as indicated on each course syllabus. The HESI conversion score will count as a percentage of the course grade determined by the faculty and clearly communicated in the syllabus.

Standardized Test Performance Policy

The Nursing program requires that every student meet the approved standardized exam performance benchmark of 850 on HESI or higher to demonstrate course competency for each NU course. Students who otherwise pass the course but score below the 850 benchmark on the standardized exam will receive a remediation contract. Students are expected to fulfill the terms established for the contract, which is made with their academic advisor.

HESI Remediation Contract Procedure

When scoring below 850 on HESI, the student will confer with the course professor to review the steps of the remediation contract. Students will have four weeks (following the last day of final exams) to satisfactorily complete the remediation. Students will create a proficiency notebook to document the content reviewed and study effort. Students will submit the proficiency notebook to the course professor (or a designee) within the required timeframe. The course professor will evaluate if the notebook meets the terms of the remediation contract. If it is determined that the notebook does not meet the terms of the contract then the student fails the course. Students that do not adhere to the policy will fail the course.

NCLEX INFORMATION

NCLEX-RN information will be provided to all nursing students in the spring semester of their senior year. Directions regarding the Board of Nursing (BON) application will be provided at that time. Students will be advised as to the timing of BON application submission in order to facilitate smooth progression through the NCLEX registration and testing process. Once senior students have completed all program requirements, the Director of Nursing will send a letter of Program Completion to the BON. Program Completion includes but may not be limited to successful completion of the nursing course sequence in the baccalaureate curriculum, standardized exit testing and successful completion of a selected NCLEX review course as identified by the Department of Nursing.

CLASSROOM/COURSEWORK INFORMATION

The faculty of the Department of Nursing recognizes that nursing students are enrolled in our program because of a desire and motivation to gain depth of nursing knowledge and to assume strong professional identity and roles. In order to achieve these goals, students should understand that all Nursing course content is critical for their development as strong professionals. It is the faculty's expectations that all students, as professionals, be responsible for full participation in every educational activity provided. This includes attendance at all classes, laboratory and clinical experiences (refer to the Absence Policies in Appendix D) as well full as commitment and attention to all coursework, assignments and other learning experiences.

Use of Electronic Devices

1. Students are NOT permitted to talk on cellular telephones in the classroom or learning laboratory experiences. Emergency situations requiring cellular telephone communication will be proactively addressed with the faculty on an as-needed basis. Faculty members have the authority to prohibit the use of any handheld device (including cellular telephones) in the classroom, clinical and laboratory area refer to the course syllabus for additional information. Students found using prohibited devices may be asked to leave class.
2. Permission to record any class must be obtained from the individual faculty member.
3. Laptop computers may be used during class. Students are required to turn off and put away these devices if requested to do so by faculty.
4. Only approved calculators may be used during testing.

Examinations

1. All examination dates are cited on the course syllabus; quizzes may also be administered.
2. The following rules are enforced during an examination period:
   A. No personal items will be permitted during testing except for pencils and loose tissues.
   B. No Cellular telephones are permitted during testing time, and must be turned off and stowed away from where the student sits.
   C. All personal items, bags and books must be left at the front back or side of the room or locker area.
   D. No food or drink will be allowed.
   E. Students may not leave the room during testing. No bathroom breaks will be given. Students are encouraged to use the restrooms prior to testing. Any student who leaves

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the room during testing will not be permitted to return to complete the test and will receive a failing grade for the exam.

F. Only emergency questions will be answered.

G. No baseball caps or hats are to be worn during testing.

H. Students may be asked to change their seats during testing.

I. All students must arrive on time for testing. Any student arriving late may be admitted to the test at discretion of faculty; however, no extra testing time will be allowed.

J. Students must notify the instructor in advance if they will be absent due to illness or emergency.

K. Make-up testing is not a given and will be provided only at the discretion of the instructor.

L. Students who have formally documented accommodations for testing must notify the instructor prior to the testing date.

M. Students are not permitted to talk during testing.

3. Review of unit exams and quizzes are scheduled. The following procedures will be enforced in all situations in which students are given the opportunity to review an exam.

A. Students are not permitted to copy any materials, take notes or tape record during test review. No personal belongings including writing instruments shall be on the desk during review.

B. Unit exams are available for review within two weeks of administration.

C. Students requiring additional review time may request an individual appointment with the course faculty within two weeks of exam administration.

D. Exam grades will be available within one week following the administration of the exam. In addition, there will be some form of in-class exam review one week after administration of the exam. Students requiring additional review time may request and individual appointment with the course faculty within two weeks of exam administration.

E. Make-up examinations are administered at the discretion of the course faculty and may be different in format from the original examination administered to their peers.

Disability Accommodations:

"Any student who has a documented disability and is in need of academic accommodations must contact the Office of Disability Services (973-618-3645) and notify the professor of this course. Students are required to provide written documentation of their disability in order to be eligible for accommodations. Accommodations are individualized and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992".

All student disability accommodations will be provided by faculty after students register in the Office of Student Disability Services and receive appropriate documentation of a plan for accommodations that is presented to the course instructor at the start of a course. No student will be given special accommodations by faculty without these prior arrangements.

Medication Dosage Calculation Policy

Competency in medication math/dosage calculation is an integral and critical aspect of safe professional nursing. Students who demonstrate competency in medication dosage calculations at the beginning of each clinical nursing course and within the specified time frame outlined in each individual course syllabus.

For each medication math exam, students must achieve a minimum passing grade of 90% to demonstrate competency.

Any student who fails to achieve the required 90% benchmark on the first attempt of any medication math exam will be referred to the academic success center and required to complete an immediate math remediation module to address weaknesses. The student will be responsible to arrange to retake and alternate medication math exam with course faculty within a 2 week time frame from the failed exam.

Students will not be permitted to administer medications in the clinical setting under faculty supervision until they have demonstrated competency by passing the medication math exam.

NU219 only:

The med math exam to establish competency for eligibility to progress into NU301 will be given after math preparation modules have been completed during NU219. Failure to achieve competency on the first attempt will require the student to be referred to the faculty/academic success center to complete a remediation module and then re-take the exam within one week. If a student fails to achieve a 90% on his/her second attempt of the medication math exam, he or she will be referred back to the faculty/academic success center and will be required to complete an additional math remediation module. The student must arrange to re-take the exam for the third and final time prior to completion of NU219. Students who fail to achieve 90% on the third and final attempt will receive an immediate F on the Medication Administration Safety Exam and be dismissed from the nursing program as per policy.   The student will also receive a letter in their file outlining the failure in NU219 due to med math and an inability to progress or return to the nursing program at Caldwell University. Further, any student who fails to arrange for or complete necessary re-takes of the exam within the required time frame will fail the course. A student who receives a course failure or fails the 3rd attempt at the Medication Administration Safety Exam is not authorized to withdraw from the course.

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Second degree students preparing for admission into NU301:

It is the responsibility of the applicant to demonstrate competency in medication math prior to beginning NU301. The student is aware that medication math preparation and demonstrating success on the medication math exam may take up to 4 weeks to complete. The med math exam to establish competency for eligibility to register for NU301 will be given after online math preparation modules have been completed prior to NU301. Failure to achieve competency on the first attempt will require the student to be referred to arrange to meet with faculty for a remediation module and then re-take the exam within one week. If a student fails to achieve a 90% on his/her second attempt of the medication math exam, he or she will be referred back to the online resource for further review and will be required to complete an additional math remediation module. The student must arrange to re-take the exam for the third and final time prior to junior orientation and beginning NU301. Students who fail to achieve 90% on the third and final attempt will be dismissed from the nursing program as per policy.   Further, any student who fails to arrange for or complete necessary re-takes of the exam within the required time frame will be dismissed from the nursing program.

NU306, NU411, NU416, NU420: Students who fail to achieve 90% on the second attempt will receive an immediate course failure (a grade of "F" irrespective of any other didactic grade[s] or clinical component). If this course failure is the second unsuccessful nursing course grade the student will be dismissed from the program per policy. Further, any student who fails to arrange for or complete necessary re-takes of the exam within the required time frame will fail the course. A student who receives a course failure is not authorized to withdraw from the course.

Class Absence Policy

Students are expect to attend all regularly scheduled classes as well as any rescheduled classes when notified by course faculty or department administration. Students are completely responsible for all content presented in class(es) and/or online regardless of their attendance. Students who are absent due to illness or a personal emergency are required to submit appropriate documentation.

Students who are absent from two or more classroom sessions in a single course will receive a course warning and may receive a grade of "I" (Incomplete) or "F" (Failure). Students may receive an "I" for absences due to extenuating situations only by arrangement with course faculty. Students will receive an "F" if no arrangement has been made with faculty. A student cannot withdraw from the course if an "F" has been earned. The course coordinator will inform

and/or meet with the Assistant Director of nursing as appropriate. If a student is unable to continue to meet the demands of the nursing curriculum, for any reason, his/her status in the major will be re-evaluated by a faculty committee.

Grading System-grading system and quality points are as follows:

**Grade	Suggested Numerical Points Range	Quality	Interpretation
A	94-100	4.0	Highest Levels of Achievement
A-	90-93	3.75	Exemplary Achievement
B+	87-89	3.5	Consistently Superior Achievement
B	84-86	3.0	Very Good
B-	80-83	2.75	Good
C+	77-79	2.5	Above Average
C	70-76	2.0	Satisfactory-Minimum grade for major field
D+	67-69	1.5	Unsatisfactory
D	60-66	1.0	Poor performance-minimum passing grade
F	Below 60		Failure

Clinical Information

Clearance requirements

The following tasks must be completed prior to the start of all clinical courses:

Annual Physical:

(1) All students progressing to junior and senior status must return the completed health forms to the Health Services Office at Caldwell University by July 1st.
(2) The physical page of the Caldwell University health form and the addendum health form should be completed and signed by the primary health care provider with the supporting documentation attached: ie, urine analysis report. In addition, all students must comply with CDC recommended immunization guidelines.
(3) All students progressing to junior and senior status must return the signed release statement to the Health Services Office at Caldwell University by July 1st.

Cardiopulmonary Resuscitation Certification

Our clinical affiliates require that each nursing student maintain consistent American Health Association (AHA) CPR for Healthcare Providers. Therefore, all students entering their junior and senior year must submit a signed copy of your AHA card by July 1st; no substitutes are allowed. All clinical students must:

(1) Obtain American Heart Association Basic Life Support (BLS) for adult, Child, Infant and AED certification prior to attending clinical practicum experiences and
(2) Maintain BLS certification throughout the duration of their program of study.

Professional Liability Insurance

Each nursing student is required to purchase and maintain consistent individual Professional Liability Insurance coverage. All students progressing to junior and senior status must submit a copy of their individual Professional Liability Insurance certificate by July 1st.

Criminal Background Check (CBC) and Drug Testing

All students progressing to junior and senior status must complete CBC and drug testing requirements, and be cleared by July 1st. A student with a criminal record or positive drug test may be required to drop/withdraw from the nursing course or program. A criminal background check is a prerequisite for licensure as a registered professional nurse. Healthcare institutions are required by the Joint Commission to conduct criminal history checks on all personnel who work in clinical settings. In addition, other, non-medical facilities may require such background checks as part of their affiliation agreement with the University. Furthermore, many healthcare organizations also require drug screening.

Health

Health requirements must be met in order to participate in the Nursing Program. Participation in any clinical nursing course during pregnancy is at the discretion of the student and the student's physician. Medical clearance is required for student participation in clinical learning experiences during pregnancy and when returning after delivery.

Students who have a communicable disease must be cared for by their private physician. If this communicable disease poses a risk to patients, visitors, employees, colleagues and others, notification will be made to the appropriate agency. The student must have medical clearance before returning to class, skills laboratory and clinical setting.

Students who have a body fluid exposure that results in a potential occupational exposure to blood-borne pathogen (Hepatitis B, C, and Human Immunodeficiency Virus) such as a needle, stick or other sharps injury, mucous membrane exposure, or exposure to non-intact

skin while on a clinical rotation must be assessed as soon as possible at the clinical site. Incidents must be reported to faculty immediately and a written report must be completed as required by the agency. Treatment for exposure to a blood borne pathogen should be initiated quickly (student should not delay). If the student refuses to be evaluated or treated, he/she must sign a waiver form. The injured student must be given emergency care at the site of the assignment, and a report must be submitted at that site, and a copy must be provided to the faculty. It is the responsibility of the clinical site to provide evaluation when needed, and provide treatment for a potential blood-borne pathogen exposure information regarding the source (patient) of the exposure and the treatment that the nursing student received is provided to Caldwell University. The nursing student must be seen and followed up by his/her private physician. Cost of care/treatment is the student's responsibilities for any injuries sustained at the hospital.

Uniform

All students must purchase and obtain full uniform (pant, top, lab coat, shoes, name pin) prior to the first day of clinical.

Identification Badge

Name pins or identification badges (ie, the badges created at the clinical facility) must be worn during clinical experiences. Students who arrive at clinical without the necessary identification badges will be dismissed from clinical for the day and issued a clinical warning.

Dress Code

1. Students wear the uniform only for clinical experiences. Students will be informed of exceptions as appropriate and will follow agency dress code policies.
2. Uniform: Red tunic top with uniform black pants. White or black flat closed footwear is acceptable on the clinical unit. White socks or knee-high stockings may be worn with uniform pants. Bare feet /legs are not permitted. Casual business attire must be worn with the lab coat and ID badge when it is necessary to obtain information from a patient area. Blue jeans, shorts, se-through clothing and bare midriffs are not allowed. The lab coat is the only garment that may be worn with the uniform. In winter a white long-sleeved polo shirt may be worn under the uniform top.
3. Attire for selected/specialty courses alternate attire requirements are identified in course syllabi as appropriate.

Hair

1. While in the clinical area, hair should be neat, off (above) the collar, and not fall forward onto the student's face or the patient's environment. Once hair is arranged, it should not be handled while in patient care areas.
2. Plain barrettes may be worn to hold hair in place. Colorful hair ornaments are not allowed.
3. Male student's facial hair should be well groomed.

Jewelry in the Clinical Area

1. One single wedding band without stones is permitted. One pair of small post earrings may be worn in pierced ears. A small religious medal crucifix necklace may be permitted with prior arrangements with faculty. No other jewelry of any kind is permitted in clinical.
2. Body jewelry, including facial jewelry and tongue jewelry are not permitted with the uniform.

Fingernails

1. Natural fingernails must be clean, kept short and well-manicured.
2. Artificial nails must not be worn. This includes tips, wraps, acrylics, gels and other augmentation.
3. Nail polish (clear or nude only) must be free of chips or cracks and must not contain nail jewelry or decorations.

Tattoos

Tattoos must be completely covered in all clinical areas as per agency policy.

Gum

Gum chewing is not allowed in the clinical setting.

Required Equipment for Clinical Experience

Required equipment may include but is not limited to a watch with a second hand, bandage scissors, ball point pen, stethoscope, and pen light.

Student Conduct

Every student is fully responsible for his/her conduct in the clinical setting. Students are expected to exhibit personal and academic integrity and safe clinical behaviors at all times. There is zero tolerance for conduct violations. A student who demonstrates inappropriate conduct will be required to leave the clinical setting. Students will be subject to disciplinary action, including but not limited to, course failure, suspension, or dismissal.

Patient safety is of primary importance. Students should seek guidance from the instructor/primary nurse to maintain patient safety. Errors (commission or omission) in the clinical area must be reported and discussed with the clinical instructor/primary nurse immediately.

Inappropriate and Unsafe clinical performance is defined as a deficiency in knowledge, skills and/or attitude that violates the procedures or policies of the Department of Nursing of the assigned agency.

Examples of unacceptable behaviors may include but are not limited to:

- Falsifying attendance records (signing in for another)
- Profanity, vulgarity, disrespect, or rudeness to patients, visitors, faculty, students or staff.
- Destruction of equipment or property.
- Patient abandonment.
- Negligence
- Unsafe practice (refer to Unsatisfactory, Unsafe or Unethical Student Performance/ Behavior policy in appendix E)
- Incompetence and/or lack of knowledge or previously learned skills.
- Breaches in confidentiality as defined by HIPPA
- Concealing one's error or those of another.
- Falsification of data in patient records.
- Omission of relevant data from patient records.
- Verbal or physical abuse of a patient, visitor, faculty, staff or peer.
- Violation of the Drug and Alcohol Policy

It is the responsibility of all students to report any violations.

HIPAA Compliance Statement

Caldwell University Department of Nursing is committed to the protection of health information in accordance with the standards set by the Federal Health Insurance Portability and Accountability Act (HIPAA). The Department agrees to comply with the standards of documentation and confidentiality mandated by State and Federal regulatory agencies and

accrediting bodies, as well as those set forth by a particular facility. Students will act in accordance with their responsibility to protect the confidentiality of other's health information.

Social Media Policy

Nursing students must observe and follow all applicable policies and agreements, in addition to any ethical, moral and/or legal obligations to maintain patient confidentiality, when engaging in social media activities. Nursing students may not engage in social media activities while on duty in the hospital or clinical setting, except during lunch or break periods. Faculty and students must review and adhere to the social media policy of each clinical site. The hospital system may access and monitor its information and electronic communications system, without notice to users of the system. In addition you should have no expectation of privacy with regard to time, frequency, content or other aspect of use; including the websites and/or social media sites you visit as well as other internet/intranet or social media activity. Violations of this policy may result in disciplinary action up to and including dismissal from the clinical facility and the nursing program.

Drug and Alcohol Policy

The use of illegal drugs, the abuse of alcohol and unauthorized use of controlled substances compromise the student's ability to learn, be productive, and create an unacceptable risk to patients.

1. "The Drug-Free Work Force Act of 1988" mandates that employees have the right to work in a substance-free environment.
2. The New Jersey State Alcoholic Beverage Control Law prohibits consumption of alcohol beverages by a person under the age of 21.
3. The comprehensive Drug Abuse Prevention and Control Act of 1970, makes abuse of controlled substances punishable by law.

Violation of the Drug and Alcohol Policy includes, but is not limited to:

1. Use, possession, distribution or sale of illegal drugs, unauthorized controlled substances, or alcohol on hospital and/or agency property.
2. Storing of drugs or alcohol on the premises.
3. Being under the influence of unauthorized controlled substances or alcohol on hospital and/or agency premises, or when involved in educationally related activities.

4. Use of alcohol, illegal or controlled substances that adversely affects the student's performance or the University's reputation in the community.

Protocol

Faculty, students, or staff who reasonably suspect a violation of this policy are required to take action. If reasonable suspicion exists that a student, faculty or staff member has violated this policy, the Director of Nursing should be notified immediately.

Students

1. If a violation is suspected while the student is in the clinical area, the student will be removed from patient care responsibilities. The faculty member will notify the Director of Nursing or her designee.
2. If a violation is suspected while a student is in the classroom, the student will be accompanied to the Director's Office.
3. If the student is asked and agrees to submit to a drug or alcohol screen and the test results are negative, the student will be allowed to resume educational activities without penalty.
4. If the student is asked and refuses to submit to a drug or alcohol screen, or if the student submits to the screen and the results are positive, a plan of action, which may include dismissal from the nursing program, will be established by the Director or her designated representative.

Testing

When is reasonably suspected that an individual is under the influence of alcohol, drugs or a controlled substance, he/she may be asked to submit to testing. The individual will be asked to sign a release form that allows testing, the release of information to the appropriate persons, and informs the student about possible consequences of positive findings. If an individual tests positive, an immediate second test is done. If both tests are positive, he/she will be permitted to explain the test results before action is taken. The action may include dismissal from the program. The individual will be referred to the Counseling Center as appropriate.

School of Nursing and Public Health

Skills and Health Assessment Laboratories

The nursing suite features nursing skills, health assessment and simulation laboratories and a general classroom that offers state-of-the-art learning for nursing students. The learning environments were designed to support interactive, collaborative, comfortable, and active engagement equipped with furniture and interactive digital boards to facilitate learning.

The nursing skills laboratory provides a dynamic learning environment, whereby nursing students can practice a variety of skills, procedures, and competencies in a safe, risk-free setting. The lab is outfitted with authentic equipment and supplies that simulate acute hospital and long term care settings. The various bed stations permit multiple small group activities to occur simultaneously while working with task trainers, manikins or peers.

The Health assessment laboratory consists of nine primary care stations with partitions for privacy. There are tables and chairs for conferences or classes. Students can gain proficiency in practicing health assessment interviewing and physical examination techniques across a variety of cultures and the life span. Students are guided by experienced clinical faculty who provide important feedback to enhance performance and the learning of best practices. Opportunities are available to practice with health information systems and access to other resources to make informed patient care decisions.

The simulation lab is equipped with three high fidelity computer-controlled manikins including the adult human patient simulator, SimMan3G; and electronic birthing manikin, SimMom; and a newborn child, SimBaby, along with emergency equipment and supplies. Scenarios can be conducted ranging from the realistic everyday situations to the more complex scenarios that emphasize emergency procedures. Simulation training provides uncommon opportunities to focus on quality, safety, team based skills, evidence-based practice, leadership and delegation while still on the University campus.

The new facility was made possible through the bond initiative passed by New Jersey votes in 2012, and the generosity of several organizations including the Healthcare Foundation of New Jersey, The George I Alden trust, the Hyde and Watson Foundation, Barnabas Health, the Independent College Fund of New Jersey, the C.R. Bard Foundation Inc., the Johnson and Johnson Family of Companies, St. Joseph's Healthcare System, BD, alumni, and friends of Caldwell University.

School of Nursing and Public Health Lab Rules

In order to provide the optimal learning environment for each nursing student, it is imperative that some guiding principles for student participation in lab be set in place and adhered to at all times. In following these rules a student demonstrates a code of conduct consistent with the development of professional behavior.

1. Food, drinks and personal property are not allowed in the Nursing Lab; all must be stowed in lockers outside (see Locker policy)
2. Shoes are not allowed on the beds. Students may not sit on the beds unless role playing as patients.
3. Hand jewelry should be limited to a simple wedding band and a watch.

4. Only pencils will be permitted in the Nursing Skills Lab. Pencils are to be used for documentation and note taking. ***Pens or permanent markers should never be used on or near any manikin.***

5. Students must treat the manikins at all times in the same manner as they would a human patient.
   The manikin should never be lifted by its arms, and its head must always be supported when moving or turning it. No excessive force may be used in working with manikins

6. Students may never remove any cords or connections that are attached to a manikin.

7. Students are expected to come prepared for skills lab in the manner you would for clinical including bringing with you, a stethoscope, penlight, bandage scissors, Kelly clamp and any other equipment corresponding to the learning experience that is planned for the day according to the syllabus.

8. Students will wear their nursing uniform to all Health and Cultural Assessment Lab classes and also for any lab day that is indicated on the syllabus as a "Simulation Experience"

Locker Policy

The lockers outside of the nursing labs have been installed for the use and convenience of students who are taking class in the labs. They may also be used by students taking exams in Raymond 103 if there are no labs in session during the exams. Students attending labs will:

1. Place all personal items, including coats and other outwear, purses, and any other items not required for the lab in a locker during the lab session.

2. Store any closed beverages during the lab session, food or open containers may not be stored.

3. Place a lock on the locker if desired during its use. Locks should be of the combination type; students' last name should be affixed to a label (supplied by faculty) on the lock and all combinations will be submitted to faculty, who will keep a confidential file containing them.

4. Remove all items from the locker immediately upon completion or the lab session.

Please note:

Students must remove all personal items from lockers immediately after labs. No student may leave items in the locker for any length of time after the lab is over.

If a student uses a lock this must also be removed after the lab and not left on the locker.

All lockers are to be emptied completely and left clean after using.

Absolutely no food may be stored in the locker at any time

Students may use locker ONLY when attending labs or class in Raymond 103. They may not be used at any other time.

Any lockers found locked after students have left the building will have their locks opened and locker contents disposed of.

These lockers are for the convenience of students and to keep all unnecessary items from cluttering the laboratory spaces during their use. Students have the right to use combination locks during their use to safeguard their property. The Department of Nursing and Caldwell University are not responsible for any items lost, stolen from lockers during their use by students.

STUDENT NURSE ESSENTIAL FUNCTIONS

Listed below are the Essential Functions of a Student Nurse. Students need to be aware of the Essential Functions prior to attendance. Please read carefully. It is the student's responsibility to notify the University of any disability impacting his or her ability to perform essential functions.

Essential Functions:	Performance Requirements
Ability to uses senses:	Visual acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print/writing on physicians orders, monitors, equipment calibrations, measure medications in syringes, IV's etc.
	Hearing ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders, to hear blood pressure, heart, lung and abdominal sounds with a stethoscope, to understand a normal speaking voice without viewing the speaker's face.
	Tactile ability to feel differences in skin temperature and to perform physical assessment.
Motor Ability	Physical ability to walk long distances, to stand for prolonged periods, to lift, move, and transfer patients/equipment of 20 lbs. or more, to maneuver in limited space to perform CPR, to provide routine and emergency care, to have manual dexterity and feeling ability of hands to insert tubes, prepare medications, and perform technical skills.
Ability to Communicate	Ability to communicate effectively in English in verbal and written form through interaction with patients, family, and

	healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on patient's record for legal documentation.
Ability to Problem-Solve	Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing, and synthesizing data.
Ability to Maintain Emotional Stability	Ability to communicate and perform situation-appropriate nursing care safely under stress and adapt to changing levels of acuity in clinical and patient situations without exhibiting inappropriate or unprofessional behaviors as described on pg. … of Student Handbook and/or as described below.

Clinical Absence Policy

Laboratory and clinical attendance is mandatory. Students who are absent are required to make up all missed laboratories and/or clinical hours. Arrangements for make-up learning activities must be arranged with the instructor by the next academic day. Students who are absent due to illness or a personal emergency are required to submit appropriate documentation (as stated above). Completion of all clinical hours is mandatory but does not imply successful course completion and progression.

Procedure

Notification of Clinical Absence

Students should schedule an appointment and meet with the course coordinator if absence is anticipated.

Clinical absence for any reason must be reported to the clinical faculty no later than one hour prior to the start of the scheduled clinical experience. Students are required to leave a message on the clinical faculty's voice mail and send an email message via the Caldwell University email system. If the students are expected in a clinical setting, they are to call the unit/area/facility to inform the clinical setting; they should obtain the receiver's name and note the time of the call.

Students who are absent from two (2) or more laboratory/clinical experiences in a single course may receive a grade of "I" (Incomplete) or "F" (Failure). Students may receive an "I" for absences due to extenuating situations only by arrangement with course faculty. Students will receive an "F" if no arrangement has been made with faculty. A student cannot withdraw from

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the course if an 'F" has been earned. The course coordinator will inform and/or meet with the Assistant Director of Nursing as appropriate. If a student is unable to continue to meet the demands of the nursing curriculum, for any reason, his/her status in the major will be re-evaluated.

Clinical Late Policy

Students must attend clinical during scheduled hours. Two (2) documented events of unexcused lateness to clinical equals one clinical absence. Two (2) or more clinical absences result in course failure as stated above.

Clinical Make-up

Clinical make-up activities will be developed and assigned under the direction of the course faculty and may take alternate forms. All clinical make-ups must be successfully completed by the final exam week unless a previous arrangement has been made in collaboration with course faculty.

UNSATISFACTORY, UNSAFE OR UNETHICAL STUDENT PERFORMANCE/BEHAVIOR

PURPOSE: To establish clear expectations regarding student performance and to explain the consequences of unsatisfactory, unsafe or unethical performance/behavior.

APPLICABILITY: This policy shall apply to every student enrolled in the Nursing Program.

DEFINITIONS:

Unsatisfactory clinical practice/performance: "Student seldom or never demonstrates the clinical outcome and requires repeated or continues specific assistance and direction. Usually or always requires verbal and physical cues during clinical supervision. Usually lacks insight in practice situations. Student functioning at this level will fail the clinical rotation" (Bourbonnais, et al., 2008)

Examples of unsatisfactory performance/behavior include but is not limited to:

- Violation of Departmental of University Policies.
- Breach of professional or ethical behaviors.
- Tardiness for learning experiences.

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- Failure to follow the appropriate procedure for clinical absence as specified in course syllabus.
- Repeated excused/unexcused absences (refer to absence policy)
- Lack of required preparation for clinical experience and/or provision of patient care.
- Failure to implement or successfully demonstrate appropriate nursing measures.
- Engaging in nursing practice that endangers a patient well-being.
- Inability to discuss medications including, but not limited to, the following: indication, dosage range, routes of administration, major side effects, and appropriate administration concerns.
- Failure to submit complete/quality written assignments.
- Failure to submit written assignments on time.
- Indifference or refusal to participate in clinical learning experiences.

Unsafe performance/behavior: "Behavior that places the client (patient), staff (or peers) in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which puts the client (patient), (patient's) family, (staff or peers) at risk for emotional or psychological harm. Unsafe practice (performance/behavior) is an occurrence or pattern of behavior involving unacceptable risk" (Scanlan, etal., 2001)

Unethical clinical practice/performance: Violation of the standards

(http://www.nurstngworld.org/MathnMenuCategones/ThePracttceofProfessionaiNursing/NursingStandards) of the nursing profession. Violation of the Code of Ethics for nurses (http://www.nurstnworld.org/MatnMenuCategones/EthtcsStandards/CodeofEthicsforNurses aspx): morally wrong

Examples of unsafe or unethical practice include but is not limited to:

- Performing activities beyond scope of student practice; performing activities beyond scope or nursing practice.
- Falsifying and/or reporting inaccurate data.
- Negligence of duty and/or patient care.
- Unprofessional and/or disrespectful behavior.
- Any form of abusive behavior.
- Continued unsatisfactory performance as documented by the clinical instructor.
- Behavior that disrupts the learning environment.
- Violation of healthcare regulations (eg. HIPPA)
- Demonstrated and/or documented incompetence.
- Demonstrated and/or documented aggressive or intimidating behavior.
- Continued inadequate preparedness for lab or clinical experiences.
- Dishonesty

- Failure to comply with nursing practice principles.
- Failing to recognize and/or report and record own errors.
- Failure to take responsibility for one's action or inactions.
- Refusal to participate or indifference to or in learning experiences.

REFERENCES:

Bourbonnais, F., Langford, S. & Giannantonio, L. (2008). Development of a clinical evaluation tool for baccalaureate nursing students. Nurse Education in Practice, 8(1), 62-71.

Scanlan, J., Care, W., Gessler, S. (2001). Dealing with the unsafe student in clinical practice. Nurse Educator, 26 (1), 23-27.

POLICY: Students are expected to perform in a safe and ethical manner as outlined in the ANA *Professional Standards* documents, ANA code of *Ethics for Nurses* and the New Jersey Board of Nursing (NJBON) *Decision-Making Model Algorithm Guidelines for: Determining Scope of Nursing Practice and Making Delegation Decisions document*. Moreover, students are expected to be cognizant of risk and/or potential harm and behave in a manner which decreases or prevents such risk. Finally, students are expected to maintain fitness for duty throughout all course activities and experiences.

Unsatisfactory performance /behavior will result in the creation of a remediation plan by course faculty (refer to the procedures section below). Continued unsatisfactory performance/behavior may result in course failure.

Demonstration of unsafe and/or unethical performance/behavior will result in the immediate dismissal from the classroom, laboratory and/or clinical setting; additional disciplinary actions may be taken.

Dismissal from, or the inability to participate in, classroom, laboratory and/or clinical experiences/activities due to unsafe or unethical performance/behaviors will result in a grade of zero for that experience and is considered an unexcused absence.

PROCEDURE(S): Students demonstrating unsatisfactory performance will receive warning notification (refer to Warning/Failure Notification policy) and a remediation plan from course faculty. A student may be asked to leave, or be denied access, from nursing laboratory or clinical experiences for any of the examples of unsafe or unethical behaviors cited above; additional disciplinary actions may be taken.

Students who are identified as unsafe or unethical:

(1) Will be dismissed from and/or denied access to the educational experience immediately.

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(2) The course coordinator (as applicable) and the Assistant Director of Nursing will be notified immediately.

(3) The student will receive notification of the unsafe performance/behavior in writing within 24 business hours of the infraction.

(4) The Director, in consultation with the course faculty, will attempt to informally resolve that matter.

(5) If the Director, in consultation with the course faculty, determine that the infraction may be resolved, then a remediation plan will be created (the remediation procedure is outlined in the Warning/Failure Notification policy).

(6) If the Director determines that the matter cannot be resolved the Assistant Director will refer the matter to the Director of Nursing and/or the Vice President of Academic Affairs.

A student may not drop or withdraw from a course if his/her performance has been deemed unsafe.

STUDENT ACTIVITIES

Student Participation

Students are encouraged to be actively engaged in campus activities and governance. There are a variety of opportunities to provide input and participate in the Nursing Program. Students may provide input informally through individual meetings with faculty and/or program directors, email, telephone, and suggestion box submissions. Formal methods of participation include course evaluations, involvement in program committees, the Student Nurse Association at Caldwell University, and Nursing Honor Society.

Caldwell University Nurse Association (CUSNA)

The Caldwell University Student Nurses' Association (CUSNA) is a student run organization that represents the students in the Department of Nursing. CUSNA works to provide opportunities for personal, intellectual, professional and social growth of its members by sponsoring educational, social, and service events. CUSNA also serves as a liaison between faculty, students, and student government, and supports health awareness and education in the community. Nursing students are also encouraged to become members of the National Student Nurses' Association, Inc. and New Jersey Nursing Students, Inc. See http.//www.n1nsmc.org/ for more information.

School of Nursing and Public Health Honor Society (NHS) at Caldwell University

The Department of Nursing is recognized as a chapter of Sigma Theta Tau International, invitation only to baccalaureate nursing students who demonstrate excellence in scholarship.

Membership selection follows guidelines established by Sigma Theta Tau International (STII) Honor Society of Nursing.

The goals of the NHS are to provide an environment which fosters the pursuit of scholarly endeavors and to provide a forum for continued professional growth and networking. The benefits of joining the NHS are a networking resources, educational programs, and communication forums.

FACILITIES AND ACADEMIC RESOURCES

The Student Center on the Caldwell University Campus includes a cafeteria, lounge, gymnasium/auditorium, and Student Life Offices. Food service is provided daily in the cafeteria and additional fast food and coffee service is available in the café located in the Werner Hall on the Caldwell campus. There is a chapel available on the University Campus in the Newman Center. The bookstore and exercise room are located in the Newman Center. All of these resources are instrumental in meeting the objectives of the program and nurturing an environment for learning and student growth.

Academic Success Center

The Academic Success Center at Caldwell University offers academic support services through which students of all abilities can address their long-and short-term learning needs in a supportive and relaxed environment. Individual and group tutoring in most academic subjects is available on a scheduled basis. Many drop-in sessions are also offered. Skill-specific workshops are presented regularly to help students develop and improve their study habits and writing techniques. The Writing Center staffed by professional and peer tutors has regular hours for scheduled and drop-in assistance. Students may be referred to the Academic Success Center by their professors for skill reinforcement, or they may arrange their own tutoring by completing the form available in the Academic Success Center Office. Student who excel in a particular course and who have been recommended by their professor may be invited to work as Academic Success Center tutors. The Office of Disability Services is located in the Academic Success Center. This office supports students with documented disabilities. Caldwell University complies with the Americans with Disabilities Act by providing reasonable and appropriate accommodations for students with proper documentation. The Coordinator of Disabilities Services advocates for students and serves as a resource assisting students with organizational skills, time management and transition issues. The Academic Success Center encourages students to become independent and confident learners through academic counseling and the identification of learning styles.

Caldwell University Learning Resources:

>   ***Information Technology Resources***

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Throughout the University campus, various computer labs are available for all registered students to use for completion of assignments, preparation of reports, resume writing, designing posters, etc. The labs consist of up-to-date hardware which is connected to the campus network and allows access to the Internet, Email and various software applications. Printing and scanning are also available. The main computer lab is the PC lab which is located in the Student Center Building Room 4205. The PC lab is open Monday through Thursday from 8:30 a.m. to 9:30 p.m., Friday from 10:00 a.m. to 4:30 p.m., Saturday from 11:00 a.m. to 5:00 p.m., and Sunday from 12:00 p.m. to 5:00 p.m. Hours are subject to change. Incoming students, both residents and commuters, are provided an Email address and a network account (NetiD) that gives access to any computer on campus, library databases and Moodie or Blackboard, the online learning system.

The Jennings Library

The Jennings Library, situated between the Student Center and the Residence Halls, contains over 144,000 book volumes, 2,500 periodical volumes and over 7,000 microforms. There is access to more than 21,500 journal and newspaper titles in a variety of formats: electronic, paper, and microform. The audio-visual collection numbers over 1,800 items and contains videotapes, compact discs, DVDs, etc. The Curriculum Library contains textbooks, over 3,000 curriculum files on microfiche, and a wide variety of teaching-related materials. There are a number of online databases for students use in doing research which cover the University's major curricular offerings at both undergraduate and graduate levels. Most of the online databases are available on the University network which also allows for access from both on and off campus sites using the student NetiD.

The Library staff provides orientations for all incoming students, as well as course-specific instruction as requested by faculty. Services, hours, policies, and other useful information are available on the Library's homepage, htpp://www.caldwell.edu/library/. As a member of OCLC (Online Computer Library Center), the library provides access to over 30 million titles in over 5,000 national and international libraries. Inter-library loans may be transmitted electronically for items not owned by the Jennings Library, using OCLC and/or Jersey Cat, a state-wide database of books and media materials. The Jennings Library is a charter member of the New Jersey Library Network. A current barcoded ID card is necessary to borrow materials.

GENERAL INFORMATION

Communication

       1. Email: all faculty and staff should be contacted via Caldwell University mail.

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2. Voice mail: messages may be left on individual faculty campus or cell phone voice mail.
3. Office hours may be either in-person or virtual. Faculty will post office hours on their doors, and they will be included on the course syllabus. It is recommended that students make appointments to see faculty.
4. FAX: when necessary students may fax information at 973-618-3802.
5. Blackboard: Faculty will post any course related information/announcements and changes on Blackboard. Students are expected to check for messages at least once per day, including weekends and holidays.

Change of Name

Report any change of name or contact information to the Registrar and the designated Nursing faculty.

Safety/Fire Regulations

Refer to the Caldwell University Catalog for University policy. See the Caldwell University Fire Safety on Campus Brochure at http:www.caldwell.edu/safety.

Parking

Students need a Caldwell University parking sticker to park in the MAIN parking lot on campus that can be acquired from Safety/Security. Adequate parking is provided for students. Students may not park in areas designated for Faculty or Staff. A parking permit must be affixed in the bottom left hand corner of the rear window of the vehicle. It will be in clear sight when you are facing the rear of your vehicle. This permit will be good for one school year. You will need a new permit if you change your vehicle, because permits are not reusable.

Transportation

Students are personally responsible for transportation arrangements and expenses related to transportation to and from clinical experiences at affiliation agencies.

Emergencies

The faculty will establish a clinical communication chain within each clinical group and will initiate it if clinical experiences must be cancelled. In addition to the following Caldwell University Emergency School Closing information will be posted on the main webpage. Students should use individual judgment concerning driving in adverse weather conditions.

Students must register for campus emergency notifications via cell phone or text message via this link. Http://caldwell.edu/safety/emergency-commun1cat1ons

Smoking

Students must adhere to the smoking policy on campus and are discouraged from smoking in general. Smoking is prohibited on the clinical agency premises. Violations of this policy or students with noticeable smoke odor will be required to leave the clinical setting and will be subject to disciplinary action that may include course failure.

Personal Security

Reporting losses: Should anything be lost or stolen, an incident report is to be completed, giving the date, time, place and extend of the loss, etc. and submitted to Caldwell Security Office.

WARNING/FAILURE NOTIFICATION

PURPOSE: To establish clear procedures regarding notification of warning/failure notification and to explain the consequences of such.

APPLICABILITY: This policy should apply to every student enrolled in the nursing program.

POLICY: Notification of warning/failure is issued to any student demonstrating unsatisfactory practice/performance/behavior. Students who consistently demonstrate unsatisfactory performance are at risk for failure. Depending upon the nature and severity of the incident, issuance of a notification of warning/failure may result in course failure and/or dismissal from the program.

Examples of situations which may result in a clinical warning includes but is not limited to:

- Violation of Departmental of University policies.
- Breach of professional or ethical behaviors.
- Tardiness for learning experiences, unless under extraordinary circumstances that is determined by faculty member.
- Failure to follow the appropriate procedure for clinical absence as specified in course syllabus.
- Repeated excused/unexcused absences (refer to absence policy)
- Lack of required preparation for clinical experience and/or provision of patient care.
- Failure to implement or successfully demonstrate appropriate nursing measures.
- Engaging in nursing practice that endangers a patient's well-being.
- Inability to discuss medications including but not limited to the following: indication, dosage range, routes of administration, major side effects, and appropriate administration concerns.
- Failure to submit complete/quality written assignments.
- Failure to submit written assignments on time.

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- Inability to communicate information related to course work or patient care in coherent, understandable language.
- A student with more than 2 clinical warnings in any NU course will be subject to a faculty review for determination of continuation in the nursing program.

PROCEDURE:

Written warning/failure notification must be:

(1) Provided to the student on the day of the infraction or sent electronically within 24 hours of the infraction.
(2) The warning notification must be conveyed to the course coordinator (when applicable) on the day of the infraction.
(3) The failure notification must be conveyed to the coordinator (when applicable) and the Assistant Director on the day of the failure.

The warning/failure notification must:

(1) Identify the problem/infraction
(2) Provide remedial activities/conditions, the student must receive a remediation plan that must be completed and reviewed with the student within 48 business hours of the infraction.
(3) Provide a date as to when the remediation must be completed; the student will have 5 business days, after receipt of the remediation plan to complete the remediation activities and obtain written verification (as appropriate); the verification note must be submitted to the individual responsible for the creation of the remediation plan.
(4) Provide conditions for continued course progression after remediation, the student must consistently demonstrate satisfactory performance of the cited infraction. If student does not function in a satisfactory manner for the cited infraction, he/she will receive a clinical failure which will result in an immediate course failure (a grade of "F" irrespective of the didactic grade(s) and therefore cannot attend classroom, laboratory or clinical experiences/activities.

Warnings, in any course component, may result in course failure (a grade of "F" irrespective of the didactic grades(s) and/or dismissal from the program depending upon the nature and severity of the incident.

A student who receives a failure prior to the official withdrawal date may not drop or withdraw from the course.

Internal Transfer Policy:

Internal Transfer to the nursing major will be considered on a space available basis. To be considered, students must have a minimum B- in all pre-requisite science and math courses, a

cumulative GPA of 3.0, and a satisfactory benchmark score on the standardized nursing entrance exam. Internal transfer students must also complete an interview with the nursing department.

For remote learning

"All cameras must be on for the entire class period and student must be present on camera".

CALDWELL UNIVERSITY SCHOOL OF NURSING AND PUBLIC HEALTH

REMEDIATION CONTRACT

Date_____

I understand that *I*, _____ have received a score of _____ on the _____, which is below the required benchmark of 850 according to the Caldwell University Department Standardized Test Performance policy. As per the Standardized Test Performance Policy, I understand that I will receive an incomplete grade for the _____ course until such time that I satisfactorily complete the following individualized remediation plan by _____ (date).

- Access the HESI and the study packet in your study plan.
- Review all study packet materials and complete all activities and readings provided.
- Identify areas of weakness and create a proficiency notebook, that includes a handwritten summary of remediated information including the following:
- Utilizing your course text book, provide a rationale in APA format.
- Provide the key implications on nursing practice.
- In your NCLEX review book complete 100 questions. This is to be printed or copied and attached to the proficiency notebook.
- All materials and proficiency notebooks must be submitted to your advisor by the designated deadline.

Failure to comply with the above steps will result in a course failure as per the Caldwell University Department of Nursing Standardized Test Performance Policy.

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Student _____ Date _____

Faculty/Advisor _____ Date _____

Assumption of Risk Policy: COVID-19.

In order to participate in clinical and lab courses students are required to sign the Assumption of Risk policy each semester.   Failure to comply with this will result in the student not progressing in the major. Students will be required to withdraw from all of their co-requisite nursing courses.   Once the pandemic is over or when the student determines that they will sign the Assumption of Risk form they will be permitted to resume the program.

Lab and Clinical Experiences: Assumption of Risk

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

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

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

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure

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- Environmental hazards, including slippery floors and electrical hazards

- Physical injuries, including back injuries

- Psychosocial hazards

- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

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

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. As per the latest updated guidance from the CDC in January 2022, getting vaccinated with 2 series of either the Pfizer-BionTech or Moderna, or one series of the Johnson and Johnson vaccines along with a booster vaccine 5 months after your last dose in the primary series of Pfizer-Biontech or Moderna or 2 months after your Johnson and Johnson does remains the best level of protection against serious illness with COVID-19. In the Fall 2021 semester, Caldwell University mandated all nursing students receive a full series of COVID-19 vaccination. In the Spring 2022 semester, updated guidance from the University mandated receipt of the COVID-19 Booster vaccine.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. In addition, the CDC has found that individuals over age 65 are at a significant increased risk for developing severe complications, including death, from COVID-19.

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

As per the latest CDC guidelines (July 14, 2021) COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected.

According to current guidance from the CDC, COVID-19 is primarily spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.

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- Touching eyes, nose, or mouth with hands that have the virus on them.

In Spring 2022, clinical agencies that have determined clinical nursing students will be involved in the care of respiratory isolation patients have begun providing clinical students fit testing for N95 face masks. It is the Caldwell Nursing Student's responsibility to ensure all masks and face shields are worn correctly, fully covering the mouth and nose with no side gaps at all times within the agency except for designated eating times. In making your decision to participate in clinical experiences you should familiarize yourself with the CDC's guidance and her reliable sources of information about how the virus is spread such as the World Health Organization, the Food and Drug Administration and the National Institute of Health.

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

Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

Credit: This form was adopted from the University of Oklahoma, Oxley College of Health Sciences

I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my participation in Caldwell University lab and clinical experiences and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE (on behalf of myself and any minor children for whom I have the capacity to contract) Caldwell University and its officers, directors, agents, employees and assigns from any liability related to COVID-19 which might occur as a result my participation in Caldwell University lab and clinical experiences.

I HAVE READ THIS ASSUMPTION OF RISK AND RELEASE OF LIABILITY POLICY, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY COERCION OR INDUCEMENT.

_____   _____

Name   Date

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