University of Jamestown
DEPARTMENT OF NURSING

NURSING STUDENT HANDBOOK
2017

Supplement to the
University of Jamestown Student Publications
and the
University of Jamestown Catalog

Prepared by the
DEPARTMENT OF NURSING
UNIVERSITY OF JAMESTOWN
Jamestown, North Dakota
January, 2017

Dear Nursing Student:

It is a pleasure for us to have you enrolled as a student in our nursing program. As a student you are valued as a person who has been uniquely created for a meaningful life.

As you seek to develop your abilities and talents at the University of Jamestown for a professional career in nursing, may you be assured of our support and involvement with you in your learning experiences, as evidenced, in part, by this Nursing Student Handbook.

The Nursing Student Handbook, which focuses on your responsibilities and privileges as a nursing student, has been prepared to especially facilitate the practical aspects of your education at this institution. Helping you to fulfill your role as a student in nursing is part of our responsibility. We are eager to assume this role.

Our warmest best wishes to you in your professional and academic pursuits at the University of Jamestown.

Sincerely,
Department of Nursing

Jacqueline Mangnall, PhD, RN
Department Chair
Professor
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DEPARTMENT OF NURSING ORGANIZATIONAL CHART
Department of Nursing Mission Statement

The mission of the Department of Nursing is to prepare a generalist in nursing who has the foundation to practice as a professional nurse and/or to pursue graduate studies. The department provides a curriculum based on concepts which promote holistic health for individuals, families, and communities. The department also serves as a resource for campus and community health-related activities.

Graduate Outcomes

The graduate will:
1. Value the uniqueness of the individual as a biopsychosocial-spiritual being.
2. Synthesize knowledge of the holistic interrelatedness of individuals, families, and communities into the practice of nursing.
3. Collaborate with health team members to assist individuals/families/communities toward optimal health as they vacillate on the health continuum.
4. Utilize nursing research, nursing theory, and knowledge from the liberal arts in refining nursing practice.
5. Assume a leadership role within the dynamic nursing profession to promote quality health care in society.
6. Utilize critical thinking in the application of the nursing process within the health care delivery system to attain, preserve, and promote optimal health.
7. Promote a safe and healthy environment in the local, national, and global context.
8. Seek opportunities for continued personal and professional growth as a responsible member of society.
9. Responsibly engage in unselfish service to humankind.

Reviewed 1999, 2001
Philosophy of the Department of Nursing

The Department of Nursing as an integral member of the University of Jamestown derives its overall purposes and functions from the mission statement and goals of the university. The faculty, responding to the changing needs of society and changes within the health care delivery system, accept the following statement of belief.

Individuals, created for a meaningful existence, possess dignity, worth, and rights and respond as integrated biological, psychological, social, and spiritual beings within the context of their family and culture. Growth and developmental changes occurring throughout the life cycle are considered an integral part of the individual’s holistic nature.

The attainment of optimal health is viewed as a right and a responsibility. The health spectrum ranges from optimal health to severe disruption of the integrated systems. Though individuals may vacillate on the health spectrum during the life cycle, they endeavor to maintain an optimum state of equilibrium through adaptation. Internal and external stressors and resources influence the adaptive responses.

Environment encompasses the individual’s actual and perceptual surroundings, including internal, external, physiological and psychological factors. The environment should stimulate creativity and caring while promoting positive human to human interaction and learning experiences.

Nursing utilizes the nursing process, nursing theory, knowledge, and critical thinking skills to assist and involve individuals, families, and communities in attaining, preserving, and promoting optimum health. Application of the nursing process requires knowledge, values, and skills gained from the liberal arts as well as from the nursing curriculum. The practice of nursing is further refined through research. Nursing care is delivered in a variety of settings in collaboration with other health care professionals. Inherent in the nursing role are therapeutic communication, accountability, responsible inquiry, ethical and legal decision-making, leadership, commitment to excellence, theory-based practice, contribution to societal needs, and continued professional growth.

Professional development is enhanced through the study of the arts, sciences, humanities, and nursing. The faculty is viewed as facilitators of learning. The learner is an active participant and a responsible contributor to the learning process. Baccalaureate education prepares a generalist in professional nursing who has the foundation to pursue graduate studies.
Definition of Terms Used in the Departmental Curriculum

**Adaptation**: A positive process by which the individual copes with his/her status to minimize stress and maximize wholeness.

**Caring**: Intentional action that conveys physical and emotional security and genuine connectedness with another person or group of people.

**Communication**: Any means of exchanging information or feelings between two or more people. It is a basic component of human relationships.

**Community**: A group of people who have one or more personal or environmental characteristics in common.

**Critical Thinking**: Critical thinking is a dynamic, purposeful, analytic process that results in reasoned decisions and judgments. This process incorporates interpretation, analysis, evaluation, inference, explanation, and self-regulation. The critical thinker is characterized by open-mindedness, flexibility, rationality, inquisitiveness, and reflection.

**Environment**: Internal and external forces encompassing the clinical student system at any point in time that influences the client, client-centered care, the student, and student-centered learning.

**Evidence-Based Practice**: A practice that involves making clinical decisions on the best available evidence, with an emphasis on evidence from disciplined research.

**Facilitator of Learning**: An individual who promotes achievement of identified goals or anticipated outcomes.

**Family**: Two or more individuals, related by blood, marriage, adoption, or commitment, who choose to view themselves as a unit.

**Health**: A state of physical, mental, social, and spiritual well-being, not merely the absence of disease or infirmity.

**Health Care Delivery System**: An organization of related health services which functions to meet health needs of society.

**Health Continuum**: A continuum representing the degree of health or illness that a person experiences at any given time.

**Liberal Arts Preparation**: Broad knowledge base of the arts, sciences, and humanities.

**Life Cycle**: The period of human growth from conception through death.

**Nursing**: The art of caring and applying scientific principles through a dynamic interpersonal process of action, reaction, interaction, and transaction within the framework of the nursing process to maximize the adaptive response within the individual, the family, and the community to attain, preserve, and promote optimal holistic health.

**Nursing Leadership**: The use of personal traits and personal power to constructively and ethically influence patients, families, and others toward an end point vision or goal.

**Nursing Management**: Process of planning, organizing, directing, and controlling available financial, material and human resources to provide the most effective care possible to groups of clients, families, and/or communities.
**Nursing Process:** A problem-solving approach used in the delivery of nursing care. The steps included in the nursing process are outlined as follows:

1. **Assessment:** A systematic process of collecting data focusing on the total person within the context of his/her culture. The assessment process requires the integration of interpersonal skills, knowledge from natural and social sciences, psychomotor actions, and nursing theories. Through this process, strengths and weaknesses of the biopsychosocial-spiritual systems are identified.

2. **Nursing Diagnosis:** A clear statement of problems arrived at by analyzing data. It provides a basic frame of reference or rationale upon which care and expected outcomes are based. In formulating the nursing diagnosis, actual and potential problems should be identified. They are defined as follows:
   - **Actual:** Those patient concerns and difficulties which, in the nurse's judgment, are present at the time the assessment is made.
   - **Potential:** A difficulty or concern which a patient has a high risk of developing or experiencing; the nurse determines this risk from information gained during assessment even though the problem is not actually present at that time.
   - **Expected Outcome:** An objective, measurable statement of desired patient behaviors or clinical manifestations which evidence resolution or prevention of a problem.

3. **Planning:** The process of prioritizing during diagnoses, formulating goals and desired outcomes, and designing nursing interventions required to prevent, reduce, or eliminate the client's health problems.

4. **Nursing Interventions:** Dependent and independent nursing actions designed to accomplish the expected outcome.

5. **Evaluation:** An ongoing process which focuses on patient responses to nursing interventions and how these responses relate to the stated expected outcomes.

**Optimal Health:** The highest level of health attainable for individuals/groups.

**Person/Individual:** A dynamic biopsychosocial-spiritual being who is considered holistically and who may have physical, psychological, social, or spiritual needs which can be identified and addressed by the nurse.

**Research:** Systematic inquiry that uses the scientific method to answer questions, solve problems, or generate new knowledge.

**Role:** Socially assigned and/or personally adopted patterns of behavior and responsibility.

**Society:** A system of people whose members have developed organized patterns of relationships through interactions with one another to satisfy their needs.

**Therapeutic Nursing Intervention:** The implementation of knowledge-based actions designed to promote, maintain, or restore the individual/family/community to an optimum level of health.
Code of Ethics for Nurses - Provisions

Voted on and accepted by the ANA House of Delegates - January 2015.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
# Diagram of Conceptual Framework

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**Vertical Strands:** Care, Health Continuum, Health Care Delivery System, Role, Learning

**Horizontal Strands:** Caring, Process, Biopsychosocial-Spiritual Being

1979
Progression in the Nursing Major

Progression in the major is determined by successful completion of both classroom and clinical components of nursing courses. All nursing courses within a level are to be completed before moving to the next level.

Sequencing of Courses

The recommended progression of courses is listed on a Sample Schedule for Nursing Majors. Refer to the section Department of Nursing Forms for the document.

There are two alternatives to the sequence of courses for progression through the nursing major. The student opting for one of these alternatives must declare it when registering for the junior year. These alternatives allow students to enroll in half of the nursing course credits per semester at the junior level extending the junior level over a two-year period. The first alternate sequence of courses is the following: N331 Child/Adult Health I followed by N333 Child/Adult Health II with the completion of N332 Childbearing Family and N334 Child/Adult Mental Health the following year.

The second alternate sequence of courses is N332 Childbearing Family followed by N334 Child/Adult Mental Health with completion of N331 Child/Adult Health I and N333 Child-Adult Health II the following year. The alternate sequences are advantageous to students, who because of family or work obligations or for better academic outcomes, prefer to complete the curriculum in five years instead of four. All 300 level courses must be completed before advancing to the 400 level courses.

Grade Point Average

Students are considered in good standing in the nursing major if they maintain a C- in all nursing courses. A grade of D+ or lower constitutes an unsatisfactory grade in the nursing courses and the student receiving a D+ or lower is not allowed to progress to courses for which the failed course is a pre-requisite. (See policy regarding readmission). Note: It is the policy of the Department of Nursing that no grades will be rounded on any exam or on the final course grade.

Clinical nursing courses consist of three components: theory, written, and clinical. Each of the three must receive a passing grade (a C- or higher in the theory and written portions and satisfactory in the clinical) in order to successfully complete the course.

Clinical Performance

Clinical performance is evaluated as Satisfactory (S) or Unsatisfactory (U) and is based on the clinical objectives in each nursing course. If clinical performance is not satisfactory, the student does not pass the course. Written work related to clinical experiences is graded and either computed with theory grades or included in a category designated "written work." Clinical evaluation includes critical behaviors, which are viewed as essential to the
development of the professional role of ethical nursing practices, positive agency relationships, and safe constructive student/faculty interactions (see page 16 of this handbook).

**Clinical Requirements**

Each semester, prior to beginning any clinical experience, the following documentation must be on file before a student will be allowed to attend clinicals.

**REQUIREMENTS FOR CLINICAL EXPERIENCES**

- Record of a current TB Testing completed through the Department of Nursing. **NOTE:** Although the CDC requires a chest x-ray for a positive TB Test, the student should follow her/his health care provider’s advice.
- Record of 2 MMRs (rubeola or rubella vaccination), **OR** Positive Titer, unless born before 1957.
- Record of 2 Chicken Pox (Herpes Varicella/Zoster) Vaccinations, **OR** a Positive Titer.
- Record of Tdap.
- Record of annual influenza vaccine.
- Record of 3 Hepatitis B Vaccinations **OR** a Signed Release Form.
- Record of Health History Report (completed by a physician, nurse practitioner, physician’s assistant, or registered nurse).
- Proof of Health Insurance/Health Insurance Waiver.
- Criminal Background Check, completed through the University of Jamestown.

The following forms are enclosed in the N210 Nursing Foundations Syllabus.

- Latex Allergy Questionnaire
- Confidentiality Statement
- Plagiarism Statement
- Statement of Essential Functional Abilities Statement
- Policy for Student Lab Supply Totes.
- Permission to Use Student Work
Policies within the Nursing Major

Policies regarding admissions, progression, retention, dismissal, and graduation requirements within the nursing major are consistent with the parent institution.

Absenteeism and Tardiness

1. Illness or extraordinary personal matters: Students scheduled for clinical experiences must notify their clinical instructor/course faculty and the clinical agency of their expected absence at least 30 minutes prior to the scheduled experience. Documentation from a physician may be required to make up the learning experience. Only such absences will be eligible for make-up of scheduled learning experiences.

2. Punctuality is expected for all scheduled course-related activities.

3. A student who is found to be tardy for clinical or lab on more than one occasion may receive a critical incident for demonstrating unprofessional behavior.

Academic Integrity

At the University of Jamestown, we operate in an atmosphere of mutual trust between and among instructors and students. Sometimes this trust is violated through the intentional or accidental misrepresentation of facts, ideas, or data by members of the academic community. Such misrepresentations are violations of the Academic Integrity Policy. There are three main types of violations: cheating, inappropriate collaboration, and plagiarism.

Cheating involves the misrepresentation of knowledge or experience. For example, if students use unauthorized materials during an examination (for instance, by using crib sheets, looking at other students' exams, obtaining the questions in advance, and so on) they are falsely representing themselves as having recalled material or reasoned correctly, when, in fact, they did not. If students fake the data in a laboratory experiment, they are falsely suggesting that they acquired information in accordance with prescribed procedures.

Inappropriate collaboration involves presenting academic work as one's independent effort when it includes significant elements of the work of others. When important ideas or actual phrasings in an academic work belong to an unnamed colleague, misrepresentation has occurred. It is dishonest for one student to write some or all of another student's paper or presentation. It is equally wrong for one student to develop key ideas for a project that is represented as the work of another. Inappropriate collaboration is a violation for which both or all parties will be held accountable.

Plagiarism involves both theft and cheating. When someone appropriates, for use in formal course work, the wording, phrasing, or ideas of another, and either accidentally or intentionally fails to acknowledge the debt, it is considered theft. Plagiarism is also cheating in that one is creating a false impression about one's own intelligence, ability, and achievement. If students are unsure about what constitutes plagiarism, they should seek help from their instructors and refer to appropriate handbooks.
**Disciplinary Process.** It is the responsibility of every member of the University of Jamestown community to maintain the integrity of the grading system; anyone with knowledge of violations of the Academic Integrity Policy must report this information to a faculty member, a member of the university staff or administration, or the Vice President for Academic Affairs and Dean of the College.

All cases of academic dishonesty must be reported to the Vice President for Academic Affairs and Dean of the College, who will maintain records on each student who has committed a violation of the policy.

Students who violate the Academic Integrity Policy of the University of Jamestown will be subject to disciplinary action. A course instructor who suspects a violation of the Academic Integrity Policy should inform the student or student of his/her suspicion and present him/her with the evidence, allowing the student an opportunity for rebuttal.

Upon determination of a violation, the course instructor will decide the penalty to be imposed. Depending upon the severity of the infraction, this may involve a requirement to complete the assignment again, failing the student for the assignment, or failing the student for the course.

If a dispute arises between a course instructor and a student about whether a violation has been committed, it is referred to the Vice President for Academic Affairs and Dean of the College for resolution. If the Vice President for Academic Affairs and Dean of the College determines that no question exists, the appeal process is terminated. If any question remains, the Dean may refer it to the Curricular Council for a hearing. The decision of the Curricular Council about the commission of an offense will be final in all such cases.

If a student involved in a violation of the Academic Integrity Policy is not enrolled in a particular instructor's course, as in a case of inappropriate collaboration, the instructor should inform the Vice President for Academic Affairs and Dean of the College of the case for appropriate disciplinary action.

In the case of multiple violations of the Academic Integrity Policy by a student, the Vice President for Academic Affairs and Dean of the College may impose additional sanctions, which may include academic warning, academic probation, academic suspension, or expulsion. If any question remains, the Vice President for Academic Affairs and Dean of the College may refer it to the Curricular Council for a hearing. The decision of the Curricular Council will be final in all such cases.

**Admission and Progression**

There are two types of admissions into the nursing program.

1. Traditional Admission. Occurs after three semesters of nursing prerequisite and general education courses. A student may be admitted conditionally if all admission criteria are not fully met.

2. Freshman Admission. Some students may be admitted formally into the nursing program as entering freshmen (refer to the *University of Jamestown catalog*, page 165).
Traditional Admission

Students must apply and be accepted to the University of Jamestown prior to applying for acceptance into the nursing program. Applications are available on-line via the UJ Department of Nursing web page during the month of November. Notification regarding admission into the nursing program will be sent out at the end of December.

The criteria for admission to the nursing program are as follows:

1. Completion of all nursing pre-requisites or their equivalents: Psych 203, Nrsg 205, Biol 208 and Lab, Biol 216 and Lab, and Soc 101 or Soc 223. Biol 209 and lab may be taken before or concurrently with sophomore courses. Students who have received a grade lower than a C- in one prerequisite may repeat that course and still be eligible to apply for the nursing program. *Students who have received a grade lower than a C- in more than one prerequisite course will not be considered for admission into the nursing program.*

2. A Cumulative Grade Point Average of 3.0 or higher.

3. Submit a brief essay describing the extracurricular and work activities in which you have been involved that have contributed personally to you and/or the community. Indicate how you believe these experiences have prepared you for a career in nursing.

4. Enrollment is limited. Students are admitted to the program using a formula that relies significantly on the cumulative grade point average. The formula used to determine acceptance also gives University of Jamestown students some advantage over transfers. No candidate is excluded on the basis of race, national origin, ethnicity, disability, religion, gender, veteran status, or sexual orientation.

5. Acceptance into the nursing program may be rescinded at the discretion of the University of Jamestown based on the results of a criminal background check.

6. Prerequisites cannot be fulfilled via CLEP or PEP.

7. All transcripts of credit transfers from other colleges and universities must be in the Registrar’s Office before entrance into the nursing program.

8. Following admission, a grade of C- or above must be earned in all nursing courses. Refer to the Readmission Policy as stated below.

Conditional Admission

A C-GPA of 3.0 is required for acceptance into the nursing major. Students who have a C-GPA of 3.2 or lower will be accepted on a conditional basis. This restriction is placed on the conditional student because the nursing faculty has consistently identified a strong correlation between lower GPAs and academic difficulty in progressing through nursing courses. The Department of Nursing faculty do not want to see students struggle through any more classes and ultimately be unable to complete the program or pass the NCLEX. Any conditional student receiving a grade below C- in either of the sophomore-level nursing courses will be ineligible to continue in the nursing program.
Readmission After Nursing Course Failure

After receiving one failing grade (D+ or below) in a nursing course the student will be required to submit a letter requesting re-admission to the nursing program. The nursing faculty will meet and consider the student’s re-admission status. A decision will be made based on the student’s perceived ability to successfully progress through the major and to pass the NCLEX. Students who fail a nursing course are strongly advised to work with their advisor to formulate a plan outlining actions to facilitate successful course completion. After receiving a D+ or below in a subsequent nursing course the student will be ineligible for continued progression through the major.

Freshman Admission

A select number of students may be admitted directly into the nursing program on entrance to the University. Admission to the nursing program will be made once each year for incoming University of Jamestown freshmen. The Application deadline is February 1st for fall enrollment.

The criteria for Freshman Admission to the nursing program are as follows:

1. Applicant must be admitted to University of Jamestown before application to the nursing program will be accepted.
2. Minimum high school GPA of 3.4 on 4.0 scale.
3. Preferred ACT score of 25 or SAT (R&M) score of 1140.
4. High school biology and chemistry strongly recommended.
5. Essay.

Progression in the Nursing Major for Freshman Admits

All freshmen accepted to the nursing program will be required to achieve a minimum cumulative GPA of 3.0 prior to the beginning of the nursing coursework. Failure to achieve a cumulative GPA of 3.0 will make the student ineligible to enter the nursing program in the second semester of their sophomore year, even though they were admitted as a freshman. The student may reapply to the program when all admission criteria are met. Freshman students enrolled in the nursing program need to pass all prerequisite courses with a grade of C- or higher. A student earning a grade lower than a C- in two one more prerequisite courses will be deemed ineligible for progression in the nursing program.

All nursing prerequisites or their equivalents must be completed prior to beginning clinical coursework: Psych 203, Nrsg 205, Biol 208 and lab, Biol 216 and lab, Soc 101 or Soc 223. Biol 209 and lab may be taken before or concurrently with sophomore nursing courses. Students who have received a grade below C- in one prerequisite may repeat that course and still be eligible to apply for the nursing program.

Freshman students accepted into the nursing program are expected to work very closely with their academic advisor to help ensure necessary coursework is completed on time.
**Attendance**

The Department of Nursing prepares the student for a professional role. Regular attendance in all components of nursing is essential and expected of all students. The sequential nature of the nursing curriculum makes it difficult to make up missed course requirements. The professional commitment and obligation of students for the clinical portions of the curriculum preclude the options of students for voluntary absences permitted in many university classes. Hence, it is understood that responsibility for meeting academic obligations as part of the educational program rests on the student.

**Chemical Use**

The Department of Nursing faculty seeks to promote healthy living in community and individual life and recognizes that misuse and abuse of alcohol and other chemicals is a serious health problem. Legal consequences may also result from alcohol and chemical use and abuse. Therefore, the faculty reserves the right to intervene in situations where individuals are suspected of losing control of their chemical use/or where that use is harming them or others in any way. The intervention may include assistance in obtaining treatment and/or dismissal from the nursing program.

**Children in Classroom/Laboratory**

The Department of Nursing values responsible parenting and will accommodate rescheduling needs as much as possible when a nursing student’s child is ill or has some special need requiring the nursing student’s absence. There are however, certain labs that can only be scheduled one time during the semester and special efforts need to be made to attend these labs as the content cannot be recreated if the student is absent. In addition, children in the classroom or labs may be disruptive to other students and to the parent of the children who cannot give full attention to the child or to the class. Safety issues may also arise when children are not fully attended to during classes and labs. It is expected that nursing students consider their education to be comparable to a full-time job and will arrange childcare commensurate with this expectation.

**Classroom Civility**

It is imperative for the faculty of this department to create safe, facilitative learning environments in our classes and clinical sites. To this end, the nursing faculty will strive to recognize the unique value of each student as an individual and encourage his/her creativity. We will strive to be warm, genuine, and fair. We value differences among individuals while, at the same time, require that all treat each other with respect. Interactions in the Department of Nursing are expected to be courteous, respectful, and professional. Further, it is the belief of the Department of Nursing Faculty that any activities associated with academic dishonesty or plagiarism constitutes unprofessional and uncivil behavior.
Confidentiality Agreement

The Confidentiality Agreement is signed by all students upon entry into the nursing major and is a commitment of the student to comply with all confidentiality policies. Refer to the section Department of Nursing Forms for the document.

The Department of Nursing complies fully with the Family Educational and Privacy Act. In keeping with this Act, the privacy of students’ educational records is protected and the rights of the students to inspect and review their educational records are guaranteed. Guidelines for the correction of inaccurate and misleading data can be obtained in the office of the University of Jamestown Registrar. Educational information is released only upon the written request or authorization of the student. (Exceptions: university officials, faculty, advisors, accrediting agencies, student emergencies, and for financial aid purposes.) The University of Jamestown may provide public information in accordance with the provisions of the Act. Students may withhold public information by notifying the Registrar in writing at the beginning of each semester. A complete statement of a student’s rights under this act is available in the office of the Registrar. The educational records of nursing students are kept in locked filing cabinets in the departmental office.

Criminal Background Check

All nursing students admitted into the nursing program are required to complete a criminal background check upon admission to the program. Participation in the criminal background check process is MANDATORY for students’ continuation in the nursing program.

Participation in the criminal background check is necessary for obtaining clearance for students’ participation in clinical learning opportunities at various healthcare facilities. Health care facilities are increasingly being required by their insurers to verify that employees and participating students do NOT have criminal backgrounds and will likely be safe healthcare providers. Furthermore, upon graduation from nursing education programs, the nursing license application asks for information related to a student’s criminal history. Depending upon the response, the individual may be denied a nursing license. The Department of Nursing believes that it is unethical to allow a student to complete the nursing program when he/she would be denied a nursing license upon completion of the program. The Department of Nursing also has an obligation to protect the public by screening out potential nurses who have demonstrated a disregard for professional and ethical laws and standards.

Steps in the Criminal Background Check:

1. Students will enter information required for the criminal background check via a URL link provided by Asset Control.
2. Results of the student’s criminal background checks are returned to and filed in the University of Jamestown, Department of Nursing. Information will be communicated to clinical agencies as requested.
3. The Chairperson of the Department of Nursing will screen the background check results and clear students for continued participation in the nursing program if the results are negative for
any criminal activity (other than a minor traffic offense). Acceptance into the nursing program may be rescinded at the discretion of University of Jamestown based on the results of the criminal background check.

4. When criminal offenses are evident, they will be considered on a case-by-case basis and legal consultation, as well as input from the North Dakota Board of Nursing, will be sought. Consideration will be given to:

   a. The nature of each offense, including whether it was a violent or nonviolent offense and whether it has a direct bearing on a student’s ability to serve the public in the profession.
   b. The number of offenses, including repeated offenses, and age of the student at the time.
   c. Information concerning the degree to which the student has been rehabilitated.
   d. Time elapsed since the conviction.
   e. Policies of the affiliating Health Care Agencies.

5. The student will be given the opportunity to respond to the information. Based on the outcome of this meeting, a decision will be made by the Chairperson of Nursing and the nursing faculty in consultation with the Academic Dean regarding the student’s continued progression in the nursing major.

6. The student shall be responsible for paying costs associated with the criminal background check which is charged to the student in the form of fees and supplies on the student’s tuition and fees bill.

Students who refuse to complete and submit a criminal background check will be terminated from the nursing program. Omission of required information or false or misleading information provided by the student may result in rescission of acceptance into the nursing program.

The student has a continual obligation to report any criminal conviction that may impact upon the student’s continued ability to participate in the clinical program to the Chair of the Department of Nursing within 30 days of its occurrence. Failure to do so, or to comply with any other aspect of this policy, will result in immediate dismissal from the program. A Yearly Disclosure of Criminal Background form must be signed at the beginning of each spring semester following admission into the nursing program. Refer to the section Department of Nursing Forms for the document.

Students who are denied from participating in any clinical agency affiliation or rotation may be terminated from the nursing program.

**Critical Incident Policy**

**Critical Behavior**

Critical behavior is a behavior viewed as essential to the professional role of the student nurse. Critical behaviors are those behaviors necessary for client safety, ethical nursing practice, positive agency relationships, or constructive student/faculty interactions. Specific critical behaviors are included on the "Clinical Evaluation Tool."
The critical behaviors are actions by which the student:

1. Demonstrates adequate preparation and knowledge.
2. Follows advice and/or directives given by faculty or staff.
3. Reports significant data to appropriate source.
4. Demonstrates professional behavior and attitude, resulting in positive nurse/client relationship.
5. Follows agency protocol and/or policies.
6. Maintains confidentiality at all times.
7. Maintains minimum standards of competence and safety.
8. Functions with personal integrity and with respect for the principals of ethical practice.

Critical Incident

A critical incident is the failure to perform/attain a critical behavior. A student receiving a "U" in a critical behavior may be dismissed from the clinical area including the Learning Lab and any setting where the student represents The University of Jamestown as a professional nursing student. (Examples are hospitals, homes, schools, clinics, community health agencies, etc). The student will be allowed to return only upon receiving permission from the course faculty. When more than one "U" is given during the same clinical, the course faculty team will determine if the "U"s constitute one or more incidents.

The receipt of one critical incident in the course will not affect the student's grade and, provided the unsatisfactory behavior is corrected, will not reflect negatively on the student's final clinical evaluation. When a student receives unsatisfactory in two or more critical behaviors resulting in two critical incidents, immediate failure of the course will occur. An accumulative sum of three critical incidents across all of the courses may result in dismissal from the program.

Critical Incident Procedure

When unsatisfactory performance occurs, the faculty member giving the "U" will adhere to the following procedure:

1. Confront the student as soon as possible after the instructor becomes aware of the incident.
2. Report to other course faculty as soon as possible.
3. Report to the nursing faculty at the next scheduled departmental meeting.
4. Meet with the student, give her/him a copy of the written rationale and request her/his signature which indicates agreement with the document.
5. Inform the student that if he/she does not agree with the clinical incident, grievance procedure #1 in the handbook maybe followed.
6. Distribute copies of the incident and rationale to the chairperson, the student, and the advisor to be filed in the student's file. The Academic Dean may be notified.
Outstanding Performance of a Critical Professional Behavior

The faculty may award a student a certificate attesting to outstanding performance during a clinical. When the student is observed carrying out responsibilities that clearly demonstrates expectations over and above one of the eight critical behaviors, the faculty member may report those behaviors to the nursing faculty and award a certificate for exceptional performance.

Declaration of Major

Nursing should be declared as a major in the freshman year if the student plans to make application to the nursing major. This assures that the student will receive important communication from the Department of Nursing.

Deadline Extension/Change of Schedule Requests

1. Papers which are late will be dropped a grade for each day late unless prior approval has been granted by the faculty. A “Request for Deadline Extension or Scheduling Change” form must be completed and submitted to the faculty in charge of the assignment. Refer to the section Department of Nursing Forms for the document.

2. This form needs to be completed when extenuating circumstances make it impossible to meet scheduled deadlines for assignments or to attend clinicals or labs.

3. If this request is for clinical or lab, it must be handed to the course faculty at least one week prior to the anticipated schedule change.

4. For written assignments and the documentation of the nursing process, submit this form as soon as extenuating circumstances arise.

5. Approval of requests is not automatic. The nursing faculty feel strongly that timely completion of work is an important component of professional nursing. However, careful consideration will be given to each request.

Dismissal

The program policies regarding dismissal are consistent with the parent institution, including student conduct and academic dishonesty. Dismissal from the nursing major is also dependent upon failure to achieve a grade of C- or above in a nursing course.

Essential Functional Abilities

University of Jamestown

As required by Section 504 of the Rehabilitation Act, appropriate and reasonable accommodations will be made for all students with documented disabilities. If you need accommodations in this course because of a disability, need special arrangements in case the building must be evacuated, or have emergency medical information to share, please inform your instructor as soon as possible. You must also contact Lori Listopad in the Learning & Academic Advising Center to arrange for appropriate accommodations (Nafus 101, Telephone: Ext. 5442, or llistopa@uj.edu).
Academic Assistance: If you are struggling in a course or need extra help, remember the Learning and Academic Advising Center offers study groups and free tutoring. For a complete listing of study groups go here: http://www.uj.edu/learning-academic-advising-center-disability-services/academic-advising/study-session-schedule. To request a tutor, simply email tutors@uj.edu. For any questions or more information, Contact Lori Listopad (Nafus 101, Ext. 5442, or llistopa@uj.edu).

Department of Nursing

Nurses must possess the knowledge, skills and abilities to provide safe and effective nursing care. The essential functional abilities necessary have been identified by the National Council of State Boards of Nursing and the University of Jamestown Department of Nursing adheres to these standards. Students are required to be able to perform the functional abilities and activities with or without reasonable accommodations as required by law. In keeping with the University’s stated purpose of “recognizing the distinctiveness of each student” and the Nursing Graduate Outcome that addresses “valuing the uniqueness of each individual”, the Department of Nursing is committed to providing reasonable accommodations and creative access in assisting nursing students who have disabilities to fulfill clinical and professional requirements. Recognizing that technical skills are but one component of holistic care the Department of Nursing is willing to address certain special needs of the students. Some limitations in ability can be accommodated with special devices or special circumstances; others cannot. The ultimate determination regarding the reasonableness of accommodations will be based upon the preservation of client safety and the resources of University of Jamestown and the Department of Nursing.

Essential Functions

1. Must have verbal and writing skills sufficient to respond promptly in communications with clients and health care workers.
2. Must have sufficient close and distant visual acuity and color perception to observe the condition of the patient.
3. Must have sufficient hearing to respond to auditory instructions and requests when not able to see lips, to monitor equipment and to perform auditory auscultation.
4. Must be able to maintain balance, stand and walk for 80% of the clinical time.
5. Must be able to push or pull 25 pounds.
6. Must have the ability to stoop and squat.
7. Must have physical strength and mobility to safely lift and maneuver patients without injury to the patient, self, or other health care workers and respond to medical emergencies such as performing CPR.
8. Must have fine motor skills and dexterity to manipulate equipment such as that used to prepare and administer medications and carry out sterile technique.
9. Must have reading ability sufficient to comprehend 10th grade level writing and arithmetic competence at an 8th grade level.
10. Must have the emotional stability to perceive and deal appropriately with environmental threats/stressors and continue to function satisfactorily during high stress periods.

11. Must be able to protect oneself and others from hazards in the health care environment, including needles and other sharp instruments.

The intent of this list of essential functions is not necessarily to restrict but to help individuals get a better idea of potential barriers to successful completion of the nursing program. Refer to the section Department of Nursing Forms for the document.

**Procedure for Requesting Accommodation**

Reasonable accommodations may include adjustments in course materials, instructional methods or physical environments that do not change the essential nature or academic and technical standards of the course, clinical or laboratory activity.

1. Students will be informed of the Functional Ability Policy and a statement is signed by all students in N210 Nursing Foundations. Refer to the section Department of Nursing Forms for the document.

2. The student will identify his/her capacity to meet the functional abilities.

3. If limitations in functional abilities are identified, the student is responsible for consulting with a qualified practitioner for further evaluation.

4. If a limitation is verified by the practitioner, the student must present suggested accommodations in writing to the Chairperson of the Department of Nursing for departmental consideration.

5. The faculty, in consultation with the Vice President of Academic Affairs will determine which accommodations are reasonable, available, and preserve patient safety.

**Exam Policy**

When taking exams, two versions of the exam will be used. Students will not be allowed to use personal calculators or other electronic devices. Calculators will be provided as appropriate. Students will also be required to leave their backpack in a designated location and turn off cellphones and place them in their backpack. Students are not allowed to wear hats when taking their exam.

**Graduation**

Graduation requirements for the nursing major are in accordance with the requirements for a Bachelor of Science in Nursing degree outlined in the *University of Jamestown Catalog*. 
**Learning Laboratory Policies**

1. The learning lab is to be locked at all times, except when faculty or student lab assistants are present.
2. Videos, DVDs, Lab Equipment (Baby Scale, BP Cuffs, etc.) may be checked out for a 24-hour period with faculty or student lab assistants.
3. Resource files and posters may be checked out for a 48-hour period.
4. Pamphlets may be utilized by students for either self-learning or teaching purposes.
5. A-V equipment may be checked out for use in Sorkness Center.
6. All equipment must be returned clean and in good working order.
7. If there has been a problem with equipment, the staff should be notified so that repairs can be made.
8. The students will sign an agreement stating: The lab tote supplies are for the purpose of learning nursing skills. The supplies will be used for practice and testing purposes only. No invasive procedures using these supplies will be practiced outside of the learning lab setting. The lab tote supplies are for the purpose of learning nursing skills. I will use these supplies for practice and testing purposes only. No invasive procedures (where skin is broken or orifice is entered) using these supplies will be practiced on a person. Invasive procedures will be practiced on manikins. IV and injection supplies will be used only in the lab setting with supervision. Examples of invasive skills: intravenous skills, foley catheter insertion, NG intubation, injections.

**Liability Insurance**

The University of Jamestown provides professional liability insurance for sophomore, junior, and senior nursing students. Coverage only applies while the insured is acting in his/her capacity as a student of the University. Students are expected to provide their own Health and Accident Insurance.

**Major Field of Study**

Refer to the *University of Jamestown Catalog*. At least half of the semester credits required in the nursing major must be completed at the University of Jamestown. Modifications of this requirement may be made by the Department Chair with the consent of the Vice President for Academic Affairs and Dean of the College.

**Management of Latex Allergy**

The increased number of latex-allergic individuals has prompted the establishment of this policy for the management of student nurses who are working with or exposed to latex in the learning lab. Refer to the section Department of Nursing Forms for the document.

**General Prevention Measures:**

1. Powder-free, low protein gloves or non-latex gloves will be used during learning lab experiences to reduce exposure to airborne latex particles.
2. Students will be advised to wash hands after each wearing of gloves to decrease exposure and transfer of latex proteins.
Screening for Latex Allergic Individuals:
1. A questionnaire will be administered to all sophomore nursing students who are beginning labs and clinicals to determine the risk for or presence of latex-related problems.

2. Students in N210 will be educated to recognize the signs and symptoms of possible latex allergy and encouraged to report the development of these symptoms.

3. Students will also be educated to recognize high-risk individuals. High-risk individuals are those who use gloves regularly, have existing allergies, particularly to food, or hand dermatitis or eczema.

Latex Allergic Individuals:
1. All student nurses identified as latex-allergic by history or by testing should be counseled regarding the following precautions:
   a. A medic alert bracelet should be worn to indicate the allergy.
   b. An epinephrine self-injection kit such as Epi Pen or Ana Kit should be available in case of latex-allergic reactions.
   c. Non-latex gloves will be provided to the students and should be used by all latex-allergic to decrease the risk of allergic reactions.
   d. Avoiding exposure to high levels of latex allergens continues.

2. Attempts will be made to provide a latex-safe learning lab environment by providing the latex allergic student with a set of medical products deemed by Jamestown Regional Medical Center to be latex safe. These students will be informed the learning lab can be made latex-safe but not totally latex free.

Medication Calculation Exam Policy
Medical errors are a major cause of preventable patient harm. It is estimated that 1.5 million people are affected by medication errors each year costing the US Healthcare system billions of dollars. In an attempt to assure that our nursing students practice safe medication administration, we have implemented the following policies.

Sophomore Level Clinical Course:
Students will be required to pass the medication calculation exam with a score of 90% or higher. If the student does not pass the exam on the first try, the student will be required to complete tutoring on medication calculation which will be assigned by the course faculty. The student will then take a second medication calculation exam. If the student does not pass the second exam, a math critical incident will be given for “failure to maintain minimum standards of competency and safety.” The student will complete a second math tutoring requirement for three sessions lasting for 1 hour and take a third and final medication calculation exam. If the student does not pass that exam, the student may be given a second math critical incident.

The student must pass the medication calculation exam before administering medications in the clinical setting in addition to passing the medication re-demonstration. Critical incidents that are issued in relation to failure of a medication calculation exam will not be tied to any one course. However, it is policy that any student receiving three critical incidents throughout the program will be removed from the program and readmission will not be considered.
Junior and Senior Level Clinical Courses:

EXAM 1:
A math competency exam will be given assessing all previously learned content at the beginning of each semester beginning fall of the junior year. Those students obtaining a 90% on the exam will be deemed competent to administer medications in the clinical setting and not be required to take any additional math exams this semester, however 10% of every exam in every clinical course will be comprised of math questions.

A score of less than 90% on Exam 1 will result in a critical incident for “Failure to maintain minimum standards of competence and safety”. The student will then be required to complete remedial math work. Remedial work is defined as “three 1-hour tutor sessions” to be announced by faculty. After completion of remediation, Exam 2 will be given.

EXAM 2:
A score of less than 90% on Exam 2 may result in the student being issued a second critical incident. This student must then speak with the Math Coordinator and formulate a plan indicating how the student will prepare for Exam 3. Students will not be allowed to pass medication in any clinical setting until successfully passing the math exam. Students who cannot pass medications may not be able to pass clinical courses.

EXAM 3:
An inability to attain a 90% on Exam 3 will result in a critical incident. Critical incidents that are issued in relation to a failure of medication calculation exams will not be tied to any one course. However, it is policy that any student who has received three critical incidents in relation to failed math exams throughout the program will be removed from the program and readmission will not be considered.

N424 and N426 Out-of-Town Clinicals

N424 Child/Adult Health
Students will be participating in three sets of clinical experiences in Fargo, North Dakota at Sanford Hospital during N424. These experiences will require potential expenses for at least six overnight stays, food, and transportation.

N426 Nursing Management
Students may apply to do one or both of their clinical rotations for N426 Nursing Management outside of Jamestown if the following criteria are met:

- The student must have a nursing grade point average of 2.8 or above or faculty approval.
- The student must have received no more than one unsatisfactory in a critical behavior since beginning the nursing major in the sophomore year.
The nursing faculty reserves the right to deny permission for out-of-town clinicals if the faculty feels that the student requires closer supervision or if the agency requested is inappropriate. Clinical instructors will be responsible for finding preceptors and making arrangements with the agency for all sites. The student must attend a scheduled evaluation with a faculty member at the completion of each rotation.

**NCLEX Success - Kaplan**

The Department of Nursing has a comprehensive system designed to help students prepare for the RN licensure exam, lower student attrition, and assist with assessing the efficacy of the curriculum. Kaplan provides students the following resources:

1. **Focused Review** questions with rationale allowing students to master specific nursing concepts.
2. **Specialty Integrated Tests.** Kaplan provides faculty-monitored assessment exams to identify student’s strengths and weaknesses in each course. These exams are nationally normed. After completion of these assessment tests, each student will be given a diagnostic report of his/her strengths and weaknesses in that content area.
3. **NCLEX Preparation.** Kaplan provides students with comprehensive NCLEX-RN preparation materials including: question-trainer exams, diagnostic and readiness assessment exams, NCLEX-RN predictor exams, as well as over 1,200 NCLEX-RN style questions for practice. All content is mapped to the NCLEX-RN exam blueprint to allow the student to evaluate strengths and weaknesses and predict their probability of passing the NCLEX-RN Exam.

N428 NCLEX Success, a course taken in the final semester of the senior year, focuses on the development of NCLEX success strategies. The course combines classroom and off-campus on-line content review and mastery as well as preparation for the NCLEX-RN exam. Kaplan methodologies provide the framework for this course.

**OSHA and HIPAA**

OSHA (Occupational Safety and Health Administration) regulations specify standards to follow to ensure employee safety with regard to occupational exposure to bloodborne and airborne pathogens. These standards mandate education for all employees and students who have the potential for exposure to blood and airborne pathogens. The University of Jamestown provides this education the first week of the spring semester each academic year. Attendance is mandatory in order for students to progress into the clinical courses.

HIPAA, the Health Insurance Portability and Accountability Act, was passed into law in 1996. The purpose of this act was to establish regulations to protect the privacy and security of patient information. The University of Jamestown Nursing Department is required to provide education regarding HIPAA regulations. Therefore, HIPAA awareness education is held the first week of class in the spring semester of each academic year. Attendance is mandatory in order for the student to progress into the clinical courses.
Plagiarism Statement
The Plagiarism Statement is signed by all students in N210 Nursing Foundations. The statement indicates that the student understands the concept of plagiarism and is aware of the appropriate use of quotes and referencing to avoid plagiarizing. Refer to the section Department of Nursing Forms for the document.

Positive PPD
If a student has a history of positive PPDs or converts to be positive for TB while a student at UJ, the Department of Nursing will follow the guidelines set forth by the Central Valley Health District to deal with any existing or emergent PPD related issues.

Residence Requirement
To fulfill the residence requirements, a minimum of 35 semester credits must be earned at the University of Jamestown, including a final full-time semester prior to graduation.

Retention
The policies of the Department of Nursing regarding retention are consistent with the parent institution and involve faculty advisement, counseling, remedial assistance, as well as referral to tutorial services.

Rounding of Grades
Final course grades will be determined with unrounded percentages. For example, 89.6% = 89% = B+.

Safety Policy/Procedures

Introduction and Purpose
One of the required competencies for Quality & Safety Education for Nurses (QSEN) addresses the minimization of risk of harm to patient and providers through both system effectiveness and individual performance. The following policies are designed to promote compliance with the QSEN safety competency.

Crisis Response/Emergency Preparedness Plan
The Department of Nursing will follow the University of Jamestown crisis Response/Emergency Preparedness Plan.

Personal Injury
Nursing students are STRONGLY ADVISED to have personal health insurance to cover the expenses of their health care/treatments in case of illness, injury or exposure within or outside of their nursing clinical settings. Students are responsible and obligated to defray that part of any injury expenses not covered by their health insurance.
Blood Borne Pathogen/ Infectious Substance Incident

In case of needle-stick injury, blood-borne pathogen, or other infectious substance exposure, emergency first aid, risk assessment, laboratory testing, and medications for prophylaxis for blood or secretion-borne pathogens will be available to students at the clinical setting. Policies of the clinical affiliation site will be followed should the student receive an exposure to a blood, secretion-borne pathogen or other infectious substance. UJ will not cover the expenses incurred for incidences such as exposure and the student should submit any costs to his/her individual health insurance. As with other injuries, the student will be responsible and obligated to pay that part of any expense not covered by insurance. All students have been taught universal and safety precautions and these precautions are reviewed annually during OSHA/HIPPA training. Should an infectious substance incident occur, Students are instructed to report the exposure immediately to clinical instructor/preceptor. Students will complete an incident report as required at the facility as well as a University of Jamestown Department of Nursing Incident Report. Following these policies is essential for protection of both the student nurse and the patients and minimizes any risk to either party.

Biohazard Waste Management

Potential infectious wastes are collected, stored, and disposed of per OSHA recommendations. Biohazardous waste is placed in appropriately marked containers and disposed through a local healthcare organization. This includes sharps and other biohazard waste. The lab coordinator is responsible to ensure that the biohazard disposal is done properly.

Medication Safety

Simulated medication (candy pieces, commercially prepared Practi-med, Demo Dose, or water) will be used for simulation of oral / topical medications. Medication bottles may be used and if used, they are labeled for use when simulating preparation of an actual medication order. IV fluids with expired dates may be used for practice and demonstration. IV fluids are only infused into manikins. When practicing injections, needles with a safety feature or appropriate disposal methods will be utilized for student safety. For breaking a glass ampule, students will wear gloves and utilize a plastic shield or gauze pad or alcohol wipe covering the ampule. The ampule should be broken away from the student.

Needle Safety

Used needles will be disposed of in sharps containers available in the lab. Needles provided for practice of injection are used in the lab only when faculty or student lab personnel are present. Students may utilize injection pads or mannequins for practice. Students must utilize appropriate safety precautions when using needles. Students are taught to use the scoop method to recap needles prior to injection, if needed. Following injection, students are taught to avoid recapping needles. Sharps must be disposed of properly in a sharps container. All needles are kept in a locked cabinet. The lab coordinator is responsible to ensure these guidelines are followed.
Clinical Affiliations
The University of Jamestown values student experiences outside the classroom setting that provide practical experience in the professional world. In order to provide these learning experiences many affiliation and contractual agreements are in place. In keeping with requirements outlined in these agreements, the University of Jamestown faculty must share necessary information with the affiliating agencies and businesses. Although clinical agencies vary slightly, they all require that we provide them with certain student-related information. Information required to be shared may include but not be limited to:

- Criminal background checks
- Immunization records
- Urine Drug Screen
- Health status
- Academic standing and achievement in the program
- Clinical evaluation information

Use and Maintenance of Equipment:
It is the responsibility of all those who use the lab to keep equipment and physical space clean and safe.

- Floors, counters, sinks, and furniture will be cleaned by appropriate personnel minimally at the end of each week and more frequently as needed at the end of the semester and more frequently if indicated.
- If faculty or work study assistants note equipment is not functioning properly, place an out-of-order label on the equipment and notify the lab coordinator.
- Wet materials may not be used near electrical outlets.
- No electrical cords will be kept in the walking pathways, and extension cords will be secured properly if used over a walkway.
- All electrical equipment will be inspected annually for any fraying of cords or other malfunction. If any abnormality is found, the equipment will be tagged as noted above and the laboratory coordinator will be notified.
- Equipment in the skills and simulation labs will be cleaned by work study assistants as directed by the lab coordinator. The protocol for doing so is directed by the product manufacturer. Linens on beds will be changed and laundered each week as needed and at the end of each semester.

Organization Error Reporting – Incident Report:
If any unexpected error or near miss incident happens while students are participating in any clinical experience, a Department of Nursing Incident Report will be completed and turned into the designated Department of Nursing faculty coordinating these reports. Incidents will be monitored for trends and commonalities. Teaching content and departmental policies will be added or modified based on this data with the ultimate goal of maintaining a culture of safety.
Sexual Harassment and Sexual Violence

Refer to the University of Jamestown Student Handbook for policies regarding these issues.

Smoking Policy

The University of Jamestown is committed to the health and well-being of its employees and other individuals in the workplace, and is committed to comply with North Dakota law which prohibits smoking within the University premises and within 20 feet of entrances, exits, operable windows, air intakes and ventilation systems of enclosed areas of places of employment. Smoking is also prohibited in any University of Jamestown vehicle. Anyone who is observed smoking in violation of North Dakota statute must be immediately directed to extinguish the product being smoked. If the person does not stop smoking, that person must immediately be asked to leave the premises. If the person in violation refuses to leave the premises, the violator shall be reported to the appropriate law enforcement agency. Failure to prevent and prohibit others from smoking within our premises or vehicles is a violation of North Dakota law. Employees who violate this policy and North Dakota law will be subject to discipline up to and including termination.

Social Media and Technology Policy

Introduction and Purpose

The purpose of this policy is to provide student nurses with guidelines for appropriate participation in social media postings. Student Nurses have a responsibility to understand the benefits and consequences of participation in social media. As student nurses, you must be aware that you are representing the University of Jamestown and the nursing profession through intended or unintended outcomes of your social media usage.

Privacy and Confidentiality in Social Media and Electronic Communication

Student nurses should, at all times, maintain strict adherence to standards of professionalism. Student nurses all carry the responsibility of adhering to privacy and confidentiality standards associated with the Health Insurance Portability and Accountability Act (HIPAA). HIPAA regulations protect patient privacy by establishing how individually identifiable information may be used, including any information relating to the physical or mental health of an individual, or any information that may be used to identify an individual.

Student nurses should not share, post, or otherwise disseminate any information that can identify a patient, or in any way violate a patient’s right to privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.

Student nurses have the responsibility to promptly report an identified breach of confidentiality or privacy to an instructor or to the chairperson of the Department of Nursing.
Student nurses should be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual’s online activity as a reflection of the individual’s career as well as the nursing profession as a whole.

Students should actively maintain an awareness of how their professionalism may be affected by friends’/peers’ usage of the same site.

SNs should never refer to patients, classmates, university officials, instructors, or other professional contacts in a disparaging manner, even if the person cannot be identified.

SNs should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person’s race, ethnicity, gender, age, sexual orientation, or religious or political beliefs.

**Cell Phone Policy**

All of the above privacy and confidentiality policies apply to the use of cell phones as well. In addition, the following rules for cell phone use are itemized below:

- All electronic communication devices must be on airplane mode while in the clinical setting and during simulation labs. They must be on silent or vibrate mode when in class.
- No picture taking will be allowed in clinicals or during labs.
- Electronic nursing resources (Pepid, MicroMedEx, etc.) may be used during clinicals as per the policy of the health care facility.
- Students may use cell phones only during class breaks unless they are directed by the nursing faculty to access information. There is to be no texting, e-mailing, web-surfing, or other social media interactions during class.
- Electronic devices must be left in your backpack outside of the classroom or in the front of the classroom within sight of the nursing faculty during exams.
- Cell phones may not be used as calculators during exams or quizzes.
- There may be times when it is important that you have immediate access to your cell phone during class (sick child, family emergency, etc.) Please inform the faculty prior to class that you are anticipating an important phone call that you must answer. You may leave class and answer that call as needed.

**Possible Consequences**

Potential consequences for inappropriate social media use are varied. The potential consequences will depend, in part, on the nature of the student nurse’s misconduct.

Improper use of social media may violate state and federal laws established to protect patient privacy. Such violations may result in both civil and criminal penalties, including fines and possible jail time.

The student may face termination from the nursing program.

The student may receive a critical incident for failure to demonstrate professional behavior, failure to maintain confidentiality, or failure to function with personal integrity and with respect for ethical practice.
Student Expenses

University of Jamestown Department of Nursing

Approximate Costs for Students Entering the Nursing Program
January, 2017

I. NURSING FEES AND SUPPLIES: These items will be charged to you in the form
of fees and supplies on your tuition and fees bill.

- Nursing Lab Tote ........................................................................................................ $175
- Criminal Background Check ..................................................................................... $50
- Clinical Fees (Applied to N210 Nursing Foundations) .............................................. $250

II. COURSE SYLLABI AND TEXTBOOKS:

- Course Syllabi ............................................................................................................ $60
  - N206: Health Assessment (approximately $20)
  - N210: Nursing Foundations (approximately $40)

- Initial Course Textbooks: (approximately) ................................................................. $850 (New)

  We have secured a book bundle deal from Elsevier to reduce the cost of your
  required nursing books and eBooks. This book bundle must be purchased via the
  UJ Bookstore. The dosage calculation textbook and nursing drug guide are not
  part of this bundle but are included in the approximate costs.

  TOTAL (May be applied to Financial Aid Package)........................................ $1,385

III. IMMUNIZATIONS:

Costs for immunizations required will vary according to your health insurance,
current immunization status, and facility where you may receive them.

IV. CLINICAL SUPPLIES/Expenses: Cost Varies for the following requirements:

- CPR On-line Certification ......................................................................................... $28.50
- Handheld Device/Smart Phone .............................................................................. varies
- Uniform:
  - Black scrub pants .................................................................................................... varies ($15)
  - White uniform top with UJ Emblem (ordered through UJ) – 2 Tops .............. $50
  - Black Polo Shirt (ordered through a local company) ............................................. $35
  - Khaki Parts ........................................................................................................... varies ($20)
  - Clinical Shoes .................................................................................................... varies ($50)
- Stethoscope .............................................................................................................. varies ($100)
- Blood Pressure Cuff .............................................................................................. varies ($60)
- Scissors .................................................................................................................... varies ($10)
- Penlight ................................................................................................................... varies ($5)
**Student Lab Supply Totes**

Sophomore nursing students will be required to purchase a lab supply tote that contains nursing skills supplies. The cost of the totes is approximately $175 and will be charged in the form of fees and supplies on the student’s tuition and fees bill.

The students will sign an agreement stating: The lab tote supplies are for the purpose of learning nursing skills. The supplies will be used for practice and testing purposes only. No invasive procedures using these supplies will be practiced outside of the learning lab setting. The lab tote supplies are for the purpose of learning nursing skills. I will use these supplies for practice and testing purposes only. No invasive procedures (where skin is broken or orifice is entered) using these supplies will be practiced on a person. Invasive procedures will be practiced on manikins. IV and injection supplies will be used only in the lab setting with supervision. Examples of invasive skills: intravenous skills, foley catheter insertion, NG intubation, injections.

**Transportation**

1. Travel to clinical facilities in and outside of Jamestown is the responsibility of the student.
2. The University insurance policy covers vehicles, students, and faculty in University-owned and/or University-designated vehicles. Faculty and students using their own vehicles for transportation for themselves and others must be aware that their own liability insurance carrier is responsible for liability.

**Uniform Regulations**

Two types of nursing student uniforms are required for clinical experiences: standard white uniforms (described below) and the alternative uniforms (black polo shirt with UJ Nursing Department logo and khaki pants).

1. Approved University of Jamestown standard white uniforms are necessary for N210 Nursing Foundations and all Child/Adult Health nursing courses with a clinical component.
2. Standard uniforms (white top with UJ Emblem and black scrub pants must be worn with socks and closed-toe shoes that appear professional.
3. Alternative uniforms or street clothes are worn during the clinical experiences to comply with the policies of the Department of Nursing and of the individual agency.
4. Hair must be kept neat and worn away from the face in a manner that does not interfere with aseptic technique. No unnatural hair color (purple, green, etc.) will be allowed during any clinical experience.
5. A name badge is worn on the upper right side of the standard white uniform, alternative uniform, lab coat, or street clothes.
6. Jewelry shall be conservative and appropriate to the area and type of dress. Discrete but visible piercings and tattoos may be allowed at the discretion of the faculty.
7. The appropriateness of visible tattoos are subject to individual assessment by faculty of the Department of Nursing.
8. Cosmetics should be worn in moderation. Nails should be trimmed without nail polish or with a subtle color that is not chipped. Perfumes and scented body lotions are not to be used during clinicals.
9. Alternative uniforms are allowed in clinical agencies in place of standard white uniforms when activities do not require direct patient care. Jeans are **NOT** acceptable to wear in clinical agencies for clinical experiences.

10. Gum chewing is not permitted during clinicals.

11. A watch with a sweep second hand or a digital second feature is preferable.

12. Any specific dress code regulations of the affiliating agencies must be followed.

13. Faculty have the prerogative to exercise discretion in determining what constitutes professional appearance in any clinical situation and may require students to comply.

**Advanced Placement**

The Department of Nursing at The University of Jamestown recognizes that the LPN/PN and RN applicant population:

1. May have completed a variety of basic programs.
2. Possess a variety of individual abilities and professional experiences.
3. Are often students who possess characteristics and goals which may vary from the generic student in the baccalaureate program at The University of Jamestown.

Therefore the program of study for LPN/PN and RN applicants:

1. Reflects the curriculum objectives.
2. Provides for validation of prior learning through written and clinical challenge examinations.
3. Must show proof of or complete a Health Assessment course prior to beginning in the nursing program.
4. Recognizes that course objectives may be validated by alternate methods such as portfolios.

**Nursing Program for RN’s Attending the University of Jamestown**

**Admission to the University of Jamestown**

RN students admitted to the University of Jamestown must meet the same criteria and adhere to the same policies as generic students. All students in the Bachelor of Science in Nursing program must fulfill the same academic requirements for graduation. In addition, a verification of the RN student’s current license must be on file in the Department of Nursing.

The transcripts of all transfer student applicants are reviewed by the chairperson of the Department of Nursing in regard to requirements for the major. Through collaboration with the university registrar, placement within the nursing major is determined and the applicant is notified.

**General Education Requirements**

General education requirements can be met by: 1) approved transfer of previously earned college credit, 2) validation with CLEP written examinations, 3) validation by approved departmental challenge examinations, and 4) enrollment in the courses at the University of Jamestown or another approved college/university.
Credit Analysis

A degree from the University of Jamestown requires 128 semester credits. The 128 credits consist of 43 credits of general education requirements, 73 credits of nursing prerequisite and major courses, and 12 credits of elective courses. Thirty-five of the credits needed for the degree must be taken at the University of Jamestown and a student must be full-time (minimum of 12 semester credits) at The University of Jamestown during the last semester of the program. A maximum of 67 semester credits may be accepted from a junior college.

I. Moral and Civic Education (12 semester credits)
   Journey 101 (1) (Transfer students are exempt from this course)
   Ethics (3)
   American History or American Government (3)
   Global Perspectives (3)

II. Communication Skills (6 semester credits)
   Freshman Composition I (3) – with a grade of C or higher
   Freshman Composition II (3) – with a grade of C or higher

III. Cultural and Social Heritage (15 semester credits)
   Religion (3)
   Music, Art, or Theater or Literature (3)
   Psychology & Sociology (6)
   (No more than 3 credits from one discipline)

IV. Natural Science & Quantitative Reasoning (14 semester credits)
   Natural Science with Lab (8)
   Computer (3)
   Math (3)

V. Physical Education (1 semester credit)
   Fitness & Wellness/Physical Activity Course (1)

Validation of Nursing Courses

The following nursing courses are validated through transfer of equivalent credits:

- N206 Health Assessment .................. 3 credits
- N210 Nursing Foundations ............... 6 credits
- N331, N333, N424 Child/Adult Health I, II, III .......... 20 credits
- N332 Childbearing Family .................. 5 credits
- N334 Child/Adult Mental Health ........ 5 credits

TOTAL 39 Credits

Portions of the clinical requirements for the remaining nursing courses may be validated with the Life Experience Portfolio which is designed to meet some or all of the clinical objectives of a course. Further information on this option can be obtained from the respective course faculty.
On-Campus Nursing Courses
All prerequisite courses must be successfully completed before the student enrolls in 400 level nursing courses. Courses frequently taken by RN students include:

- N206 Health Assessment ........................................... 3 credits
- N497 Nursing Research ............................................... 2 credits
- N425 Community Health ........................................... 6 credits
- N426 Nursing Leadership and Management ............... 7 credits
- N427 Nursing as a Profession .................................... 2 credits
- N428 NCLEX Success ................................................ 2 credits

N497 and N425 are offered fall semester and N426, N427, and N428 are offered spring semester. The fall semester courses generally involve two days per week on campus for scheduled classes in addition to clinical experience. Spring semester course are arranged to correspond with students’ clinical experience with preceptors. Classes usually occur during the first, the middle, and the last two weeks of the spring semester.

Educational Costs and Fees
During the senior year there is a nursing clinical fee required of generic and RN students in addition to tuition and test fees. The clinical fee is $250 for the fall semester (RNs are only enrolled in one clinical course) and $250 for the spring semester.

Nursing Program for LPN’s Attending the University of Jamestown

Admission to the University of Jamestown
LPN students admitted to the University of Jamestown must meet the same criteria and adhere to the same policies as generic students and all students in the Bachelor of Science in Nursing program must fulfill the same requirements for graduation. In addition, a verification of the LPN’s current license must be on file in the Department of Nursing.

The transcripts of all transfer student applicants are reviewed by the chairperson of the Department of Nursing in regard to requirements for the major. Through collaboration with the college registrar, placement within the major is determined.

General Education Requirements
General education requirements can be met by: 1) approved transfer of previously earned college credit, 2) validation with CLEP written examinations, 3) validation by departmental challenge examinations, and 4) enrollment in the courses at The University of Jamestown or another college/university.

Credit Analysis
A degree from the University of Jamestown requires 128 semester credits. The 128 credits consist of 48 credits of general education requirements and 80 credits of nursing prerequisite courses and nursing major courses. Students must be full-time (minimum of 12 semester credits) at The University of Jamestown during the last
semester of the program. A maximum of 67 semester credits may be accepted from a junior college. Every nursing student must fulfill the requirements that make up the core curriculum of the Bachelor of Science in Nursing degree (see the University of Jamestown Catalog). Credit will be given for N210 Nursing Foundations based on the student’s previous nursing course.

**Departmental Awards**

**College Fellows in Nursing**

A limited number of outstanding junior and senior students are selected each year by the nursing faculty for the distinction of College Fellow in Nursing. Recipients are to be of exemplary character and must possess an overall cumulative grade point average of 3.3 or better as well as a cumulative grade point of 3.5 or better in their major. College fellows may tutor or teach under the direction of the department faculty and hold the rank just below that of university instructor.

**Distinguished Achievement Award in Nursing**

A certificate of recognition and gift is presented to one or two senior nursing students who best fulfill the following criteria:

1. Outstanding academic achievement - major GPA of 3.00.
2. Contribution to co-curricular activity which may carry some minimum credit but which is not a requirement of the student's major (Choir, NSA, Band, etc).
3. Leadership potential in professional nursing as demonstrated by holding office in an organization and possessing leadership qualities.

**University of Jamestown Nursing Faculty Recognition Award**

A certificate of recognition and a gift is presented to the student who has contributed the most effort to assist student learning within the nursing program. The following criteria are used in the selection:

1. Academic achievement is considered but no minimal standard C-GPA or major GPA is required.
2. General assistance rendered to faculty.
3. Noncompetitive interest in standards of achievement by self and by other students.
4. Creative and voluntary contributions to the teaching and learning of nursing and in the baccalaureate program.
5. Concern for the positive welfare of achievements of the students in the department.

**Nurse Leadership Recognition Award**

A certificate of recognition and a gift is presented to the University of Jamestown nursing student who has been selected for one of the following honors by the NDNSA: North Dakota Student Nurse of the Year, President of NDNSA, or recipient of the NDNSA State Leadership Award. This award represents not only the internalization of the leadership role of the nurse by the student, but also its implementation, as evidenced by the student's participation and recognition in NSA.
Ruth Strutz Adult Learner Award

A certificate of recognition and a gift is presented in honor of Ruth Strutz to a senior nursing student(s) selected by the nursing faculty who exemplifies outstanding adult learning characteristics. The following criteria may be considered in this selection:

1. C-GPA.
2. Evidence of leadership and community involvement while enrolled in the program.
3. Family involvement while enrolled in the program.
4. Ability to be an excellent student despite the assumption of many personal and professional roles.
5. Demonstration of good role modeling to other students and support of them.
6. Positive adaptation to a career change, returning to college, or first time entry from high school.

Exclusion: Generic students who enter college directly, without a time interval from high school.

Sigma Theta Tau

The top 35% of the senior nursing class will be invited to become a member of Sigma Theta Tau International and the Xi Kappa At-Large chapter. Sigma Theta Tau International is a prestigious organization of nurse leaders, scholars, and researchers. Membership in the Society is awarded to bachelor's, master's, and doctoral nurses who have made outstanding contributions to nursing. Sigma Theta Tau encourages professional development and promotes nursing scholarship, creativity, leadership, and commitment to nursing.

Student Participation within the Department

Evaluation

Students participate in the evaluation of faculty teaching effectiveness, clinical agency utilization, individual courses, objectives, and graduate outcomes. Participation in the evaluation process provides insight and suggestions for program development and improvement.

Faculty Meetings

One student representative and one alternate are elected by the junior and senior nursing classes at the beginning of each semester. The sophomore class will elect a representative and alternate for the spring semester. Class representatives are to represent their classes at faculty meetings, especially where curriculum and student activities are discussed. These representatives serve in an ex-officio role without vote. The representative may initiate ideas and recommendations on policies, procedures, or concerns related to the department. Representatives may also respond to recommendations made by faculty or students. Faculty meetings are closed if confidential items are discussed.
Grievance Procedure

**Evaluations**

Any student who disagrees with an evaluation (grade, clinical evaluation, critical behavior, etc.) must use the following procedure:

1. Discuss the issue with the individual faculty involved.
2. If not resolved, the student may present the evidence in conference with the course faculty and the chairperson of the Department of Nursing within 5 working days.
3. If unresolved, the concern may be brought by the student or faculty to the attention of the Academic Council or Vice President for Academic Affairs and Dean of the College.

**Course and/or Curriculum**

A student who has a concern or grievance related to a course and/or the curriculum may use the following procedure:

1. Schedule a meeting with the course faculty.
2. Provide the course faculty with a written statement expressing the concern or grievance at least three days before the scheduled meeting.
3. If the issue is not satisfactorily settled at the scheduled meeting, it may be presented to the Department Chair. If the issue is not settled following that meeting, a Student Concerns Committee shall be formed.
4. The Student Concerns Committee shall make a recommendation to the general nursing faculty within two days of the meeting with the student. Final authority for resolution of the concern/grievance shall rest with the general nursing faculty. A written statement of the decision shall be given to the student involved one day after the next scheduled nursing faculty meeting.

**Faculty**

A student who has a concern or grievance involving a faculty member may use the following procedure:

1. First discuss the matter with the faculty member.
2. If the difficulty is not resolved in this manner, the student may then request a meeting with the chairperson of the Department of Nursing. Present at this meeting will be: student expressing the grievance, faculty member involved, and chairperson of the Department of Nursing.
3. Failure to resolve the problem to the student's satisfaction will result in referral of the issue to the Vice President for Academic Affairs and Dean of the College. It is the student's responsibility to initiate the meeting with the Dean.
Complaints against the University of Jamestown Department of Nursing Program

The Accreditation Commission for Education in Nursing, Inc. (ACEN) reviews any complaint it receives against an accredited program or the ACEN itself, relating to the standards, criteria, or procedures; and resolves the complaint in a timely, fair, and equitable manner, using established time lines for each step of the complaint procedure.

A complaint is an expression of dissatisfaction about something or someone that is the cause or subject of protest. ACEN will act only on complaints about program quality that may, if substantiated, indicate areas of non-compliance with accreditation standards and criteria. The formal allegation against a party, program, nursing education unit, or governing organization should be expressed as a written, signed statement by the complainant. The allegation may be concerned with an individual’s, program’s, nursing education unit’s, and/or governing organization’s rights, the interpretation or application of rules, regulations, or policies of an accredited program. The allegation may also include concerns from recognized state or federal agencies. In addressing a complaint, the ACEN does not serve as arbitrator or mediator of internal disputes within nursing programs or between nursing programs. It will not intervene on behalf of an individual complainant regarding such matters as admission, progression, grades, appointment, promotion, or dismissal of faculty members or students. The role of the ACEN is to ensure that the policies and procedures of an institution, regarding complaints, are implemented fairly and as written, or if not present, to make certain that such policies and procedures of a program, nursing education unit or governing organization are developed and implemented. A potential complainant should use all available means available within the program, nursing education unit, or governing organization before filing a complaint with ACEN.

A complaint may be filed by any of the following representatives of ACEN communities of interest including:

- Student(s) currently enrolled in an accredited nursing program, nursing education unit, or governing organization;
- Applicant(s) to an accredited nursing program or nursing education unit;
- Other interested parties.

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326

Phone: 404-975-5000
Fax: 404-975-5020
Web: www.acenursing.org
Student Nurse Activities

Senior Pinning
The pinning ceremony is a tradition at The University of Jamestown. The pin represents the completion of the nursing education program. The program is planned and arranged by an elected committee of the senior nursing class.

Nursing Students Association (NSA)
The Nursing Students Association (NSA) is a national, state, and local organization dedicated to preparing nursing students for leadership roles within the nursing profession. The organization is open to any nursing major and meets throughout the academic year to plan and carry out many activities. Activities include educational events, community service health projects, and social activities. In addition, members from the local level have the opportunity to run for state board positions and offices. The University of Jamestown has always had a strong local chapter and has had significant leadership involvement on the state level. This organization is a fun way to learn, to develop leadership skills, and to meet your future colleagues in the nursing profession.

Student Nurse of the Year (SNOY)
Each year the Nursing Students Association sponsors a competition for Student Nurse of the Year (SNOY). The objective is to recognize an outstanding nursing student and to stimulate public interest and awareness of nursing student activities. Membership in NSA is required in order to be considered for SNOY. Six candidates who are junior status or lower members are chosen by the nursing faculty. Of those six nominees, three candidates are chosen by the local NSA and then independent community judges chose the winner. The UJ SNOY then advances to the state competition. The role of the SNOY is to assist in recruitment and to conduct the next year’s local SNOY contest. Active participation in local and state NSA events is also expected.

See the University of Jamestown Catalog for more information on other student organizations.
Rights and Responsibilities

A commitment to nursing entails responsibilities and rights. Below are the identified rights and responsibilities of the student nurse at The University of Jamestown.

Rights and Responsibilities of the Student Nurse at the University of Jamestown

As an individual you have a **Right:**

1. To be respected as a unique person.
2. To participate in UJ student, professional, cultural, social, academic, and religious activities.
3. To have appropriate advisement and counseling services available.
4. To expect that confidentiality will be maintained.
5. To be an independent thinker.
6. To express your opinions regarding your academic, social, and campus life to your advisor, and/or through other identified communication processes.
7. To express your views and grievances through appropriate channels.
8. To develop critical judgment.
9. To your own thoughts, verbal and non-verbal communications, and behavior.
10. To have policies and procedures developed and in writing which provide and safeguard your freedom to learn.
11. To nondiscrimination at UJ regarding entrance to the college, assignments, classes, and graduation.

As an individual you have a **Responsibility:**

1. To respect others as individuals.
2. To participate in UJ student, professional, cultural, academic, and religious activities.
3. To utilize appropriate advisement and counseling services as needed.
4. To respect the confidentiality of patients and clients.
5. To be an independent thinker.
6. To express your opinions regarding your academic, social, and campus life to your advisor, and/or through other identified communication processes.
7. To express your views and grievances through the appropriate channels.
8. To develop conclusions based on data received from analyzing various points of view.
9. To assume responsibility for your own thoughts, verbal and nonverbal communications and behavior.
10. To review and help develop the policies and procedures that provide and safeguard your freedom to learn.
11. To be nondiscriminatory in your contact with other students, faculty, patients, and clients.
Rights and Responsibilities of the Student Nurse at the University of Jamestown
(Continued)

12. To take reasoned exception to the data or views offered in any course.
12. For learning the content of any course of study in which you are enrolled.

13. Of protection against prejudiced academic evaluation through an identified procedure.
13. For maintaining standards of performance in the classroom and in clinical agencies that are identified for each course in which you are enrolled.

14. To help determine your curriculum.
14. To assist in curriculum development, implementation and evaluation.

15. As a member of NSA and the UJ student organization to invite and hear any person of your own choosing.
15. To protect the right of freedom of expression for all.

16. To examine and discuss all questions of interest to your group and to express opinions.
16. To develop forums for receipt of ideas and diverse views.

17. To have written standards of behavior that UJ considers essential to its educational mission and its community life.
17. To review, know and follow those standards of behavior that UJ considers essential to its educational mission and its community life.

18. To belong or refuse to belong to any organization of your choice.
18. To belong to those organizations which offer personal, academic, social, professional, cultural, and religious growth.

19. To collaborate with the faculty representatives in establishing policies that will maintain high professional standards.
19. To assist in establishing, knowing, and following the policies.

20. To have in writing estimated average departmental student costs at The University of Jamestown.
20. To seek out appropriate financial assistance and follow through in meeting your commitment to financial aid.
DEPARTMENT OF NURSING FORMS
CONFIDENTIALITY AGREEMENT

I understand that it is my ethical and legal responsibility as a University of Jamestown student nurse in all clinical agencies in which I am involved to hold confidential, any verbal and written information received through my affiliation with those agencies.

1. I acknowledge that all medical, financial, and personal information is confidential and protected against unauthorized viewing, discussion, and disclosure.

2. I understand that this information is privileged and confidential regardless of format: electronic, written, verbal, or observed.

3. I understand that I may view, use, disclose, or copy information only as it relates to the performance of my role as a student nurse. Any unauthorized viewing, discussion, or disclosure of this information is a violation of the University of Jamestown policies and of affiliating agencies and may be a violation of federal and/or state law.

4. I understand that looking at my own record or the record of others when not specifically indicated in the performance of my duties is expressly prohibited.

5. I agree to use the affiliating agency’s computer based information for the sole purpose of my legitimate duties as a student nurse.

6. I agree to follow all established policies in relation to changing, deleting, or destroying protected information in any form.

7. I understand that the passwords assigned to me to access affiliating agency computer based information systems are confidential, and not to be shared with anyone under any circumstances.

8. I understand that any violations of the above points will constitute a failure in the performance of a critical behavior and possible failure of the nursing course in which I am enrolled, as well as possible legal ramifications.

I acknowledge that my signature on this Confidentiality Agreement signifies that I acknowledge, understand,

____________________
Printed Name

____________________  ______________________
Signature                           Date

12/13, 01/15
CRITICAL INCIDENT POLICY

**Critical Behavior**
Critical behavior is a behavior viewed as essential to the professional role of the student nurse. Critical behaviors are those behaviors necessary for client safety, ethical nursing practice, positive agency relationships, or constructive student/faculty interactions. Specific critical behaviors are included on the “Clinical Evaluation Tool.”

The critical behaviors are actions by which the student:
1. Demonstrates adequate preparation and knowledge.
2. Follows advice and/or directives given by faculty or staff.
3. Reports significant data to appropriate source.
4. Demonstrates professional behavior and attitude, resulting in positive nurse/client relationship.
5. Follows agency protocol and/or policies.
6. Maintains confidentiality at all times.
7. Maintains minimum standards of competence and safety.
8. Functions with personal integrity and with respect for the principals of ethical practice.

**Critical Incident**
A critical incident is the failure to perform/attain a critical behavior. A student receiving a "U" in a critical behavior may be dismissed from the clinical area including the Learning Lab and any setting where the student represents the University of Jamestown as a professional nursing student. (Examples are hospitals, homes, schools, clinics, community health agencies, etc). The student will be allowed to return only upon receiving permission from the course faculty. When more than one "U" is given during the same clinical, the course faculty team will determine if the "U"s constitute one or more incidents.

The receipt of one critical incident in the course will not affect the student's grade and, provided the unsatisfactory behavior is corrected, will not reflect negatively on the student's final clinical evaluation. When a student receives unsatisfactory in two or more critical behaviors resulting in two critical incidents, immediate failure of the course will occur. An accumulative sum of three critical incidents across all of the courses may result in dismissal from the program.

**Critical Incident Procedure**
When unsatisfactory performance occurs, the faculty member giving the "U" will adhere to the following procedure:
1. Confront the student as soon as possible after the instructor becomes aware of the incident.
2. Report to other course faculty as soon as possible.
3. Report to the nursing faculty at the next scheduled departmental meeting.
4. Meet with the student, give her/him a copy of the written rationale and request her/his signature which indicates agreement with the document.
5. Inform the student that if he/she does not agree with the clinical incident, grievance procedure #1 in the handbook may be followed.
6. Distribute copies of the incident and rationale to the chairperson, the student, and the advisor to be filed in the student's file. The Vice President for Academic Affairs and Dean of the College may be notified.

DOCUMENTATION OF CRITICAL INCIDENT

Student ________________________________    Course ____________________________    Date ________________

CRITICAL BEHAVIORS

1. Demonstrates adequate preparation and knowledge.
2. Follows advice and/or directives given by faculty or staff.
3. Reports significant data to appropriate source.
4. Demonstrates professional behavior and attitude, resulting in positive nurse/client relationship.
5. Follows agency protocol and/or policies.
6. Maintains confidentiality at all times.
7. Maintains minimum standards of competence and safety.
8. Functions with personal integrity and with respect for the principals of ethical practice.

EXPLANATION OF CRITICAL INCIDENT: (Use extra sheets as necessary)

Faculty Signature  _________________________________________________    Date _____________

Sign one or the other: (Student’s written comments may be attached to the form)

I agree with the faculty member’s assessment regarding my unsatisfactory performance in a critical behavior.

Student Signature _________________________________________________    Date _____________

I do not agree with faculty member’s assessment regarding my unsatisfactory performance in a critical behavior.

Student Signature _________________________________________________    Date _____________

ESSENTIAL FUNCTIONAL ABILITIES

☐ I have reviewed the essential functional abilities policy and procedure and have not identified functional ability limitations at this time.

☐ I have reviewed the essential functional abilities policy and procedure and have identified the following functional limitations and will seek consultation with a qualified practitioner regarding these limitations:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

___________________________

Printed Name

___________________________

Signature

___________________________

Date

07/04, 12/13, 01/15
# Health History Form: Admittance to Nursing Major

**Sex:** M  F  DOB:  
(mm/dd/yyyy)

**Phone:**  

**Name and Relationship of Person to be reached in Case of Emergency**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FAMILY HISTORY**

<table>
<thead>
<tr>
<th><strong>AGE</strong></th>
<th><strong>STATE OF HEALTH</strong></th>
<th><strong>OCCUPATION</strong></th>
<th><strong>DEATH</strong></th>
<th><strong>RELATIONSHIP</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brothers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sisters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of Children (if you are a parent):**

**PERSONAL HISTORY** (Check box if Answer is “Yes” – Explain Yes Answers on a Separate Sheet)

<table>
<thead>
<tr>
<th><strong>YES</strong></th>
<th><strong>YES</strong></th>
<th><strong>YES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Injury with Unconsciousness</td>
<td>Chronic Cough</td>
<td>Chicken Pox</td>
</tr>
<tr>
<td>Recurrent Head Ache</td>
<td>Palpitations (Heart)</td>
<td>Kidney Disease</td>
</tr>
<tr>
<td>Epilepsy</td>
<td>Pain/Pressure in Chest</td>
<td>Albumin/Sugar in Urine</td>
</tr>
<tr>
<td>Dizziness/Fainting</td>
<td>High or Low Blood Pressure</td>
<td>Urinary Infection</td>
</tr>
<tr>
<td>Convulsion</td>
<td>Rheumatic Fever</td>
<td>Arthritis</td>
</tr>
<tr>
<td>Eye Trouble</td>
<td>Heart Murmur</td>
<td>Knee, Shoulder, etc., Problem</td>
</tr>
<tr>
<td>Ear, Nose, Throat Trouble</td>
<td>Diabetes</td>
<td>Back Problems</td>
</tr>
<tr>
<td>Gum or Tooth Trouble</td>
<td>Stomach or Intestinal Trouble</td>
<td>Weakness, Paralysis</td>
</tr>
<tr>
<td>Sinusitis</td>
<td>Gallbladder Trouble or Gallstones</td>
<td>Insomnia</td>
</tr>
<tr>
<td>Recurrent Colds</td>
<td>Recurrent Diarrhea</td>
<td>Frequent Anxiety</td>
</tr>
<tr>
<td>Hay Fever</td>
<td>Jaundice</td>
<td>Frequent Depression</td>
</tr>
<tr>
<td>Asthma</td>
<td>Tumor, Cancer, or Cyst</td>
<td>Surgery</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Rupture, Hernia</td>
<td></td>
</tr>
<tr>
<td>Shortness of Breath</td>
<td>Recent Gain or Loss of Weight</td>
<td></td>
</tr>
</tbody>
</table>

| **A.** Has your physical activity been restricted during the past five years? |
| **B.** Have you received treatment or counseling for a nervous condition, drug related or emotional problem? |
| **C.** Have you consulted or been treated by clinic, physicians, or other practitioners for illness or injury or been hospitalized within the past 5 years? |
| **D.** Do you have a history of any severe or chronic condition? |
| **E.** Do you have any type of handicap or condition which limits functioning? |
| **F.** Do you have problems other than those already listed which might require attention from our Staff? |
| **G.** Are you allergic to any medications? If yes, list. |

This is to certify that the above information is correct to the best of my knowledge:

**Student Signature:** ___________________________  **Date:** ___________________
Department of Nursing Student Handbook – 2017

Health Assessment Form
TO BE FILLED OUT BY PHYSICIAN, NP, PA, OR RN AFFILIATED WITH A HEALTHCARE AGENCY

Name: _________________________________________________       Date of Physical: ________________

Height: _______  Weight: _______  B/P: _______  Pulse: _______

Vision:  Right: 20/______   Left: 20/______

<table>
<thead>
<tr>
<th>Clinical Evaluation</th>
<th>Normal</th>
<th>Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Nose and Sinuses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Mouth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ears</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Eyes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Lungs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Heart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Abdomen and Viscera</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Upper Extremity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Lower Extremity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Musculoskeletal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Skin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Neurological</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Surgical Procedures Done within Past 2 years: ________________________________

Medication Currently Prescribed: ____________________________________________

Allergies to Medication: ____________________________________________________

Do You Have:  
<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficulty Sleeping?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problems with Anxiety?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depressed Mood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoughts of Harming Self?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic or Open Wounds?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If completed by an RN:  
Are there assessment findings that require further follow up in order for the student to participate in the Nursing Program including Clinical Experiences?  Yes ____  No ____
If yes, refer to MD or Licensed Independent Practitioner.

Signature: ________________________________________________________________       Date: ___________________

Print Name: ________________________________                  Phone: ________________
HEPATITIS B EXPOSURE RELEASE FORM

I understand that due to my exposure to blood or other potentially infectious materials during my care of individuals while a student of nursing at University of Jamestown I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I understand that a vaccine is available and is usually well tolerated. I have received information about Hepatitis B and the vaccine. I understand that three injections are required over a period of six months to complete the vaccination.

I understand that if I have not already been vaccinated (or am in the process of being vaccinated) against HBV that it is my responsibility to arrange to be vaccinated and to pay all expenses incurred. However, if I do not become vaccinated during the time I am a student at University of Jamestown I understand I continue to be at risk of acquiring Hepatitis B and I hereby relieve University of Jamestown and any affiliating agency of any legal or monetary responsibility if I acquire Hepatitis B infection while a student at University of Jamestown.

________________________
Printed Name

________________________  _______________________
Signature                  Date

12/13, 01/15
Name: ______________________________________________
Date: ___________________

I. RISK FACTOR ASSESSMENT

Exposure History:
Are you a health care worker? Y N
Do you wear latex gloves regularly or are you otherwise exposed to latex regularly? Y N
Do you have a history of eczema or other rashes on your hands? Y N
Do you have a medical history of frequent surgeries or invasive medical procedures? Y N
Did these take place when you were an infant? Y N
Do you have a history of “hay fever” or other common allergies? Y N
Do your fellow workers wear latex gloves regularly? Y N
Do you take a beta-blocker medication? Y N

Circle any foods below that cause hives, itching of the lips or throat, or more severe symptoms when you eat or handle them:

apple cherry kiwi pineapple
apricot chestnut melon plum
avocado fig nectarine potatoes
banana fruit passion papaya tomatoes
carrot grape peach
celery hazelnut pear
II. CONTACT DERMATITIS ASSESSMENT  
(For individuals who wear latex gloves frequently)

Circle Y or N

Do you have rash, itching, cracking, chapping, scaling, or weeping of the skin from latex glove use?  
Y  N

Have these symptoms recently changed or worsened?  
Y  N

Have you used different brands of latex gloves?  
Y  N

If so, have your symptoms persisted?  
Y  N

Have you used non-latex gloves?  
Y  N

If so, have you had the same or similar symptoms as with latex gloves?  
Y  N

Do these symptoms persist when you stop wearing all gloves?  
Y  N

III. CONTACT URTICARIA (Hives) ASSESSMENT  
(For individuals who wear latex gloves frequently)

When you wear or are around others wearing latex gloves do you get hives, red itchy swollen hands within 30 minutes or, “water blisters” on your hands within a day?  
Y  N

IV. AEROSOL REACTION ASSESSMENT

When you wear or are around others wearing latex gloves, have you noted any:  
Itchy, red eyes, fits of sneezing, runny or stuffy nose, itching of the nose or palate?  
Y  N

Shortness of breath, wheezing, chest tightness or difficulty breathing?  
Y  N

Other acute reactions, including generalized or severe swelling or shock?  
Y  N

V. HISTORY OF REACTIONS SUGGESTIVE OF LATEX ALLERGY:

Do you have a history of anaphylaxis or of intraoperative shock?  
Y  N

Have you had itching, swelling or other symptoms following dental/rectal/pelvic exams?  
Y  N

Have you experienced swelling or difficulty breathing after blowing up a balloon?  
Y  N

Do condoms, diaphragms, or latex sexual aids cause itching or swelling?  
Y  N

Do rubber handles, rubber bands, or elastic bands on clothing cause any discomfort?  
Y  N

December 2013
PERMISSION TO USE STUDENT WORK

I, the undersigned, am a current student at University of Jamestown, and hereby give permission to University of Jamestown to use my papers, care plans, or other student created materials for accreditation or teaching purposes.

I understand my name will be removed from the student work. I understand that my student work will not be given out for other students to keep and will be kept on file either on paper in the nursing department or electronically but not in a public file.

______________________________
Printed Name

______________________________  ______________________________
Signature                      Date

12/13, 11/14, 01/15
Plagiarism Statement

Quotation marks should be used to indicate the exact words of another. Summarizing a passage or rearranging the order of a sentence and changing some of the words is paraphrasing. Each time a direct quote is used, or a source is paraphrased, a credit for the source needs to be included in the text. The key element of this principle is that an author does not present the work of another as if it were his or her own work. This can extend to ideas as well as written words. [American Psychological Association, (2010). Publication Manual of the American Psychological Association (6th ed). Washington D.C. (pp. 15-16, 170).]

I have read and understand the above definition of plagiarism.

_______________________________
Printed Name

_______________________________
Signature

_______________________________
Date

12/13, 01/15
Department of Nursing Student Handbook – 2017

PROOF OF HEALTH INSURANCE/HEALTH INSURANCE WAIVER

Check the area that applies, provide the necessary information, then sign and date.

☐ I have health insurance coverage.

Name of Primary Insured____________________________________________

Place of Employment of Insured_______________________________________

Health Insurance Company____________________________________________

Policy Number______________________________________________________

Address of Company___________________________________________________

Phone Number_______________________________________________________

Signature____________________________________________________________ Date __________________

-OR-

☐ I do not have health insurance coverage.

I understand that if I incur an injury, illness or incident while I am a student at The University of Jamestown attending lecture class, lab or clinical that I am responsible for charges that may be incurred for medical care or testing that is necessary. I also understand that The University of Jamestown or the Department of Nursing will not be held responsible for payment of any charges.

________________________________________
Printed Name

________________________________________  ________________________
Signature  Date

12/13, 01/15
REQUEST FOR DEADLINE EXTENSION OR SCHEDULING CHANGE

Student Name ________________________________

Course Name and Number ________________________________

Faculty Name ________________________________

Original Date of Assignment/Clinical/Lab ________________________________ Date and Time

Alternate Date You Are Requesting ________________________________ Date and Time

Reason For Request: (Be complete and specific).

Student Signature ________________________________ Date ________________

To Be Completed By Faculty

Date Request Received ________________________________

Request Approved _________ Denied _________

Comments: (Reason for request denial, make-up assignment, etc.)

Faculty Signature ________________________________ Date ________________

1995
Revised 1995, 2002
Reviewed 1999, 2001
The following schedule demonstrates a sample schedule for nursing majors indicating the manner in which the curriculum is organized and sequenced.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
</tr>
<tr>
<td>Journey 101</td>
<td>1</td>
</tr>
<tr>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Freshmen Comp 101</td>
<td>3</td>
</tr>
<tr>
<td>Sociology/Developmental Psych</td>
<td>3</td>
</tr>
<tr>
<td>General Ed.</td>
<td>3</td>
</tr>
<tr>
<td>General Ed.</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS 16</strong></td>
<td><strong>TOTAL CREDITS 16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
</tr>
<tr>
<td>Anatomy &amp; Phys 208 and Lab</td>
</tr>
<tr>
<td>Microbiology 216 and Lab</td>
</tr>
<tr>
<td>Nutrition - N205</td>
</tr>
<tr>
<td>General Ed.</td>
</tr>
<tr>
<td>General Ed.</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS 17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
</tr>
<tr>
<td>Child/Adult Health I - N331</td>
</tr>
<tr>
<td>Childbearing Family - N332</td>
</tr>
<tr>
<td>Dynamics of Addiction - Psy 365 or Abnormal Psychology - Psy 302</td>
</tr>
<tr>
<td>General Ed.</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS 18</strong></td>
</tr>
</tbody>
</table>

** SUMMER INTERNSHIP (1-4 Credits)**

<table>
<thead>
<tr>
<th>FOURTH YEAR</th>
<th>SPRING (12 Credits Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
</tr>
<tr>
<td>Child/Adult Health III - N424</td>
<td>6</td>
</tr>
<tr>
<td>Community Health - N425</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Research - N497</td>
<td>2</td>
</tr>
<tr>
<td>Elective or General Ed.</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS 17</strong></td>
<td><strong>Total CREDITS 12-16</strong></td>
</tr>
</tbody>
</table>

This schedule is just a sample. There is some flexibility in the timing of some general education courses. Transfer students may find it necessary to take additional courses to attain the required number of credits for graduation (128). All students should work closely with their advisors to ensure that pre-requisite courses are taken at the proper time.

* Recommend Ethics in the spring of sophomore or junior level. (Also, usually offered in the summer)

** Summer Internship is not a requirement but is strongly encouraged. May receive 1-4 credits depending on the class and scholarly requirements of the internship.

NURSING REQUIREMENTS
Pre-requisites and Required Courses for the Nursing Major

Freshman
☐ Chem 114 Inorganic/Biochemistry Lecture/Lab (4)
   (Pre-requisite for Biol 208, Bio 209, and Bio 216)
☐ Psyc 203 Developmental Psychology (3)
One of the following two courses:
☐ Soc 101 Introduction to Sociology (3)
☐ Soc 223 Sociology of the Family (3)

Sophomore
☐ Biol 208 Human Anatomy and Physiology I Lecture/Lab (5)
☐ Biol 209 Human Anatomy and Physiology II Lecture/Lab (5)
☐ Biol 216 Microbiology Lecture/Lab (4)
☐ Nrsg 205 Nutrition (2)
☐ Nrsg 206 Health Assessment (3)
☐ Nrsg 210 Nursing Foundations (6)

Junior
☐ Nrsg 331 Child/Adult Health I (7)
☐ Nrsg 332 Childbearing Family (5)
☐ Nrsg 333 Child/Adult Health II (7)
☐ Nrsg 334 Child/Adult Mental Health (5)
One of the following two courses:
☐ Psyc 365 Dynamics of Addiction (3)
☐ Psyc 302 Abnormal Psychology (3)

Senior
☐ Nrsg 424 Child/Adult Health III (6)
☐ Nrsg 425 Community Health Nursing (6)
☐ Nrsg 426 Nursing Management (9)
☐ Nrsg 427 Nursing as a Profession (2)
☐ Nrsg 497 Nursing Research (2)

☐ Required Pre-/Co-Requisites
☐ Required Gen Eds.
☐ 12-14 Credits of Electives

General Education Requirements
Bachelor of Science in Nursing—43 semester credits

I. Moral and Civic Education: (10 semester credits)
   □ First Year Journey Seminar (1)
   □ Ethics (3)
   □ American History or American Government (3)
   □ Global Perspectives¹ (3)

II. Communication Skills (6 semester credits)
   □ Freshman Composition I (3) - with a grade of C- or higher
   □ Freshman Composition with Literature II (3) - with a grade of C- or higher

III. Cultural and Social Heritage (12 semester credits)
   □ Religion (3)
   □ Music, Art, Theatre, or Literature (3)
   □ Psychology, Sociology, Political Science, Economics, Comm 112 (6)
   No more than 3 hours from one discipline

IV. Natural Science & Quantitative Reasoning (14 semester credits)
   □ □ Natural Science (with lab) (8)
   □ Computer (3)
   □ Math (3)

V. Physical Education (1 semester credit)
   □ Fitness and Wellness, Physical Activity Course, or CPR Certification (1)

¹ Foreign language or foreign culture courses consisting of a selected list of history, political science, and international business courses.
STUDENT LAB SUPPLY TOTE POLICY

I understand and will comply with the following policy:

The lab tote supplies are for the purpose of learning nursing skills. The supplies will be used for practice and testing purposes only. No invasive procedures using these supplies will be practiced outside of the learning lab setting. The lab tote supplies are for the purpose of learning nursing skills. I will use these supplies for practice and testing purposes only. No invasive procedures (where skin is broken or orifice is entered) using these supplies will be practiced on a person. Invasive procedures will be practiced on manikins. IV and injection supplies will be used only in the lab setting with supervision. Examples of invasive skills: intravenous skills, foley catheter insertion, NG intubation, injections.

______________________________________________
Printed Name

______________________________________________
Signature Date

YEARY DISCLOSURE OF CRIMINAL BACKGROUND

1. Student Name: ____________________________________________
   (Please Print)

2. In the past year, have you been convicted of any felony charges?  ☐ Yes  ☐ No

3. In the past year, have you been convicted of any misdemeanor charges?  ☐ Yes  ☐ No

4. Are there any current pending felony charges that have been filed against you?  ☐ Yes  ☐ No

5. Are there any current pending misdemeanor charges that have been filed against you?  ☐ Yes  ☐ No

6. If you answered yes to any of the above questions, list all criminal convictions you have received by year, as well as any current pending criminal charges that have been filed against you.
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

7. Have you been terminated from a healthcare facility in the past year?  ☐ Yes  ☐ No
   If you answered yes to the above question, please explain:
   ___________________________________________________________________________________
   ___________________________________________________________________________________

8. I understand that providing false information regarding my criminal history, failing to disclose requested information regarding my criminal history, or not successfully passing any required criminal history check may result in a failure to be approved for required placement assignments, and as such may result in my inability to progress through the University of Jamestown Nursing Program, as such required placements are prerequisites to the completion of any School of Nursing degree.

   ___________________________  ___________________________
   Signature of Student            Date